ONONDAGA COUNTY CIVIL SERVICE EXAMINATION ANNOUNCEMENT
DEPARTMENT OF PERSONNEL
JOHN H. MULROY CIVIC CENTER
421 MONTGOMERY ST. 11TH FL. SYRACUSE, NY 13202
(315) 435-3537 – WEBSITE: WWW.ONGOV.NET

Carl Hummel
Commissioner

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Application Deadline 03/18/2025

POLICE OFFICER/DEPUTY SHERIFF (POLICE)

Open Competitive Exam # 88941010
Use application form #p-200

Office Hours
M-F
8 A.M. – 4 P.M.

Exam Date
05/03/2025

ALL APPLICATIONS MUST BE FILED WITH THE ONONDAGA COUNTY PERSONNEL DEPARTMENT
AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

$35.00 Non-Refundable Application Fee You are, therefore, urged to carefully compare your qualifications with the requirements for admission and file only for those examinations for which you are clearly qualified. Payable by check or money order to: "Chief Fiscal Officer," or by VISA, MC or Discover. Cash will be accepted only if paying in person.

SALARY AND VACANCIES: Changing conditions may make it necessary to certify vacancies at higher or lower salaries than those announced.

THE TITLE CURRENTLY EXISTS IN THE FOLLOWING JURISDICTIONS:
Onondaga County – Onondaga County Sheriff's Office – $28.11/hr-$40.03/hr (2024 Salaries)
City of Syracuse – City Police - $56,674-$88,952
Towns & Villages – Town of Camillus, Town of Cicero, Town of Dewitt, Town of Geddes, Town of Manlius, Village of Baldwinsville, Village of Jordan, Village of Liverpool, Village of Marcellus, Village of North Syracuse, Village of Skaneateles, and Village of Solvay (Salaries Vary)

The resulting open competitive eligible list will be used to fill vacancies in any jurisdiction where the title exists. Changing conditions may make it necessary to certify for future vacancies at higher or lower salaries than those announced.

CONTINUOUS RECRUITMENT PROGRAM: This is a combined continuous recruitment examination for entry-level law enforcement officer positions. The names of successful candidates will be inter-filed, in order of final score, to a Police Officer / Deputy Sheriff (Police) eligible list which will be used to fill present and anticipated vacancies for the title Deputy Sheriff (Police) in the Onondaga County Sheriff's Department and the title Police Officer in the City of Syracuse Police Department and in various Onondaga County Town and Village Police Departments. Candidates appointed or removed from the list as a result of canvass in one law enforcement agency will be removed from the list for further consideration in all law enforcement agencies. Candidates should be aware that because this is a continuous recruitment list, all results of canvass (i.e. declinations) will remain in effect indefinitely. Removals and restrictions to the eligible list may be withdrawn only through written notice to the Onondaga County Personnel Department. The Onondaga County Personnel Department reserves the right to terminate this special recruitment program and establish the periodic type of examination in concurrence with the federal District Court Order.

DUTIES:
This is law enforcement work involving responsibility to enforce federal and state laws and local ordinances and to maintain order in an assigned area. Under the general supervision of a superior officer, an employee in this class performs routine patrol duties on an assigned shift. Does related work as required.

RESIDENCE REQUIREMENT:

Residence at Time of Application: Candidates must have resided in **The United States** for not less than one (1) month immediately preceding the date of exam.

Residence at Time of Appointment:
Police Officer (City of Syracuse, Towns and Villages) – Preference in appointment may be given to local residents of the appointing authority.

*City of Syracuse candidates must be residents of the City of Syracuse within six (6) months of their date of graduation from the academy, and maintain their City residency for five (5) years.

Deputy Sheriff (Police) - Candidates must be residents of Onondaga County or one of its contiguous counties (Cayuga, Cortland, Madison, Oswego) at time of appointment. Preference in appointment may be given to local residents of the appointing authority.

MINIMUM QUALIFICATIONS:

Age: On the date of examination, candidates must meet the following requirements: Age: Candidates must be at least 19 years and 6 months old on or before the written examination to be admitted to the test. Eligibility for appointment begins when candidates reach their 20th birthday. On April 26, 1999, Chapter 32 of the Laws of 1999 amended Section 58 of Civil Service Law to establish a maximum age limitation of 35 years of age as of the date the individual takes the written examination (eligibility ceases upon a candidates 35th birthday). Time spent on military duty, not exceeding a total of six (6) years (Volunteer service after July 1, 1970 is limited to a total of four (4) years unless performed during a period of war or national emergency), shall be subtracted from the age of any applicant who has passed his/her 35th birthday.

Section 58.1(a) of Civil Service Law requires that applicants not be "more than 35 years of age as of the date the individual takes the written examination…" Candidates who may be impacted by the maximum age requirement and who are requesting an alternate test date (for active military duty, Sabbath Observance or for an alternate test date situation which meets the conditions of the Onondaga County's alternate test date policy) are advised to contact Onondaga County Personnel to discuss their request.

At time of appointment Candidates must meet the following requirements:

Education: Candidates must be high school graduates or holders of a high school equivalency diploma issued by an education department of any of the states of the United States or holders of a comparable diploma issued by any territory, commonwealth, or possession of the United States or by the Canal Zone or holders of a report from the United States Armed Forces certifying successful completion of the tests related to general education development, high school level at time of appointment.

Citizenship: Candidates must be citizens of the United States at time of appointment.

License: Possession of a valid New York State driver's license at time of appointment.

Physical: Candidates must meet the prescribed general physical and medical conditions as stated in the Municipal Police Training Council standards.

Psychological Evaluation: As stated in Section 58 of the Civil Service Law, you will be required to participate in a psychological evaluation to determine your fitness to perform the essential duties of the position prior to appointment. Failure to meet the standards may result in your offer of employment being rescinded or in your disqualification. An eligible will be called for a psychological assessment as needed to fill existing and anticipated vacancies.

Investigative Screening: As stated in Section 58 of the Civil Service Law, there will be a background investigation conducted in accordance with the standards of the municipal police training council (MPTC). Derogatory information will be evaluated and may result in disqualification. All convictions must be reported. Conviction of a felony or misdemeanor, or any falsified or omitted information, may bar appointment or result in removal after appointment, depending upon the relationship of the violation or omission to the duties of the position.

SPECIAL NECESSARY REQUIREMENT: Candidates for appointment or promotion to positions in Onondaga County government which require the operation of motor vehicles must, at the time of appointment, possess an appropriate NY State driver's license and a dependable personal vehicle or must have reasonable access to private/public transportation.

***Note:** Per the amendment to Civil Service Law Section 54, which became effective September 4, 2024, applicants who are within 12 months of meeting the minimum age or attaining the minimum educational requirements following the date of examination, may take the civil service exam, but will be restricted from certification until such a time that the minimum age or educational requirements are met.

COLLEGE TRANSCRIPTS AS QUALIFYING PROOF: If you are trying to qualify for this examination on the basis of your college training, you will need to submit either a verifiable, student copy or official transcript of college level studies you have completed to verify course work required for this examination. In lieu of a transcript, you will need to list all courses successfully completed in the curricula listed above, the names of the courses, number of hours earned, grades awarded, approximate dates of completion, and name(s) of college(s) where you took the course.

VOLUNTEER EXPERIENCE: Volunteer experience will be allowed to substitute for paid work experience as long as the volunteer experience is equivalent in nature to the paid work experience required for the position.

SUBJECT OF EXAMINATION: There will be a written test, which you must pass in order to be considered for appointment. The written test will be designed to test for knowledge, skills and/or abilities in the following areas:

Situational Judgment
These questions test for the ability to identify appropriate and effective responses to work-related challenges. You will be presented with scenarios that reflect the types of challenges one could encounter in a work environment. Each scenario will be followed by several responses to the scenario. You must rate the effectiveness of each response.

Language Fluency
These questions test for the ability to read, understand, and present a clear and accurate summary of information. For some questions, you will be given a brief reading passage followed by four statements, each summarizing the information. You must then choose the best version. For other questions, you will be given several sentences, one of which contains a spelling, grammatical, or punctuation error. You must then select the line that contains the error.

Information Ordering and Language Sequencing
These questions test for the ability to properly identify the sequence or order of events, or to organize information to fit a timeline. You will be given a brief reading passage followed by one or more questions. You must identify the proper sequence of events in order to answer one or more questions.

Problem Sensitivity and Reasoning
These questions test for the ability to apply information and to identify a problem or potential problem. For some questions, you will be given information in the form of policies, rules, regulations, or laws, which will be followed by a situation. You must then identify the problem and apply the information to select the best course of action to take. For other questions, you will be given a scenario and mock witness statements. You must use this information to answer one or more questions about the scenario.

Selective Attention
These questions test for the ability to focus on completing a task and to pay attention to important details while performing repetitive and monotonous tasks. You will be presented with a series of letters, symbols, and/or numbers. You must select the choice that contains the series of letters, symbols, and/or number that matches exactly.

Visualization
These questions test for the ability to imagine how something will look when it is moved around or when its parts are changed, moved, or rearranged. You will be presented with an image of a face followed by four images of faces. Each

face is disguised or altered in some way. Three of the images have a difference in facial structure or facial features. You must select the choice that contains the image with the identical facial structure and facial features.

Spatial Orientation
These questions test for the ability to understand how to navigate within spaces or how to get from one point to another. You will be provided with a map followed by one or more questions. You must imagine yourself at a certain location and orient yourself to the direction in which you would move to get to another location by the shortest (least distance) route.

Test guide:
A Guide for the Written Test for **Entry-Level Law Enforcement** is available at the New York State website: https://www.cs.ny.gov/testing/testguides.cfm. Candidates not having access to a computer or the internet may request copy of the test guide from the municipal civil service office conducting this examination using the contact information found elsewhere on this announcement.

CALCULATORS:
Use of calculators is prohibited for this exam. Candidates should bring quiet, hand-held, solar or battery powered calculators. Devices with typewriter keyboards, `Spell Checkers,' `Personal Digital Assistants,' `Address Books,' `Language Translators,' `Dictionaries,' or any similar devices are prohibited. You may not bring books or other reference materials. You may not bring cellular phones, beepers, pagers, or headphones.

PHYSICAL FITNESS TEST STANDARDS: Candidates passing the written portion of the examination will be required to pass a qualifying physical-agility fitness test. Candidates with confirmed attendance of the written phase, will receive notification of the physical agility within 3 weeks following the written phase of the test.. Candidates must successfully complete a physical fitness-screening test (physical agility) designed to assess the underlying physiological capacity of a candidate to learn and perform the essential job functions of an entry level Police Officer. The standards for this portion of this examination were established by the MPTC (Municipal Police Training Council) on February 1999 and revised on March 2006, and contain the following test elements: Bent-leg sit-ups, push-ups, and 1.5 mile run. Candidates are advised to assess their ability to qualify in the elements of the test battery. Our department strongly recommends that you have your physician review the test elements described below and certify that you are physically capable of participating in the physical fitness-screening test. Since the physical agility fitness test is qualifying (pass/fail), if you pass, your final score for the exam will be the score that you achieve on the written test.
NOTE: FAILURE TO APPEAR FOR THIS PHASE OF THE EXAMINATION WILL RESULT IN REMOVAL FROM THE ELIGIBLE LIST

Events
Sit up Muscular Endurance - The score indicated below is the number of bent-leg sit-ups performed in one minute.
Push-up Muscular Endurance (Upper Body) – The score below is the number of full body repetitions that a candidate must complete without breaks.
1.5 Mile Run Cardiovascular Capacity - below is The (time) score indicated calculated in minutes:seconds

TEST:

MALE

Age:	SIT-UP	PUSH-UP	1.5 MI RUN
20-29	38	29	12:38
30-39	35	24	12:58
40-49	29	18	13:50

FEMALE

Age:	SIT-UP	PUSH-UP	1.5 MI RUN
20-29	32	15	14:50
30-39	25	11	15:43
40-49	20	9	16:31

**Physical Fitness Waiver Policy: At time of certification for appointment, candidates may be waived from having to participate in the physical fitness screening test (physical agility) if, within the last 4 (four) years, they have previously passed the physical agility administered by the following agencies: 1) Onondaga County Personnel Department; or, 2) Any local municipal civil service agency within the State of New York; or 3) Completion of physical training through a NYS registered college Police Academy program (subject to verification).

Documentation that supports that a candidate has passed the physical agility and that it was administered according to the standards established by the MPTC (Municipal Police Training Council) must be submitted to the Onondaga County Personnel Department prior to certification for appointment.

Physical Fitness Retest Policy: Candidates who have failed the physical fitness test will be removed from the active eligible list and he/she will be ineligible for further consideration from any current eligible list certification. Candidates may schedule a retest, for a fee, by contacting the Health and Fitness Director at the YMCA of Greater Syracuse, 474-6851. Upon completion of the retest, the YMCA will notify the Onondaga County Personnel Department of the results of the test and the names of successful candidates will be returned to active status on the eligible list for consideration for any future vacancies.

MEDICAL STANDARDS: Upon receipt of a conditional offer of employment from a police agency, candidates will be scheduled for a medical review to evaluate whether he/she can, with or without reasonable accommodation, perform the essential functions of an entry level police officer. Physical agility and medical standards are prescribed by the Municipal Police Training Council (MPTC) and are available at the Onondaga County Department of Personnel or online at www.ongov.net/Employment/document_center/.

Medical Review Waiver Policy: At time of a conditional offer of employment from a police agency, candidates who have previously passed the medical review, administered by the Onondaga County Personnel Department, within 1 (one) year may be waived from having to participate in the medical review

APPLICATION INSTRUCTIONS: Applications and credit card payment forms may be obtained in person from the Onondaga County Department of Personnel, by mail (include a self-addressed, stamped envelope) or downloaded at www.ongov.net/employment/document_center

APPLICATION FEE: Although a separate application is required for each examination number, candidates applying for more than one examination may pay all fees with a single check/money order or credit card form. You may pay by check, money order or by VISA, MasterCard, or Discover, payable to "Chief Fiscal Officer". Cash will be accepted only if paying in person. Payment must accompany your application(s) (indicate examination number(s) on your check or money order). We do not accept applications by fax.

APPLICATION FEES ARE NON-REFUNDABLE. You are, therefore, urged to carefully compare your qualifications with the requirements for admission and file only for those examinations for which you are clearly qualified. If proofs (i.e. copy of license, certification, or transcript) are required, be sure that they accompany your application.

If you want "Proof That You Submitted Your Application and/or Examination Fee", ask for a receipt or, if mailing your application, enclose a stamped, self-addressed envelope and request a receipt. ***NOTE****: A bounced check fee will be charged to you for any checks returned. Unless such fees are paid in full, you will not be permitted to participate in any examination(s) or be considered for appointment from resultant eligible lists. In addition, any subsequent application fees will not be refunded unless all such fees are paid in full.*

FEE WAIVER: A waiver of application fee will be allowed if you are unemployed and primarily responsible for support of a household. In addition, a waiver of application fee will be allowed if you are determined eligible for Medicaid, or receiving Supplemental Security Income payments (SSI); or Public Assistance (Temporary Assistance for Needy Families/Family Assistance of Safety Net Assistance); or are receiving Foster Care or are certified Workforce Investment Act eligible

through a State or local service agency. A waiver of application fee will also be allowed if you are an Onondaga County resident and have honorably served or are now honorably serving in the Armed Forces, National Guard or Reserves (attach DD-214, NGB-22, or current DD2-Military ID card or a Statement of Honorable Service from Unit to completed "Application Fee Waiver Request and Certification" form). **All claims for application fee waiver are subject to verification.** If you can verify eligibility for application fee waiver, **complete** an "Application Fee Waiver Request and Certification" **form** and **submit** it **with** your **application.** Application Fee Waiver Request and Certification forms are available in person from the Onondaga County Department of Personnel or downloaded at https://onondaga.gov/employment/document-center/.

EVALUATION OF FOREIGN POST-SECONDARY EDUCATION: If your degree and/or college credit was awarded by an educational institution outside of the United States or its territories, you must provide independent verification of equivalency. A list of acceptable companies providing this service may be obtained in person from the Onondaga County Department of Personnel or downloaded at https://onondaga.gov/employment/document-center/. You will be responsible for the required evaluation fee.

ADDITIONAL CREDIT TO CHILDREN OF FIREFIGHTERS AND POLICE OFFICERS KILLED IN THE LINE OF DUTY: If you are qualified to participate in this examination and are a child of a firefighter or police officer killed in the line of duty, please inform this office of this matter when you submit your application for examination.

VETERAN CREDITS: Veterans applying for additional credit must submit a copy of their DD-214 Member-4 (discharge papers) with their application for examination or by one month following the date of examination. Veteran's Credit Instructions and Application Forms are available in person from the Onondaga County Department of Personnel or downloaded at https://onondaga.gov/employment/document-center/.

APPLICATION DEADLINE POLICY: All applications along with application fees or proofs of waiver must be submitted to the Onondaga County Department of Personnel before the close of business at 4:00 p.m. on the application deadline date as listed on the Examination announcement. Applications received via U.S. Mail will be accepted only if postmarked on or before the Application Deadline. Applications that are received through inter-office mail after the Application Deadline or that are submitted to any other department, office or agency and are not received in the Department of Personnel by the Application Deadline will not be accepted.

MILITARY APPLICANTS: In accordance with Section 243 of Military Law, military personnel serving on active duty in the armed forces of the United States during the filing period may be permitted to file an application for the examination after the application deadline date, but prior to the scheduled date of the examination. Contact the Onondaga County Personnel Department at (315)435-3537 for further information.

EXAM INFORMATION:

EXAM NOTICE: Candidates found eligible will be notified when and where to appear for examination. If you have not received notice of the examination location three (3) days prior to the examination, contact the Examination Unit at 435-3537. If an application is disapproved, due notice will be sent. Reasons for disapproval may be discussed with the reviewer.

FOR EMERGENCY CANCELLATION OF EXAMINATIONS TUNE TO: WIXT NEWS CHANNEL **9**, WTVH NEWS CHANNEL **5**, NEWS **10** NOW or **any Clear Channel Radio Station**.

SPECIAL ACCOMMODATIONS: If you desire accommodation at the exam site due to disability, please indicate the disability and desired conditions necessary to accommodate your disability on the application or on a separate paper attached firmly to your application. Candidates requesting an accommodation are required to furnish documentation of the disabling condition prior to the examination date. The accommodation required must be stated on the application for examination and the documentation must be forwarded at least 2 weeks prior to the exam date.

RELIGIOUS ACCOMMODATION: Applicants whose religious beliefs prevent them from taking examinations on the scheduled date should indicate the need for special arrangements on their application.

EXAM RATING: When the written examination is prepared and rated by the New York State Department of Civil Service in accordance with Section 23-2 of the Civil Service Law, the provision of the New York State Civil Service Rules and Regulations will apply.

ELIGIBLE LIST: Eligible lists are established, on average, within three months after the examination date. In accordance with the New York State Civil Service Law, an eligible list must remain in existence for one year from the date of its establishment. When the eligible list is established you will be able to view the current eligible list and your status on-line by going to our website at **Civil Service Exam Test Results https://onondaga.gov/employment/exam-results/.**

CANDIDATE FITNESS: Inquires may be made as to character and ability of all candidates. All statements made by candidates are subject to verification. Falsification of any part of the "Application for Employment" may result in disqualification and possible legal action.

MULTIPLE EXAMINATIONS SCHEDULED FOR THE SAME DAY: If you have applied to take a written test announced by either one or several local jurisdictions (county, town, city) scheduled to be held on the same test date as this written test, you **must** notify **each** of the local jurisdictions as to where you intend to sit for the exam no later than two weeks before the test date, so they can make arrangements for taking all tests at one test site. All examinations for positions in State government will be held at a State examination center. Onondaga County Cross Filer Notification Forms are available in our office or online at https://onondaga.gov/employment/document-center/. Send completed form to Onondaga County Dept. of Personnel, 421 Montgomery St 11th Fl, Syracuse NY 13202 OR FAX 315-435-8272 OR call 315-435-3537.

CHANGE OF ADDRESS: **It is the responsibility of the candidate** to notify the Onondaga County Personnel Department in writing of any change in address. Address change forms are available in the Personnel Department during normal office hours or online at https://onondaga.gov/employment/document-center/

MILITARY MAKE-UP EXAMINATION: Any member of the armed forces of the United States who has filed an application to compete in a scheduled competitive examination but is deprived of the opportunity to compete in the examination due to ACTIVE MILITARY DUTY can be provided with a special military make-up examination upon written request to the Onondaga County Personnel Department. The applicant must submit a copy of military orders, DD-214, or other official military document that substantiates active military service at the time of the examination. Request must be no later than sixty (60) days after release from active duty.

IN ACCORDANCE WITH THE CHILD ABUSE PREVENTION ACT OF 1985, candidates for appointment to Onondaga County government positions which involve regular and substantial contact with children will be required to complete a State Central Register of Child Abuse and Maltreatment clearance form. Failure to complete this form may result in decertification of your name from this eligible list for appointments in Onondaga County.

PRE-EMPLOYMENT DRUG TESTING / BACKGROUND INVESTIGATION: May be required for appointment or promotion.

Onondaga County is an Affirmative Action/Equal Opportunity Employer