

PLEASE POST CONSPICUOUSLY

LACKAWANNA CIVIL SERVICE COMMISSION

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Commissioner

CITY OF LACKAWANNA

PROMOTIONAL EXAMINATION FOR:

POLICE CAPTAIN

Exam No 73038

\$25.00 Filing Fee
CHECK OR MONEY ORDER ONLY

Promotional examination No. 73038 **POLICE CAPTAIN,** CITY OF LACKAWANNA,
Dept. of Public Safety. Salary: \$84,668.

EXAMINATION DATE

LAST DATE FOR FILING APPLICATION

September 10, 2016

July 20, 2016

MINIMUM QUALIFICATIONS: Candidates must be permanently employed in the City of Lackawanna Police Division and must be serving on a permanent basis in the competitive class of Police Lieutenant for at least one (1) year immediately preceding the date of the examination.

GENERAL STATEMENT OF DUTIES: Supervises the following divisions and/or bureaus of the Police Department: Patrol Division, Detective Division, Identification Bureau, Internal Investigations, Staff Personnel. Also performs other duties as assigned by Chief of Police.

DISTINGUISHING FEATURES OF THE CLASS: This is an important law enforcement position involving responsibility for supervising the operation of the police department according to established procedures and policies outlined by the Police Chief. Responsibility is involved for assigning police officers to their posts, evaluating their work performance, and instructing them in new and improved police methods. Supervision is exercised over the work of police lieutenants, detectives, and police officers.

SUBJECTS OF EXAMINATION: Written test will cover knowledge, skills, and/or abilities in such areas as:

1. Law Enforcement Methods and Practices
2. New York State Laws
3. Planning, Supervising and Administering Police Programs and Activities.
4. Understanding and Interpreting Written Materials.
5. Preparing Written Material in a Police Setting.

NOTE: SEE ATTACHED EXPANDED SCOPE STATEMENT

The final rating key for this examination will be established by the State Civil Service Commission prior to the testing date, upon recommendation of a committee of police experts who will review all the questions for appropriateness and accuracy. There will be no review of the questions by candidates. The committee was selected with the assistance and the endorsement of the Police Conference of New York, Inc., the New York State Association of PBA's Inc., and the New York State Association of Chiefs of Police, Inc.

A Guide for the Written Test for Second and Third Line Police Supervisors is available at the New York State website: www.cs.ny.gov/testing/localtestguides.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.

USE OF CALCULATORS IS PROHIBITED FOR THIS EXAMINATION

Seniority: Points will be added to an eligible score as follows: One point for each creditable five-year period up to a maximum of 5 points.

Saturday Religious Observer: Most written tests are held on Saturdays, if you cannot take the test on the announced test date due to a conflict with religious observances or practice, indicate this on your application. We will make arrangements for you to take the test on a different date.

Persons with Disabilities: If special arrangements are required for testing, indicate this on your application.

Military Service Members: If you apply for an examination during the filing period but are on active military duty on the date the examination is scheduled, you may request a military makeup examination. Contact the Lackawanna Civil Service Commission for more information. If you are on active duty or discharged after the filing period has begun, you may apply for the examination up to ten days before the test date.

Veterans: Disabled and Non-Disabled veterans as defined in Sec. 85, New York State Civil Service Law, will have 10 and 5 points respectively, added to an earned passing score on the exam. You should claim these credits when you file your application (file application for veteran's credits and present a copy of DD214 Military Discharge) but you have the option to waive the credits any time prior to appointment. If you have already used these credits you may not use them again. **Special Notice to Active Duty Members of the Armed Forces:** Beginning 1/1/98 the New York State Constitution allows members of the U.S. Armed Forces who are on active duty the right to request extra War Time Veteran's Credits on civil service examinations. It is your responsibility to request the credits at the time of filing your application.

In conformance with Sec. 85-a of the Civil Service Law, children of firefighters and police officers killed in the line of duty shall be entitled to receive an additional ten points in a competitive examination for original appointment in the same municipality in which his or her parent has served. 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 in this municipality, please inform this office of this matter when you submit your application for examination. A candidate claiming such credit has a minimum of two months from the application deadline to provide the necessary documentation to verify additional credit eligibility. However, no credit may be added after the eligible list has been established.

How to Apply: Application forms are available at the Lackawanna Civil Service Commission Office, Room 213 City Hall, Lackawanna, NY. **Completed applications must be received & filed** with the Lackawanna Civil Service Commission Office, 213 City Hall, Lackawanna, NY, 14218 **ON OR BEFORE July 20, 2016 by 12:00pm EST.**

Application Fee: Refer to the front of the exam announcement for the required processing fee. Enclose a check or money order for the total amount required, made payable to LACKAWANNA CIVIL SERVICE COMMISSION. **Do not mail cash.** As no refund will be made, you are urged to compare your qualifications carefully with the requirements for admission and file only for those examinations for which you are clearly qualified.

Application Fee Waiver: A waiver of application fee will be allowed if you are unemployed and primarily responsible for the support of household. In addition, a waiver of application fee will be allowed if you are determined eligible for Medicaid, or receiving Supplemental Security Income payments, or Public Assistance (Temporary Assistance for Needy Families/Family Assistance or Safety Net Assistance) or are certified Job Training Partnership Act/Workforce Investment Act eligible through a State or local social service agency. **All claims for application fee waiver are subject to verification. If you can verify eligibility for application fee waiver, complete a "Request for Application Fee Waiver and Certification" form and submit it with your application by the close of business on the Application Deadline as listed on the Examination Announcement. A copy may be obtained at the Lackawanna Civil Service Office, 213 City Hall, Lackawanna, NY.**

Applying for Examinations in Multiple Jurisdictions On the Same Date: If you have applied for both State and local government examinations, you must notify the Lackawanna Civil Service Commission of your intent to take both a State and local government examination. When taking both a State and local government examination you will be required to take all your examinations at a State examination center. You will be advised by letter when and where to report for your examination.

If you have applied for another local government examination with another local civil service agency, you must call or write to each civil service agency to make arrangements. You must make your request for these arrangements no later than three weeks before the exam date. You must notify all local government civil service agencies with whom you have filed an application of the test site at which you wish to take your examination.

Provide Civil Service Commission in writing of any changes in address or telephone number as soon as possible. Notifying the Post Office to forward mail is not effective to ensure that notices for examinations or appointments will reach you. You may obtain a change of address form from the Civil Service Commission Office located at City Hall, 714 Ridge Rd., Room 213, Lackawanna, NY 14218. **RETURNED MAIL WILL RESULT IN THE REMOVAL OF YOUR NAME FROM THE ELIGIBLE LIST.**

ADMISSION TO EXAMINATION: Notice to appear for the test will be conditional, as review of application for minimum requirements may not be made until after the written test. Call or write this Commission if you have not received your notice 3 days before the date of the test. You may not be admitted to the examination room without official notice.

BY ORDER OF:

LACKAWANNA CIVIL SERVICE COMMISSION

Publish: 6/29, 7/6, 7/13

EXPANDED SCOPE STATEMENT**1. LAW ENFORCEMENT METHODS AND PRACTICES.**

These questions test for knowledge of accepted police methods and practices and/or their application to situations in the police field. The questions are a sampling of the various knowledges that police personnel may be required to possess in the course of their day-to-day work-related activities.

2. NEW YORK STATE LAWS.

These questions test for knowledge of the laws in effect on January 1, 2016 that law enforcement personnel may encounter in the course of their day-to-day work-related activities. The questions are a sampling of job-related sections of the Penal Law, Criminal Procedure Law, Vehicle and Traffic Law, Family Court Act and other laws relevant to law enforcement in New York State.

3. PLANNING, SUPERVISING AND ADMINISTERING POLICE PROGRAMS AND ACTIVITIES

These questions test for knowledge of the principles and practices involved in managing an organizational segment of a police department in New York State and directing the activities of subordinate staff, including subordinate supervisors. These questions cover such areas as planning, controlling, directing, organizing, and coordinating the activities of the organizational section. Questions also cover the personal interactions between an upper-level supervisor and subordinate supervisors in the accomplishment of objectives, and deal with issues of work assignments, job performance, and training.

4. UNDERSTANDING AND INTERPRETING WRITTEN MATERIAL.

These questions test how well you comprehend written material. You will be provided with brief reading selections and will be asked questions about the selections. All the information required to answer the questions will be presented in the selections; you will not be required to have any special knowledge relating to the subject areas of the selections.

5. PREPARING WRITTEN MATERIAL IN A POLICE SETTING

These questions test for the ability to prepare the types of reports that police personnel write. Some questions test for the ability to present information clearly and accurately. They consist of restatements of information given in note form. You must choose the best version from each set of four choices. Other questions test for the ability to organize paragraphs. They consist of paragraphs with their sentences out of order. For each of the paragraphs you must choose, from four suggestions, the best order for the sentences.