ROCKLAND COUNTY DEPARTMENT OF PERSONNEL	18 New Hempstead Road, New City, New York 10956 (845) 638-5200/5205

CIVIL SERVICE CAREER OPPORTUNITIES

COUNTY * TOWNS * VILLAGES * SCHOOL DISTRICTS * SPECIAL DISTRICTS * LIBRARIES

POLICE OFFICER (FRENCH/CREOLE SPEAKING) (OC)
NYS #61-139 RC/EL #12101

Examination to be held **November 17, 2012**; Last filing date **September 26, 2012**

A $30 non-refundable application filing fee is required. The fee must be submitted with your application and must be received in our office by September 26, 2012. Make check or money order made payable to the Rockland County Commissioner of Finance. Cash will not be accepted.

VACANCIES: The eligible list resulting from this examination will be used to fill future vacancies in the title of Police Officer (French/Creole Speaking) and Police Officer (French/Creole Speaking) (Part-Time) in the Village of Spring Valley. The eligible list resulting from this examination may also be used to fill future vacancies in the Towns and Villages within Rockland County should the position be established. Appointments from this list will not be made until the current Police Officer (French/Creole Speaking) Eligible List expires on October 1, 2013.

SALARY: The starting salary is $51,006/yr. without Police Academy certification and $56,107/yr. with Police Academy certification in the Village of Spring Valley. Salary will vary in other locations should a position be established.

WHAT THE JOB IS LIKE: This is primarily routine patrol work but requiring personal responsibility for the enforcement of laws and the protection of lives and property. Emergencies require the exercise of sound independent judgment. The work is distinguished from that of a Police Officer in that some of the duties performed in this position require the incumbent to possess speaking and reading ability in French/Creole at the fluency level II. The work is performed in accordance with specific regulations and under the supervision of an officer of higher rank. Does related work as required.

MINIMUM QUALIFICATIONS: By examination date, you must possess a high school diploma, a high school equivalency diploma, or an Armed Forces GED (a high school equivalency diploma from any State or an Armed Forces GED (high school level) will be acceptable) and have two years of either:

a. Satisfactory full-time paid work experience. (Work experience while a full-time high school student is not qualifying.); or
b. Active military service. (Proof of military service – DD214 - Separation from Service Papers - must be submitted to our department.); or
c. Education beyond high school when enrolled in a minimum 15 credit hour semester. In evaluating a candidate's qualifications, the equivalent of 30 credit hours equals one year of college. (Your official college transcripts must be forwarded directly from your college to our department by January 17, 2013.); or
d. Any equivalent combination of (a), (b), and (c) acquired at different periods of time – not concurrently.

CREDENTIALS:
If using college credits to qualify, official college transcripts must be sent directly from the school to our department no later than January 17, 2013. Student transcripts are not acceptable. Your college degree and/or college credit must have been awarded by a regionally accredited college or university or one recognized by the NYS Education Department as following acceptable educational practices. If your degree and/or college credit was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. You can write the Rockland County Department of Personnel for a list of acceptable companies who provide this service. This list is also available on the Rockland County Website: www.rocklandgov.com. You must pay the required evaluation fee.

FRENCH/CREOLE SPEAKING NOTE: Incumbents are expected to possess a Level II proficiency in French/Creole (as defined by the Local Examinations Division of the State of New York Department of Civil Service) which requires that the incumbent: be able to speak the language with sufficient structural accuracy and vocabulary to participate effectively in most formal and informal conversations on practical, social and professional topics not requiring specialized vocabulary (e.g., technical engineering, medicine, etc.); can discuss particular interests and special fields of competence in general terms with reasonable ease; possess adequate comprehension to normal rate of speech; has good control of grammar and errors do not interfere with understanding; can read with understanding standard newspaper, correspondence and official documents.

LICENSE REQUIREMENTS: Candidates must possess a valid New York State Driver License at the time of appointment. Maintenance of a valid license is required for retention of employment.

SEE NEXT PAGE

POLICE OFFICER (FRENCH/CREOLE SPEAKING) (OC) #61-139 (CONTINUED)

SPECIAL REQUIREMENT: It shall be the responsibility of any municipality which requires an incumbent to carry a firearm to assure that such incumbent is appropriately licensed and has a valid permit to do so.

RESIDENCE REQUIREMENTS: If you are not a legal resident of Rockland County by the examination date, there may be limited opportunity for appointment from this list inasmuch as the names of local eligibles may be certified first to towns and villages on the basis of local residence in accordance with the Civil Service Law. YOUR LEGAL ADDRESS (AS INDICATED ON YOUR APPLICATION FORM) ON THE DATE OF THE TEST WILL BE THE DECIDING FACTOR IN DETERMINING YOUR ELIGIBILITY FOR RESIDENTIAL PREFERENCE. To be eligible for such preference, you must have been a resident thereof on the **date of examination, date of certification and effective date of appointment.**

Candidates for this examination must be legal residents of Rockland, Orange, Putnam, Westchester, Dutchess*, Sullivan*, Ulster*, Nassau*, Suffolk*, Bronx*, New York*, or Queens* Counties as of the examination date and must reside in one of these counties at time of appointment. Residence in New York State for at least one year and in one of the foregoing counties for at least six months at the time of appointment is required. Candidates not having this required length of residence in the State will be admitted to the examination, but not certified for appointment until this requirement is met. Candidates who at the time of examination reside in a county starred (*) above will be eligible for appointment only in those town or village police forces for which they would qualify under the provisions of subdivision 2, section 3 of the Public Officers Law. A chart is available at the Rockland County Department of Personnel and at the Rockland County Website: www.rocklandgov.com.

SPECIAL AGE REQUIREMENTS: Candidates must be at least 19 years old on or before November 17, 2012 to be admitted to the written test. Eligibility for appointment as a Police Officer (French/Creole Speaking) begins when the candidate reaches age 20. Candidates who reach their 35th birthday on or before the November 17, 2012 written examination are not qualified except as follows.* Candidates may have a period of military duty or terminal leave, up to six years as defined in Section 243 (10-a) of the Military Law, deducted from their age for purposes of determining whether they meet the age requirement.
*Section 58.1(a) requires that applicants not be "more than thirty-five years of age as of the date when the applicant 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, Religious Observance or for an alternate test date situation which meets the conditions of the agency's alternate test date policy) are advised to contact our department to discuss their request before the last date for filing.

CITIZENSHIP REQUIREMENT: Candidates must be United States citizens by the date of appointment. It is not necessary for admission to the examination. Individuals will be restricted from certification for appointment until proof of citizenship is presented to our department.

PUBLIC OFFICER REQUIREMENT: Candidates must not have been convicted of a violation of either the federal selective training and service act or the selective draft act of the United States.

SUBJECTS OF EXAMINATION:
There will be a written test which you must pass in order to be considered for appointment. Only your score on the written test will be considered when computing your final score. In addition, candidates must meet the physical fitness and medical standards prescribed by the Municipal Police Training Council. Candidates must pass the written test in order to be scheduled for the qualifying physical fitness test. Candidates who pass the qualifying physical fitness test and who are given a conditional offer of employment will be scheduled to take the required medical examination, psychological examination, oral examination and fingerprint check.

WRITTEN TEST: A written test designed to evaluate knowledge, skills and/or abilities in the following areas:

1. Applying written information (rules, regulations, policies, procedures, directives, etc.) in police situations – These questions test for the ability to apply written rules in given situations similar to those typically experienced by police officers.
2. Memory for facts and information – These questions test for the ability to remember facts and information presented in written form. You will be given 5 minutes to read and study the information in the Memory Booklet. After the 5-minute period, the Memory Booklet will be taken away. You will then be required to answer questions about the material that was presented in the Memory Booklet.
3. Reading, understanding and interpreting written information – These questions test for the ability to read, understand, and interpret the kinds of written information that police officers are required to read during their formal training period and on the job.
4. Preparing written material in a police setting – These questions test for the ability to prepare the types of reports that police officers write. You will be presented with a page of notes followed by several questions. Each question will consist of four restatements of the information given in the notes. From each set of four, you must choose the version that presents the information most clearly and accurately.

USE OF CALCULATORS ARE PROHIBITED FOR THIS EXAMINATION

SEE NEXT PAGE

POLICE OFFICER (FRENCH/CREOLE SPEAKING) (OC) #61-139 (CONTINUED)

P.E.R.C. Statement
The rating key for this examination will be established by the New York State Civil Service Commission prior to the date of the test, upon recommendation of a committee of police experts who will review all the questions for appropriateness and the key answers for correctness. There will be no review of the questions by candidates. This committee was selected with the assistance and 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.

ORAL PERFORMANCE TEST: The qualifying French/Creole Speaking Language Oral Proficiency Test is designed to evaluate the candidate's proficiency in the French/Creole language at a Level II. Only candidates nominated for the position will be called to take part in this qualifying portion of the examination **to be held at a later date**. This Language Oral Proficiency Test is held on a pass-fail basis. The qualifying oral language proficiency test will be waived for candidates who have previously passed an oral test at the required proficiency level given under the direction of this department or in any local jurisdiction in New York State within the past five years. **If you wish a waiver of the oral portion, submit a request within thirty days of the written test to our department indicating the title, number of the test and the jurisdiction for which it was held.**

STUDY GUIDE AVAILABLE: "A Guide to the Written Test for the Entry-Level Police Officer Series (including Deputy Sheriff)" is available at the Rockland County Department of Personnel or at the Rockland County Website: www.rocklandgov.com. It is also available at the New York State Department of Civil Service Website: www.cs.ny.gov/testing/localtestguides.cfm. If you do not have access to the internet, you may call or write the Rockland County Department of Personnel, 18 New Hempstead Road, New City, NY 10956, (845) 638-5200/5205 to obtain a copy.

USE OF LIST: The eligible list will be established on the basis of passing scores received on the written test plus any additional veteran credits. Passing candidates must then pass all qualifying tests as well as receive fingerprint clearance in order to be certified for permanent or contingent permanent appointment from the eligible list. Medical requirements must be met at the time of the medical examination and at the time of appointment. Appointments are made by the selection of an eligible whose final rating in the test is equal to or higher than the rating of the third highest ranking eligible on the list willing to accept the appointment at the time of canvass. Local eligible residents may be certified first to towns and villages in Rockland County for the title of Police Officer (French/Creole Speaking) or Police Officer (French/Creole Speaking) (Part-Time).

SPECIAL MILITARY LISTS:
New York State Military Law Section 243(7) states: "While on military duty, any candidate whose name is on a list shall retain his/her rights and status on the list pursuant to Section 243(7) of the Military Law. If reached for certification while on military duty, the candidate's name must be placed on a special eligible list, if requested following termination of military duty and if the list in question is still in existence. The veteran's name remains on the special eligible list for up to two years from the termination of military duty."

New York State Military Law Section 243(7-b) states: "A candidate who has already passed part of an examination but has been unable to complete the remaining parts of the examination due to military duty must be given the opportunity to complete the examination. The eligible list resulting from the original holding need not be in existence. If the candidate passes the remaining parts of the examination, his/her name must be placed on the original list if it is still in existence. If the candidate's name would have been reached for certification on the original list any time between entry into military duty and notification of passing the examination, his/her name must also be placed on a special eligible list. The special eligible list shall remain in effect for two years from the date the service member's name is added to the list. The special eligible list must be certified before any open-competitive or promotion list."

A Special Military Eligible List must be certified to the appropriate appointing authority first prior to the current open-competitive eligible list.

Appointment from a special military list is not mandatory unless the list contains the names of three or more acceptors for a position filled from the list.

TRAINING REQUIREMENT: Individuals must satisfactorily complete the Municipal Police Basic Training Program, (as required by Section 209-q of the General Municipal Law). See also Rockland County Civil Service Rule XVI, paragraph 10, which provides that the appointment of a Police Officer (French/Creole Speaking) or Police Officer (French/Creole Speaking) (Part-Time), shall not become permanent until such training requirements are satisfied.

SEE NEXT PAGE

POLICE OFFICER (FRENCH/CREOLE SPEAKING) (OC) #61-139 (CONTINUED)

MEDICAL, PHYSICAL FITNESS, PSYCHOLOGICAL TESTS AND FINGERPRINT CHECK: These qualifying portions will be held at a later date for passing candidates. (The physical fitness test will be administered prior to nomination.) If you pass the written portion, are reachable for appointment and are nominated by the appointing authority, you will then be scheduled for a comprehensive medical examination, psychological tests and screening, substance abuse test and fingerprint check. All candidates must meet the standards adopted by the Rockland County Department of Personnel. Copies of the complete, current standards established by the Municipal Police Training Council may be reviewed at the Rockland County Department of Personnel or on our website: www.rocklandgov.com. An individual should not forego taking the written test or consider himself or herself ineligible for Police Officer (French/Creole Speaking) employment solely because he or she cannot now meet or may not be able to meet the current standards. The qualifying test standards are subject to change without notice to candidates.

QUALIFYING PHYSICAL FITNESS TEST: Although these elements may not be directly representative of essential job functions to be performed by an entry-level Police Officer (French/Creole Speaking), such elements have been determined by the Municipal Police Training Council to measure the candidate's physiological capacity to learn and perform the essential job functions. The Rockland County Department of Personnel reserves the right to charge the candidates a fee for participating in the physical fitness-screening test. The fee schedule established by the Rockland County Department of Personnel for the administration of the physical agility examination is as follows:

$25.00 for initial physical agility examination
$15.00 for any candidate who failed the initial physical agility examination
$40.00 for any candidate who failed to participate in the initial physical agility examination pursuant to our Physical Agility Retest Policy

The Rockland County Department of Personnel reserves the right to amend the fee schedule at any time during the life of the eligible list. All physical agility examination fees are non-refundable.

The three components measured are muscular endurance, absolute strength and cardiovascular capacity. A brief description of the test items used to measure each component follow:

Station I - **Sit-up** – Muscular Endurance (Core Body) – The score indicated is the number of bent-leg sit-ups performed in one minute.

Station II - **Push-up** – Muscular Endurance (Upper Body) – The score indicated is the maximum number of full body repetitions that a candidate must complete without breaks in one minute.

Station III - **1.5 Mile Run** – Cardiovascular Capacity – The score indicated is calculated in minutes:seconds. (To be administered only to those candidates who have passed Station I and Station II).

AGE/SEX MALE	SIT-UP	PUSH-UP	1.5 MILE RUN
20-29	38	29	12:38
30-39	35	24	12:58
40-49	29	18	13:50
50-59	24	13	15:06
60+	19	10	16:46

FEMALE	SIT-UP	PUSH-UP	1.5 MILE RUN
20-29	32	15	14:50
30-39	25	11	15:43
40-49	20	9	16:31
50-59	14	-	18:18
60+	6	-	20:16

The Municipal Police Training Council adopted the physical fitness-screening test based on the model formulated by the Cooper Institute of Aerobics Research. The minimum passing scores, depending on age and sex, represent the fortieth percentile of physical fitness. If a candidate does not successfully score to the 40th percentile of physical fitness for each of the elements, the candidate shall not be deemed to have successfully completed the physical fitness-screening test.
Failure on the physical fitness-screening test will restrict your name from certification on the eligible list until you have successfully completed the physical fitness-screening test. The Rockland County Department of Personnel offers **one** opportunity for a retest for those who have: Failed the physical fitness test on their first opportunity and who are appealing the disqualification for a second opportunity; **or** who failed to appear for their appointment with a valid excuse, and request a second opportunity. Please be aware that the Rockland County Department of Personnel has a strict retest policy regarding the physical fitness-screening test.

SEE NEXT PAGE

POLICE OFFICER (FRENCH/CREOLE SPEAKING) (OC) #61-139 (CONTINUED)

BACKGROUND INVESTIGATION: Prior conduct and behavior as well as general reputation in the community will be reviewed to determine fitness of character. Conviction of a felony will bar you from examination and appointment; conviction of a misdemeanor or other offense may so bar you. Military service, education, and prior work experience are all subject to investigation and verification. False statements made on the application form may constitute a criminal offense and would likely cause removal from the position upon discovery.

CROSS FILER STATEMENT: If you have applied for or will be applying for any other civil service examination to be given on the same test date for employment with New York State or any local government jurisdiction excluding New York City, **you must make arrangements to take all the examinations at one test site.**

If you have applied for both State and Local government examinations, you must take all your tests at the STATE examination center. You must notify, in writing, the Rockland County Department of Personnel that you have applied for a State examination no later than three weeks before the test date.

If you have applied only for other Local government examinations, you must notify, in writing, the Rockland County Department of Personnel that you have applied for other local governments tests no later than three weeks before the test date. You must also notify, along with the Rockland County Department of Personnel, all Local government civil service agencies with whom you have filed an application and been approved, of the test site at which you wish to take your examinations.

In order to make these arrangements, you must complete a "Cross Filer" form, and submit it to our office no later than three weeks prior to the examination date. The "Cross Filer" form is available on our website at www.rocklandgov.com. If you do not have internet access, you may call or write our department at the Rockland County Department of Personnel, 18 New Hempstead Road, New City, NY 10956 (845) 638-5200/5205 to obtain the form.

APPLICATION FILING FEE: A $30.00 **non-refundable** application filing fee is required for each separately number uniformed examination for which you apply. The fee must be submitted with your application(s) and must be received in the Rockland County Department of Personnel by the **Last Filing Date of September 26, 2012.**
Make check or money order payable to the Rockland County Commissioner of Finance. Write your name, last four digits of your social security number and the examination number(s) on the check or money order. **Cash will not be accepted.**
Application filing fees are non-refundable. We urge you to compare your qualifications carefully with the minimum qualifications indicated previously in this examination announcement and file only if you are clearly qualified and intend to take the examination. If you are disqualified from or fail to appear for the examination, **your fee is not refunded.**
If your application is received without the required fee, your application **will be disapproved**. Should you wish to appeal the disqualification, you must submit the required fee to the Rockland County Department of Personnel within five (5) business days from the date of the disapproval letter. There is a $15.00 charge for returned checks.

APPLICATION FILING FEE WAIVER: Application filing fee may be waived for those candidates who are unemployed and primarily responsible for the support of a household. In addition, fees may be waived if you are determined eligible for Medicaid, or receiving Supplemental Security Income (SSI) 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 filing fee waivers are subject to verification. Candidates interested in this waiver must submit a "Request for Application Fee Waiver and Certification" form with their application by the **Last Filing Date of September 26, 2012.** Waiver forms can be obtained from the Rockland County Department of Personnel, 18 New Hempstead Road, New City, NY 10956 (845) 638-5200/5205 or on the web at www.rocklandgov.com.

APPLICATION FORMS: Candidates must submit a Rockland County application to our department by **September 26, 2012**. Applications are available for pick-up at the Rockland County Department of Personnel, 18 New Hempstead Road, (Fourth Floor), New City, NY 10956. You can e-mail your request for the application to RCPersonnel@co.rockland.ny.us. Applications are available at the Rockland County Website: www.rocklandgov.com. Applications are also available at all local police departments. Please note that any requests for applications will not be processed one week prior to the last filing date of September 26, 2012. The Rockland County Department of Personnel cannot guarantee that requests made the week prior to the last filing date will be processed. Applicants should go online or come directly to our department to obtain an application. It is the applicants' responsibility to verify that the application form is received in our department or postmarked by September 26, 2012. Completed applications **MUST** be received in our department or postmarked on or before **September 26, 2012**. The Rockland County Department of Personnel reserves the right to accept or reject applications received after the last filing date. Applicants are advised to use certified mail, return receipt requested, because we cannot acknowledge receipt of applications. If you have questions, contact our Examination's Unit at (845) 638-5200/5205.
The applicant should make sure that every item is answered and that the application is complete in all respects, including number and title of examination. We do not acknowledge receipt of applications, but all applicants will be either admitted to the examination applied for or be informed of the reason for disqualification.

SEE NEXT PAGE

POLICE OFFICER (FRENCH/CREOLE SPEAKING) (OC) #61-139 (CONTINUED)

SPECIAL ARRANGEMENTS: Candidates, who for religious reasons, cannot be tested on Saturday, November 17, 2012, must indicate this information on their application. All other requests for alternate test dates (including special testing arrangements for active military members) must be submitted at least two weeks prior to the examination date. The requests will be reviewed on a case-by-case basis for compliance with our rather strict Alternate Test Date Guidelines. Applicants with disabilities who require special accommodations should contact our department by the last filing date of September 26, 2012.

MILITARY MAKE-UP EXAMINATIONS:
New York State Military Law Section 243-b(1) states: "Any member of the armed forces who properly filed, within the announced filing period, an application for a competitive examination but was unable to participate in the examination due to active military service, must be provided with a special make-up examination. This applies to veterans covered by Section 242 or 243 of the Military Law, as well as any other applicant who, due to active military service, was prevented from participating in a competitive examination for which he/she timely filed an application."

A candidate eligible for a military make-up test does not have to wait until discharge from active duty to take the test. Completing the examination at the earliest possible opportunity is advisable, since candidates who pass a military make-up examination can only have their scores added to the existing eligible list for the examination in which the individual was originally unable to participate.

Each approved applicant requesting a military make-up examination will be sent a letter explaining the terms and conditions under which the military make-up examination will be given.

A military make-up examination is not limited to written tests. If an applicant was unable to appear for a medical, physical agility, performance, psychological or any other type of examination, then he/she would be entitled to a make-up examination.

VETERAN'S CREDITS: Eligible disabled or non-disabled war veterans may have ten or five points, respectively, added to their earned passing score in the open-competitive examination. You should request our "Information on Veteran's Credits Form" for details on how to apply and exact dates of war service. This form is also available on our website: www.rocklandgov.com. Veterans or disabled veterans who are eligible for additional credit must make their request for additional credits on the application for examination and must attach a copy of their DD214 Separation from Service Papers. Veteran's credits can only be added to a passing score on the examination.
Effective January 1, 1998, the State Constitution was amended to permit a candidate currently in the armed forces to apply for and be conditionally granted veteran's credits in examinations. Any candidate who applies for such credit must provide proof of military status to receive the conditional credit. No credit may be granted after the establishment of the eligible list. It is the responsibility of the candidate to provide appropriate documentary proof indicating that the service was in time of war, as defined in Section 85 of Civil Service Law, and that the candidate received an honorable discharge or was released under honorable conditions in order to be certified at a score including veteran's credits.
Effective September 17, 2002, 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 last date to file of September 26, 2012 to provide the necessary documentation to verify additional credit eligibility. However, no credit may be added after the eligible list has been established.

SPECIAL NOTES:
1. Accepted candidates will be notified by mail at least one week prior to the test date of when and where to appear for the examination. If you do not receive notification, call our department at (845) 638-5200/5205 immediately. If an application is rejected, notice will be sent to the candidate as soon as possible.
2. The eligible list established as a result of this test will remain in existence for a maximum of four years.
3. New York State Law requires that each passing candidate be subject to a mandatory search of the criminal history records of the Division of Criminal Justice Services for the purpose of disclosing the existence of any possible disqualifying criminal record. Consequently, prior to permanent appointment, passing eligibles will be scheduled for a fingerprint check. At that time, pursuant to Chapter 548 of the Laws of 1976, the Division of Criminal Justice Services requires each request for such search be accompanied by a fee of $75 (subject to change), to be submitted by the appointee. The refusal of the appointee to submit such required fee shall, in itself, constitute a declination of valid offer of appointment.
4. Applications postmarked or received in our department after midnight of the **Last Filing Date of September 26, 2012** may not be considered eligible for this examination.
5. Candidates who fail the examination or who fail to appear for any portion(s) of the test as scheduled, will be eliminated from further consideration for purposes of this competition.

SEE NEXT PAGE

SPECIAL NOTES CONTINUED:

6. In case of adverse weather conditions, candidates should not call this department or the test site. The following radio stations will broadcast notice of cancellation or postponement between the hours of 6:00 a.m. and 8:30 a.m.

RADIO STATION	NUMBER
WHUD	FM - 100.7
WLNA (PEEKSKILL)	AM – 1420
WRCR	AM – 1300

7. Please note that the Rockland County Department of Personnel has issued this examination announcement earlier than other local jurisdictions. If you are considering applying for the Police Officer examination with other local jurisdictions, you must complete a "Cross Filer" form.

ADDITIONAL NOTES

EQUAL OPPORTUNITY: It is the policy of the Rockland County Department of Personnel to provide for and promote equal opportunity in employment, compensation, and other terms and conditions of employment without discrimination on the basis of age, race, color, religion, national origin, gender, sexual orientation, marital status, or arrest and/or criminal conviction record, unless based upon a bona fide occupational qualification or other exception. Military personnel or Saturday religious observers who need special testing arrangements must note this on their applications. In addition, it is our policy, in accordance with the Americans with Disabilities Act, to provide equal employment and equal opportunity to participate in and receive any benefits, services, programs and activities. Persons with disabilities who require reasonable accommodations and reasonable modifications (e.g. braille booklet, amanuensis, reader, sign language interpreter, etc.) must make the request on their application.

ADMISSION TO EXAMINATION: If you have filed for an examination and do not receive a notice within three days of the date of examination, it is your responsibility to call this department immediately. Notice to appear for the test will be conditional since final review of applications for all requirements may not be made until after the written test. **You will not be admitted to the examination site without official notice nor more than one half hour after the scheduled starting time indicated on the admission notice**. Have your Social Security Number available at the examination center. You must bring your driver license or other photo identification with you.

RATINGS AND REVIEW: When the written examination is being prepared and rated by the New York State Department of Civil Service in accordance with Section 23.2 of the Civil Service Law, the provisions of the New York State Civil Service Rules and Regulations dealing with the rating and review of examinations apply. Tests are rated on a scale of 100 with the pass point at 70.0. You must pass the written tests as a whole along with the oral and practical tests, if any.

CIVIL SERVICE IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

THE LAST DATE FOR FILING CLOSES ON WEDNESDAY, SEPTEMBER 26, 2012 AT 5:00 P.M.

NO EXCEPTIONS

Date Issued: 06/27/12