



NIAGARA COUNTY
CIVIL SERVICE
111 Main Street – G2
Lockport, New York 14094-2740

Malcolm A Needler
Personnel Officer
(716) 438-4071

POLICE LIEUTENANT

NO. 73-363 Promotional Examination

Salary \$84,531 – \$85,462/Year

This examination will be held to establish an eligible list to fill any appropriate vacancies that may occur in the North Tonawanda Police Department. **The list established from this exam will supersede any existing list for this title.**

PROMOTIONAL QUALIFICATIONS:

Candidates must currently be employed in any combination of five (5) years of permanent competitive class status as a Police Officer and/or Police Detective in the North Tonawanda Police Department immediately preceding the date of examination.

SPECIAL REQUIREMENT FOR PERMANENT APPOINTMENTS:

A person appointed as a Police Lieutenant must complete a required course for first line supervisory Police Officers as required by Section 209-a of the General Municipal Law.

SPECIAL NOTE: After 9/1/84, no person shall be eligible for appointment nor shall be appointed to any rank above the rank of police officer unless he or she has been appointed a police officer from an eligible list established according to merit and fitness as provided by Section Six of Article Five of the Constitution of the State of New York, or has previously served as a member of the New York State Police. Chapter 1016 of the laws of 1983, Section 58 1-b, New York State Civil Service Law, MSD-CL-23-83. (Added 6/13/85)

SENIORITY CREDIT: - Seniority is based on the length of continuous permanent classified service in the jurisdiction in which promotion is sought, with points added to an eligible candidate's passing score for each appropriate five-year period or fraction thereof in accordance with the following schedule:

Less than 1 year	0 points
1 year up to 6 years	1 point
Over 6 years up to 11 years	2 points
Over 11 years up to 16 years	3 points
Over 16 years up to 21 years	4 points
Over 21 years up to 26 years	5 points

DUTIES: The work involves responsibility for supervising the activities of subordinates during an assigned shift or, while on another assignment, or when assigned to other special functions of the department. The work is performed according to established procedures, policies and with sound judgment needed to respond in emergency situations. General supervision is received from a Police Captain. Does related work as required.

FEE WAIVERS: Waivers for the filing fee must be completed in full and submitted with required documentation or your application will be disapproved

APPLICATIONS MUST BE SUBMITTED ELECTRONICALLY OR POSTMARKED BY THE FILING DEADLINE.

FILING DEADLINE

APRIL 8, 2019

A **non-refundable \$25.00 application fee** is required.
Apply and pay online or submit a check or money order
payable to: **Niagara County Civil Service**

EXAMINATION DATE

JUNE 1, 2019

ANNOUNCEMENT ISSUED: March 11, 2019

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 such areas as:

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 knowledge 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, 2019 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. **SUPERVISION** - These questions test for knowledge of the principles and practices employed in planning, organizing, and controlling the activities of a work unit toward predetermined objectives. The concepts covered, usually in a situational question format, include such topics as assigning and reviewing work; evaluating performance; maintaining work standards; motivating and developing subordinates; implementing procedural change; increasing efficiency; and dealing with problems of absenteeism, morale, and discipline.
4. **UNDERSTANDING AND INTERPRETING WRITTEN MATERIAL** - These questions test for the ability to understand and interpret written material. You will be presented with brief reading passages and will be asked questions about the passages. You should base your answers to the questions only on what is presented in the passages and not on what you may happen to know about the topic.
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 of the sentences.

P. E. R. C. 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 endorsement of the Police Conference of New York, Inc., the New York State Association of PBAs, Inc., and the New York State Association of Chiefs of Police, Inc.

A Guide for the Written Test for Police Supervisors/Investigators 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.

NOTICE TO CANDIDATES: Use of calculators is **PROHIBITED**.

CANDIDATES NOTE: You are responsible for completing all sections of the official application. To receive credit for experience on a job, basic information such as address, name and title of supervisor, hours in the work week, final salary, and duties performed by you, must be shown. Be very specific in explaining experience that will qualify you for the position sought. Ambiguity and vagueness will not be resolved in your favor. **EACH SEPARATE SHEET ATTACHED TO THE APPLICATION MUST BE SIGNED.**

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 no later than two weeks before the test date, so they can make arrangement for taking all tests at one test site. All examination for positions in State government will be held at a State Examination Center.

This examination will be prepared and rated in accordance with Section 23(2) of the Civil Service Law. The provisions of the New York State Civil Service Law, Rules and Regulations dealing with preparation and rating of examinations, as well as establishment and certification of eligible lists for positions in the classified service will apply to this examination.

Please review **[IMPORTANT EXAMINATION INFORMATION FOR CANDIDATES](#)**