



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

*Malcolm A Needler  
Personnel Officer  
(716) 438-4071*

## **POLICE CHIEF TYPE B (NORTH TONAWANDA)**

### **No 71-405 Promotional Examination**

**Salary Range: \$109,121 - \$127,619**

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

**PROMOTIONAL QUALIFICATIONS: Eligibility for participation in promotional examination:**

Six (6) months of permanent competitive status as a Police Captain in the North Tonawanda Police Department **or** five (5) years of permanent competitive status as a Police Lieutenant in the North Tonawanda Police Department by the date of written examination. (Anticipated eligibility **does not** apply to Police Lieutenant)

**Eligibility for permanent appointment from eligible list:**

One (1) year of permanent competitive status as a Police Captain in the North Tonawanda Police Department **or** five (5) years of permanent competitive status as a Police Lieutenant in the North Tonawanda Police Department by the date of permanent appointment.

**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

**NOTE:** Any person otherwise meeting the requirements for an examination, who was laid off from an agency for which the exam is being held, and whose name is presently on a **PREFERRED LIST**, is eligible to compete in the exam. When completing their application, such persons should be sure to indicate their present employment and/or title and location of their last permanent employment in the municipality.

**DUTIES:** The work involves responsibility for all police functions and requires ability to plan, administer, and direct law enforcement activities. The work is performed in accordance with State and local laws and according to the policies and objectives outlined by the Mayor and Common Council with considerable latitude for the exercise of discretion and judgment in department organization and maintenance of high performance standards. The work is reviewed through conferences and reports. General supervision is exercised through subordinate supervisors over the activities of all members of the police force. Does related work as required.

**NOTICE TO CANDIDATES:** The use of calculators is **PROHIBITED**. Unless otherwise notified, candidates are permitted to use quiet, hand-held, solar or battery powered calculators. Devices with typewriter keyboard such as computers, spell checkers, personal digital assistants, address books, language translators, dictionaries or any similar devices are prohibited. **Cell phones are prohibited.**

ORIGINAL APPLICATIONS  
MUST BE RECEIVED BY 4PM  
OR BE POSTMARKED BY  
  
**FEBRUARY 2, 2021**

UNIFORM SERIES SHOULD BE \$25 FEE  
  
A **non-refundable \$25.00 application fee** must accompany each application. Please submit a copy of your online payment receipt  
OR a check or money order payable to:  
**Niagara County Civil Service**

EXAMINATION DATE  
  
**MARCH 6, 2021**

ANNOUNCEMENT ISSUED: JANUARY 14, 2021

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

**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. **Job simulation exercise in police command:** This job simulation exercise will cover such areas as: management of operations, decision-making under pressure, public relations, and police procedure.
2. **Job simulation exercises in police administration:** This job simulation exercise will cover such areas as: human resources management, prioritizing, problem-solving, public relations, and police procedures
3. **Knowledge of law enforcement methods, practices, and procedures:** 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. Areas covered include investigation procedures, patrol techniques, police-community relations, courtroom procedures, personnel practices, policy making and budgeting procedures.
4. **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.
5. **Understanding and interpreting written material:** These questions test how well you comprehend written material. You will be provided with brief reading selections and will 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.
6. **Knowledge of New York State laws - Criminal:** These questions test the candidates' knowledge of the laws in effect on January 1, 2021. This portion of the test is a sampling of the various sections of the law that police personnel may encounter in the course of their day-to-day work-related activities. Laws covered may include the Penal Law, Criminal Procedure Law, Vehicle and Traffic Law, Family Court Act, and other laws relevant to law enforcement in New York State.
7. **Police Administrative Supervision and Administration:** These questions test for the knowledge of managerial functions involved in directing the operations of a B or C level police department as well as the knowledge of the principles and practices involved in supervising a large subordinate staff, including subordinate supervisors. These questions cover such areas as: developing objectives and formulating policies; forecasting and planning; organizing and coordinating; informing and instructing; guiding and leading; decision-making and problem solving; communicating effectively; staffing and staff development; time management; assigning work and evaluating performance; handling conflict and grievances; and budgeting.

**Test guide:** The New York State Department of Civil Service has not prepared a test guide for this examination. However, candidates may find information in the publication 'General Guide to Written Tests' helpful in preparing for this test. This publication is available on line at: <https://www.cs.ny.gov/testing/testguides.cfm>

**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 examinations 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](#)