

Deputy Sheriff / Police Officer  
Exam Checklist for Applicants

**CANDIDATES SHOULD READ THE ENTIRE EXAM  
ANNOUNCEMENT AND PROVIDE ALL REQUIRED  
DOCUMENTATION**

CANDIDATES ARE ENCOURAGED TO [FILE ONLINE HERE](https://niagara-portal.mycivilservice.com/exams):  
<https://niagara-portal.mycivilservice.com/exams>

PLEASE MAKE SURE THAT YOUR APPLICATION PACKET  
INCLUDES THE FOLLOWING:

- ☐ **Complete Online Application**  
Paper applications can be [found here](https://www.niagaracounty.com/Employment/Applications-Forms):  
<https://www.niagaracounty.com/Employment/Applications-Forms>
- ☐ Upload a copy of your current valid **Driver's License**
- ☐ **Veteran's Credit Application** (if requesting additional credit) DD-214, member copy page 4 (for applicants with Military service). Form [found here](https://www.niagaracounty.com/Portals/0/docs/jobs/Veteran%20Credit%20Application%20Form%2001282014.pdf):  
<https://www.niagaracounty.com/Portals/0/docs/jobs/Veteran%20Credit%20Application%20Form%2001282014.pdf>
- ☐ **Cross-filer form** (if taking exams for other jurisdictions, including New York State). The form can be [found here](https://www.niagaracounty.com/Portals/0/docs/jobs/Cross%20Filer%20Form.pdf):  
<https://www.niagaracounty.com/Portals/0/docs/jobs/Cross%20Filer%20Form.pdf>
- ☐ **\$25.00 Application fee OR Fee Waiver Application** with supporting documents.
- ☐ Once filed, if you have not previously submitted, request that your Official College Transcripts be sent directly to NC Civil Service from College/University. **Transcripts can be sent electronically to [civilservice@niagaracounty.com](mailto:civilservice@niagaracounty.com)**



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

Malcolm A Needler  
Personnel Officer

(716) 438-4071

## DEPUTY SHERIFF / POLICE OFFICER (\*AMENDED 7/29/2021)

No 61-183 Examination Open to the Public

Deputy Sheriff Salary \$21.83 - \$35.41/hour

Police Officer Salaries Vary by Municipality

The examination will be held to establish separate eligible lists used to fill **DEPUTY SHERIFF AND POLICE OFFICER** vacancies in the Niagara County Sheriff's Office, the City of North Tonawanda, and in the Towns and Villages under the jurisdiction of Niagara County Civil Service. Candidates will be placed on an eligible list for Police Officer and a separate eligible list for Deputy Sheriff. **The eligible lists will be established initially for a two (2) year duration only and may be extended at the discretion of the Personnel Officer. The lists established from this exam will supersede any existing list.**

**RESIDENCE REQUIREMENTS:** Candidates must be a legal resident of **Niagara, Erie, Orleans, or Genesee County** for at least one (1) month immediately preceding the date of the written examination and such residency must continue until the time of appointment. **Preference in appointment may be given to successful candidates who have been residents of the municipality in which the appointment is made. Non-residents may be required to become a resident of the appointing municipality if local law so states.** Proof of residency will be required prior to appointment. **Niagara County residency is required for the Sheriff's Office.**

**MINIMUM QUALIFICATIONS:** Candidates must meet the following on or before the date of the written exam. If you do not meet these qualifications, your application will be disapproved and your filing fee will not be refunded.

1. Graduation from high school or possession of an equivalency diploma **and** completion of sixty (60) credit hours from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees. **A copy of your official college transcripts is required to verify your education; OR**
2. Graduation from high school or possession of an equivalency diploma **and** three (3) years of full-time active duty military experience. **Attach a copy of your DD-214 to your application.**

**SUBMIT A COPY OF YOUR VALID NEW YORK STATE DRIVER'S LICENSE WITH YOUR APPLICATION.**

**\*\*\*ANTICIPATED ELIGIBILITY:** If you expect to complete the educational **or military service** requirement by **December 31, 2021** you can be admitted to this examination. **If successful on the examination, you will not be certified for appointment until this office has received a copy of your official college transcript or proof of military service.** Failure to submit the required proof by the time you are canvassed/certified for appointment will result in the removal of your name from the eligible list.

**AGE REQUIREMENT AT TIME OF EXAMINATION:**

Candidates must be at least 19 years old on or before the date of the examination to take the test. Eligibility for appointment begins when the candidate reaches age 20. Candidates who reach their 35<sup>th</sup> birthday on or before the date of 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.

**SEE PAGE THREE FOR SPECIAL REQUIREMENTS AT TIME OF APPOINTMENT AND PAGE FOUR FOR QUALIFYING PHYSICAL FITNESS TEST STANDARDS**

**DUTIES:** For a description of duties please visit: <http://niagaracounty.com/Employment/Job-Specs-for-Civil-Service-Positions>

**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.  
YOUR APPLICATION WILL BE DISAPPROVED IF PAYMENT IS NOT RECEIVED BY THE FILING DEADLINE.**

**FILING DEADLINE**

**AUGUST 6, 2021**

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**

**ANNOUNCEMENT ISSUED: JULY 1, 2021**

**EXAMINATION DATE**

**SEPT 18, 2021**

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

1. **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.
2. **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.
3. **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.
4. **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.
5. **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.
6. **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.
7. **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.

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>.

**NOTICE TO CANDIDATES:** The use of calculators is **PROHIBITED**. **Cell phones are prohibited.**

**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.

**COLLEGE CREDITS MUST BE VERIFIED WITH AN OFFICIAL TRANSCRIPT.** If you have listed college or special courses on your application it will be necessary for you to submit an official transcript or special course certificate. **Documents can be submitted electronically or in hardcopy format but must be on official letterhead or stationary. If these documents are not on file prior to canvassing/certification for vacant positions, your name will not be canvassed/certified and your name will be removed from consideration for all appointments.**

**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.**

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](#)**

**DEPUTY SHERIFF / POLICE OFFICER  
SPECIAL REQUIREMENTS AND PHYSICAL FITNESS STANDARDS**

**SPECIAL REQUIREMENTS AT TIME OF APPOINTMENT:**

1. Candidates must possess a valid New York State Driver's License at time of appointment and throughout employment.
2. Candidates must be citizens of the United States at time of appointment in accordance with Article 2, Section 3 of the New York State Public Officer's Law.
3. **PHYSICAL FITNESS AND MEDICAL:** Candidates must meet the medical and physical fitness requirements as prescribed by the New York State Municipal Police Training Council at the time of examination and also at the time of appointment and any additional psychological and/or psychiatric examinations as may be prescribed by the Municipal Civil Service Agency. Candidates who fail the medical and/or physical fitness requirements will be restricted from certification on the certified eligible list.
4. **BACKGROUND INVESTIGATION:** 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. Candidates conditionally offered a position will undergo a thorough background investigation to determine their suitability for appointment. No person may be appointed as a Deputy Sheriff or Police Officer who has been convicted of a felony or of any offense in any other jurisdiction, which if committed in New York State, would constitute a felony. A person may also be barred from appointment if he/she has been convicted of a misdemeanor or any offense in any other jurisdiction, which if committed in New York State, would constitute a misdemeanor if the Personnel Officer determines that the employment of such person is not in the best interest of the Niagara County Sheriff's Office. Fingerprinting is required and candidates will be responsible for paying the fee;
5. **CHARACTER & FITNESS:** Each potential appointee will be the subject of a thorough investigation to help determine character and fitness, and also to verify information provided by the applicant. Candidates must authorize access to educational, financial, military, employment, criminal history, and mental health records. Information contained in such records will be reviewed and evaluated and, if found to be inconsistent with the qualifications for appointment, will result in disqualification. Candidates who receive a satisfactory evaluation on the background investigation and meet all other administrative requirements will be considered for appointment.
6. **PSYCHOLOGICAL EXAMINATION:** As stated in Section 58 of the Civil Service Law, candidates will be required to participate in a psychological evaluation to determine fitness to perform the essential duties of the position prior to appointment. Failure to meet the standards may result in an offer of employment being rescinded or in disqualification. An eligible candidate will be called for a psychological assessment as needed to fill existing and anticipated vacancies.
7. **DRUG-SCREENING TEST:** Prior to appointment, candidates will be required to participate in a drug-screening test. Candidates who fail the drug-screening test will be restricted from certification on the certified eligible list.
8. Candidates must become eligible for a certificate of training issued by the Executive Director of the Municipal Police Training Council and must possess the required certificate within one (1) year of the date of original appointment. Failure to complete the required training, maintain the required academic standing, meet the required physical standards, or to qualify with weapons, will result in the termination of employment.
9. **FIREARMS TRAINING/QUALIFICATION:** Must satisfactorily complete all training requirements and qualify with firearms as required by the department throughout employment.

**QUALIFYING PHYSICAL FITNESS TEST:**

The following is a brief description of the physical fitness test.

**Muscular Endurance (core body) – Sit Up** - The score indicated below is the number of bent-leg sit-ups to be performed in one minute.

**Muscular Endurance (upper body) – Push Up** – The score indicated below is the number of full body repetitions that a candidate must complete without breaks.

The 1.5 mile run shall only be administered to such individuals who have successfully completed each of the two elements of the test battery (sit-up and push up)

**Cardiovascular Capacity – 1.5 mile run** – The (time) score indicated below is calculated in minutes: seconds.

<b>MALES</b>			
<b>AGE</b>	<b>SIT UP</b>	<b>PUSH UP</b>	<b>1.5 MILE RUN</b>
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
<b>FEMALES</b>			
<b>AGE</b>	<b>SIT UP</b>	<b>PUSH UP</b>	<b>1.5 MILE RUN</b>
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

**PHYSICAL AGILITY TEST POLICIES AND PROCEDURES**

1. A candidate who fails to appear for the physical agility test or fails to provide satisfactory medical clearance to participate will be removed from the eligible list for all future vacancies for that specific eligible list with no impact on the other eligible list;
2. A candidate who fails the physical agility test will be removed from the eligible list for all future vacancies for that specific eligible list with no impact on the other eligible list;
3. A candidate who successfully completes the physical agility test for Police Officer after initially failing for Deputy Sheriff will be eligible for future vacancies in the Deputy Sheriff title and vice versa. It is the candidate's responsibility to request reinstatement to the eligible list on which he/she failed previously;
4. No candidate will be provided with more than one attempt to pass the physical agility test for Deputy Sheriff and with no more than one attempt to pass the physical agility test for Police Officer;
5. A candidate who has successfully completed the physical fitness screening test that meets or exceeds the MPTC Medical and Physical Fitness Standards within one (1) year of the date of certification of the eligible list shall not be required to undergo another screening test and shall be eligible for a conditional offer of employment;
6. Verifiable results from a physical fitness screening test may be used within one (1) year of the date of certification as long as the examination meets or exceeds the MPTC Medical and Physical Fitness Standards and the candidate provides written documentation from the testing agency indicating the examination date and results;
7. A candidate who has successfully completed the physical fitness screening test within one (1) year of the date of certification of the eligible list, if conditionally offered a position, will be required to undergo a medical review conducted by a qualified physician or practitioner;
8. A candidate must be found physically able, with or without reasonable accommodations, to perform the essential job functions of an entry-level Deputy Sheriff or Police Officer for the agency seeking to employ the candidate.