

GLEN COVE CIVIL SERVICE COMMISSION

EXAMINATION NOTICE

COMMISSIONERS

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THE GLEN COVE MUNICIPAL CIVIL SERVICE COMMISSION ANNOUNCES AN OPEN-COMPETITIVE EXAMINATION FOR

POLICE OFFICER

EXAM NUMBER 60675

EXAM DATE: Saturday, September 17, 2022.

LAST FILING DATE: Applications must be received by or postmarked by the close of business on Friday, August 12, 2022.

LOCATION OF EXAM: *To be announced.*

APPLICATION FEE: \$50 Check or Money Order made out to the City of Glen Cove. See the below Application Fee Details section for additional information.

LOCATION OF POSITION/VACANCY:

To fill any current or anticipated vacancy in the City of Glen Cove.

SALARY: \$36,678 to \$160,641 (annually)

RESIDENCY REQUIREMENTS:

Candidates must be residents of the City of Glen Cove at the time of application.

Candidates will be required to furnish proof of Glen Cove residency, and candidate residency will be investigated and verified prior to appointment.

NOTE: Civil Service Law allows the City to request certification of only candidates who are residents of the City of Glen Cove. For decades, Glen Cove has used the residents-only certification, and the residents-only certification will be used for appointments from the list resulting from this examination.

DUTIES:

Patrols a specified district or beat on foot or in a radio car; Checks doors and windows of unoccupied businesses and residential property; Investigates suspicious activities and makes arrests for violation of federal and state laws and local ordinances; Escorts prisoners to jail and to court, and has them booked on charges;

Watches for and makes investigations for wanted and missing persons and stolen cars and property; Directs traffic and marks cars for overtime parking; Maintains order in crowds and attends parades and other public gatherings; Answers questions for and directs the public; Reports serious defects in streets and in related matters requiring the attention of other city departments; Does criminal investigative work when assigned as a detective; Makes daily reports of activities.

NOTE: Work Shifts are twelve (12) hours tours (non-rotating).

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma.

SPECIAL REQUIREMENTS:

(a) Candidates must meet the height, weight and physical fitness requirements prescribed by the Municipal Police Training Council pursuant to the provisions of Section 840-2 of the executive law.

Candidates must be at least nineteen (19) years of age as of the date of the written examination.
Candidate cannot be older than thirty-five (35) years of age as of the date of the written examination.
Candidates shall not be considered for appointment until they reach their twentieth (20th) birthday.

- (b) Pursuant to Section 58.2 of Civil Service Law, the City requires applicants to possess 120 college credits prior to appointment whereby up to two years of the college requirement (up to 60 credits) could be satisfied by an equivalent amount of service in the U. S. military with an honorable discharge.
- (c) Conviction of a felony will bar and conviction of a misdemeanor may bar a candidate from appointment.
- (d) Candidates must possess a valid New York State Driver's License (with no restrictions) at the time of appointment.
- (e) U.S. Citizenship is required at the time of appointment. It is not necessary for admission to the examination.

STUDY GUIDES: IMPORTANT!!! A Guide for the Written Test for the Entry-Level Law Enforcement Officer Series (for all municipalities except White Plains) is available at the New York State website: <https://www.cs.ny.gov/testing/testguides.cfm>.

SUBJECT OF EXAMINATION: There will be a written test that you must pass in order to be considered for appointment. The written test will be for knowledge, skills and/or abilities in such areas as:

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.

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.

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.

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.

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.

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.

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 use of calculators is PROHIBITED.

MULTIPLE EXAMINATIONS SCHEDULED FOR THE SAME DAY:

If you have applied for any other civil service examinations to be given on the same test date for employment with New York State or any other 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 notify Glen Cove Civil Service of your intent to take both a State and a local government examination. When taking both a State and a 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 examinations. You must bring both the State and the local government admission card to the State test center.

If you have applied for another local government examination with another local civil service agency, call or write to each civil service agency to make arrangements. You must make your request for these arrangements no later than two weeks before the date of the examinations. 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.

RELIGIOUS ACCOMMODATION/DISABLED CANDIDATES/MILITARY MEMBERS:

Applicants whose religious observances, religious practices or military service prevent their taking examinations on the scheduled date and disabled candidates who require special accommodations to take the test should indicate the need for special arrangements by checking the "Special Arrangement" box on the front of the applications. The New York State Department of Civil Service Commission will approve any reasonable request for accommodations by disabled candidates. Candidates who are called to military service after filing an application should send a request for an alternate test date to the City of Glen Cove Municipal Civil Service Commission as soon as possible before the test date.

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. You must contact The City of Glen Cove Municipal 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 date of the test.

This examination will be prepared and rated in accordance with Section 23(2) of the Civil Service Law. The provisions of New York State Civil Service Law and the City of Glen Cove Civil Service Rules and Regulations dealing with the preparation and rating of examinations will apply to this examination.

VETERAN'S CREDIT:

Veterans or disabled veterans who are eligible for additional credit must submit an application for Veteran's credit with their application for examination or at any time between the date of the application for examination and the date of the establishment of the resulting eligible list. Applications for Veteran's credits are available from this office. 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 additional credit. No credit may be granted after the establishment of the 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 the Civil Service Law and that the candidate either received an honorable discharge or was released under honorable conditions in order to be certified at a score including the Veteran's credit.

CHILDREN OF FIREFIGHTERS AND POLICE OFFICERS KILLED IN THE LINE OF DUTY:

In conformance with section 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.

BACKGROUND INVESTIGATION:

Applicants may be required to undergo a State and national criminal history background investigation, which will include a fingerprint check, to determine suitability for appointment. Failure to meet the standards for the background investigation may result in disqualification.

APPLICATIONS / GENERAL INFORMATION / INSTRUCTIONS:

Application forms may be obtained from the City of Glen Cove Website: GlenCoveNY.gov

OR: From the office of: **THE GLEN COVE MUNICIPAL CIVIL SERVICE COMMISSION, CITY OF GLEN COVE, CITY HALL, 9 GLEN STREET, GLEN COVE, NY 11542.**

During: *Any weekday from the posting date through the last filing deadline (except holidays).*

Between the hours of: 9:00 a.m. to 5:00 p.m. Monday through Friday **OR:** by sending a stamped self-addressed envelope with the applicants name and address on it, requesting an application for the position. Applications received/postmarked after the filing deadline will not be accepted.

The applicant should make certain every question on the application is answered, and that the application is complete in all respects. All statements made by the candidates in their application are subject to verification. Candidates will be notified of the disposition of their applications. The Glen Cove Municipal Civil Service Commission does not acknowledge receipt of applications and does not accept responsibility for non-delivery or postal delay.

APPLICATION FEE WAIVER: A waiver of application fee will be allowed if you are unemployed and primarily responsible for the support of a 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. "Request for Application Fee Waiver and Certification" forms are available at the Civil Service Office or on-line at: GlenCoveNY.gov

ALTERNATE TEST DATES:

Alternate test dates may be arranged upon review of the circumstances according to the Alternate Test Date Policy established by this department. Under specific circumstances an alternate test date may be arranged. Your request with written documentation must be received in the Civil Service Office no later than (10) ten business days preceding the examination date. If an emergency prevents you from appearing for the examination, please notify this office no later than 5:00 p.m. on the Monday following the test date providing verifiable documentation of the reason. A determination will be made if you will be allowed an alternate test date.

ADMISSION NOTICES: You will be notified of the time and place of the examination. If you have not received your notice to appear for the written test five (5) days before the date of the examination, call the Glen Cove Municipal Civil Service Commission at (516) 676-4814. Do not interpret a notice to appear for the examination to mean that you have been found to meet fully the announced requirements. Applicants are admitted to the examination on the basis of statements made on their application. These statements may not be reviewed and/or verified until after the examination has been given. At that time, those candidates who are disqualified after taking the test will not receive a score.

CHANGE OF ADDRESS: It is the responsibility of the candidate to notify the Glen Cove Municipal Civil Service Commission of any change in name or address. No attempt will be made to locate any candidate who has moved.

**The City of Glen Cove is an
Equal Opportunity/Affirmative Action Employer**

(Issued 06/21/2022)

Applications are available on the Civil Service website GlenCoveNY.gov where you can...

[Apply now for this examination -- CLICK HERE -- to download application](#)

<https://glencoveny.gov/wp-content/uploads/2022/04/Application-for-Examination.pdf>