



Wyoming County Civil Service

ANNOUNCEMENT ISSUED: JUNE 23, 2025

Thomson Hall Building
338 N. Main St, Warsaw, NY 14569
<https://www.wyomingcountyny.gov>

☎ : 585-786-8830 (Opt. 1)

🕒 : Monday – Friday
8:00am - 4:00 pm

Police Officer

Open Competitive – Exam #: 60039-830 OC

EXAMINATION TO BE HELD: SEPTEMBER 20, 2025

APPLICATIONS ACCEPTED TO: AUGUST 20, 2025

BY 4:00PM IN THIS OFFICE OR POSTMARKED BY 08/20/2025

PLEASE NOTE CHANGES TO AGE ELIGIBILITY AND FITNESS TEST POLICY FROM PREVIOUS YEARS, DUE TO RECENT AND UPCOMING CHANGES IN CIVIL SERVICE LAW REGARDING LAW ENFORCEMENT.

WYOMING COUNTY REQUIRES A FEE FOR EXAMINATION, PLEASE NOTE APPLICABLE SECTION.

*Check or money order only - Fee Waivers available for qualified candidates - Please see below for more information. *

PAY RANGE: Varies per Village contract.

DUTIES: The work involves responsibility for the protection of lives and property and the enforcement of the general laws of New York State and local ordinances within the Village. On an assigned shift an incumbent performs routine patrol operations in accordance with standard departmental operating procedures and makes arrests and assists in investigations. The work is performed under the general supervision of a higher-ranking officer who gives specific instructions and assistance when special problems arise. Does related work as required.

MINIMUM QUALIFICATIONS: Candidates must meet the following requirements on or before the date of the written examination: Graduation from high school or possession of a high school equivalency diploma.

SPECIAL REQUIREMENTS:

1. Possession of a valid New York State driver's license appropriate to the vehicles operated.
2. In order to be eligible for appointment, a candidate must meet all current requirements, including physical fitness standards mandated under Section 58 of the Civil Service Law.
3. United States Citizenship is required at time of appointment. It is not necessary for admission to the examination.

NOTE: Conviction of a felony will bar appointment, and conviction of a misdemeanor or other offense may bar appointment.

***Effective 9/1/25, Section 58.1(a) of the Civil Service Law requires that applicants not be "more than 43 (forty-three) 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 are advised to contact the local civil service agency to discuss their request.

LOCATION OF POSITION: The resulting eligible list for this examination will be used to fill vacancies as they occur in the Wyoming County Sheriff's Department.

RESIDENCE REQUIREMENT: Candidates must have been legal residents of Wyoming County or a county contiguous to Wyoming County, for at least one (1) month immediately preceding the date of the written examination. Preference in certification for appointment may be given to successful candidates who are residents of Villages with vacancies. Candidates must meet residency requirements at time of appointment.

CERTIFICATION: Preference in appointment may be given to candidates who presently reside in a civil division or district where the appointment is to be made in accordance with provisions of Sec. 23 (4-a) of Civil Service Law.

AGE: Candidates must be at least 19 years old on or before the date of the examination to take the test. Eligibility for appointment as a police officer begins when the candidate reaches age 20. **Candidates who reach their 43rd birthday on or before the date of the written examination (9/20/25) 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(10a) of the Military Law, deducted from their age for purposes of determining whether they meet age requirement.

****Anticipated Eligibility – Age and Educational Requirements:** According to Civil Service Law, section 54 which became effective September 4, 2024, applicants who are within 12 months of meeting the minimum age requirement may take the civil service exam but will be restricted from certification until such a time that the minimum age requirement is met.

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 attend the written test in order to be scheduled for the qualifying physical fitness test.** Candidates who pass BOTH the physical fitness test and written exam who are given a conditional offer of employment will then be scheduled to take the required medical examination. **A written test 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.

A Guide for the Written Test for Entry-Level Law Enforcement Officer 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.

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.

Candidates are PROHIBITED from using calculators for this examination.

TIME AND PLACE OF EXAMINATION: Approved candidates will be notified of the time and location of the examination by mail and/or email. If you do not receive a notice of approval or disapproval at least seven (7) days prior to the examination date, please contact the Wyoming County Civil Service Office at (585) 786-8830.

GENERAL INSTRUCTIONS:

1. Falsification of any part of the "Application for Employment" will result in disqualification.
2. Applicants must answer every question on the application form and make sure that the application is complete in all respects. Incomplete applications will be disapproved. All necessary licenses, diplomas, and transcripts must be attached to the application when required in the "Minimum Requirements" as listed on the exam announcement.
3. Appointments from an eligible list must be made from the top three (3) candidates willing to accept appointment. The duration of an eligible list may be fixed for a minimum period of one (1) year and a maximum period of four (4) years.
4. It is the responsibility of the candidate to notify the Wyoming County Civil Service Office of any change of name and/or address. NO attempt will be made to locate candidates who have moved.

APPLICATION FORMS MAY BE OBTAINED AT THE WYOMING COUNTY CIVIL SERVICE OFFICE

OR DOWNLOAD AN APPLICATION AT:
<https://www.wyomingcountyny.gov/171/Upcoming-Examinations>
 WYOMING COUNTY -- EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

APPLICATION FEE POLICY

- **DO NOT SEND CASH!!**
- **The processing fee for this exam is: \$25.00.**
- You must file a processing fee for EACH exam you are applying for.
- The required fee ***MUST*** accompany your application.
- Send check or money order payable to:
"Wyoming County Department of Civil Service."
- Write the examination number on the check or money order.

NO refunds will be made if you fail to appear for the scheduled exam or if your application is disapproved.

Applicants are strongly advised to carefully review the qualification requirements for each examination and to apply only for those examinations for which they clearly meet the stated minimum qualifications. Assistance in determining eligibility is readily available from our office upon request.

IMPORTANT NOTES ON MINIMUM QUALIFICATIONS:

- ⇒ **LICENSURE/CERTIFICATION:** If you are eligible for the required licensure/certification you **can** be admitted to this examination. If successful on the examination, you will not be certified for permanent appointment until you have submitted proof of possession of the required licensure/certificate to the Wyoming County Civil Service Office.
- ⇒ ****COLLEGE/UNIVERSITY DEGREE GUIDELINES:** Your degree must have been awarded by a college of university accredited by a regional, national or specialized agency recognized as an accrediting agency by the US Department of Education/US Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.
- ⇒ **DEGREE AND/OR LICENSURE/CERTIFICATION: ONLY APPLIES IF A REQUIREMENT.** If you expect to complete the educational requirement within 6 months, you can be admitted to this examination. If successful on the examination, you will not be certified for appointment until you have submitted proof of completion of the requirements to the Wyoming County Civil Service Office. Proof must be submitted within 2 months, following award of degree; failure to do so will result in removal of your name from the eligible list.
- ⇒ **EXPERIENCE:** Applicants who lack thirty (30) days, or less, of meeting the minimum qualifications by the date of the examination will be admitted conditionally to the examination. However, proof of the additional days' qualifications must be submitted prior to the establishment of the eligible list.

APPLICATION FEE WAIVER:

An application fee waiver may be granted if you are unemployed and the primary financial support for your household. Waivers are also available to individuals who are eligible for Medicaid; receiving Supplemental Security Income (SSI), Public Assistance (Temporary Assistance for Needy Families/Family Assistance or Safety Net Assistance); or certified as eligible under the Job Training Partnership Act (JTPA) or Workforce Investment Act (WIA) by a State or local social services agency. **All waiver requests are subject to verification.** To apply, complete a 'Request for Application Fee Waiver and Certification' form and submit it with your examination application by the application deadline listed on the Examination Announcement. The waiver form is available online at www.wyomingcountyny.gov (under Civil Service) or at our office.

CROSSFILING / 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 arrangements for taking all tests at one test site. All examinations for positions in State government will be held at a state examination center. For this examination call 786-8830 or write to Wyoming County Civil Service, Warsaw, NY 14569.

REQUESTING ALTERNATE TEST DATE PROCEDURE:

1. For situations known prior to when the examination is scheduled for administration, the candidate should get from this office a *Request for Alternate Test Date Form* and submit it no later than 2 weeks before the test date.
2. For emergency situations, you must notify this office no later than the TUESDAY following the SATURDAY of the scheduled test date.
3. Any alternate test date administration beyond the Saturday following the scheduled Saturday test date must be reviewed with the New York State Department of Civil Service.
4. A written examination ***cannot*** be administered ***prior*** to the regularly scheduled date.
5. Filing for multiple examinations is not grounds for an alternate test date. Cross filers eligible for an alternate test date must take all examinations for which they are eligible on the alternate date on which the test is administered.

VETERANS: Disabled and non-disabled war veterans who are eligible for additional credits must submit an application for veteran credits with EACH application for examination. Candidates who wish to claim veteran credits on an examination should request an application and information sheet from the Wyoming County Civil Service Office. Veteran's application forms will also be available upon request at the examination center. The completed forms must be received before the eligible list for this examination is established in order to utilize additional credits.

PHYSICAL FITNESS TEST POLICY

This policy outlines the requirements and procedures for administering the Physical Fitness Test (PFT) to candidates for the position of Wyoming County Deputy Sheriff or Police Officer. The test is designed to ensure that candidates possess the minimum physical capabilities necessary to perform essential job duties in accordance with merit and fitness principles.

- ⇒ **The physical fitness test shall be administered after candidates have completed the written exam, but before the written exam results are released by the State.**
- ⇒ This approach is intended to maintain efficiency in the selection process and ensure that only candidates who meet physical standards continue in the examination process.
- ⇒ Candidates who pass the physical fitness test will have their **results retained for the full duration of the resulting eligible list**. However, please note that fitness test results will expire upon the establishment of a subsequent eligible list—regardless of whether that list is deemed mandatory—when the results of the next written examination are released.

EXCEPTION: Candidates who have successfully passed an equivalent physical fitness or agility test at a New York State DCJS-accredited law enforcement academy within the past twelve (12) months may be exempted from re-taking the PFT, provided official documentation is submitted and verified by the appointing authority or civil service agency.

- ⇒ An equivalent test should match the Municipal Police Training Council (MPTC) Physical Fitness Screening Battery standards.
- ⇒ Official documentation must be on academy letter head, include date of testing, testing standards, scores, and be signed by the certified trainer.
- ⇒ The appointing authority or civil service commission reserves the right to accept or reject submitted documentation.
- ⇒ To view lists of New York State DCJS-accredited law enforcement academies by zone, visit: <https://www.criminaljustice.ny.gov/ops/training/zoneacademies/index.htm>.

**** Please be advised** that the physical fitness test results from one of these equivalents, *if given before the written exam*, will remain **valid for a period of twelve (12) months** from the date of administration and **not for the full duration of the eligible list**. No additional fitness tests will be administered once the eligible list has been established. **

To be eligible for the PFT, a candidate must:

- ⇒ Have taken the scheduled written examination.
- ⇒ A Medical Clearance Form is available on our website and will also be distributed in person on the day of the written examination.
- ⇒ The completed form, signed by a licensed physician, must be submitted prior to participating in the physical fitness test. Or brought day of test.

Failure to Appear or Pass:

- ⇒ Candidates who fail to appear without valid justification may be disqualified from further consideration.
- ⇒ Candidates who do not meet the minimum physical fitness standards will not proceed in the selection process, regardless of their written examination score.
- ⇒ One (1) retest may be offered at the discretion of the civil service agency, provided it is completed before final establishment of the eligible list.

QUALIFYING PHYSICAL FITNESS TEST

- ⇒ Candidates will be notified in advance of the date, time, and location of the PFT.
- ⇒ All testing shall be conducted in the fair, standardized, and consistent manner as provided below.

The four elements measured in the qualifying physical fitness test are muscular endurance, flexibility, absolute strength and cardiovascular capacity. The following is a brief description of the physical fitness test.

- **Muscular Endurance** - The requirement is for a number of bent-leg sit-ups to be performed in one minute.
- **Push up** - This test measures muscular endurance of the upper body (anterior deltoid, pectorals major and triceps). The requirement is for a number of full body repetitions that a candidate must complete without breaks.
- **Cardiovascular Activity** - 1.5-mile run; the requirements is for the attainment of a score calculated in mins and secs.

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 (40th) percentile of physical fitness as established by the Cooper Institute.

Failure on a part of qualifying test will result in failure of the test overall.

MALE

AGE	SIT-UPS	PUSH-UPS	1.5 MI 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

AGE	SIT-UPS	PUSH-UPS	1.5 MI RUN
20-29	32	15	14:50
30-39	25	11	15:43
40-49	20	9	16:31
50-59	14	N/A	18:18
60+	6	N/A	20:16

CURRENT MEMBERS OF THE ARMED FORCES:

May apply for veteran's credits by filing an 'Application for Veteran's Credits' (Form VC-1). Proof of military status must also be presented and verified in order for consideration of granting of conditional veteran's credit. Acceptable proof may include a military I.D. card, military orders, or others official military document that substantiates active military service at time of exam. This documentation and VC-1 Form must be received prior to the establishment of the Eligible List for this examination. The conditional status of the additional credits will remain until proof is provided indicating that the service was in time of war and that the veteran received an honorable discharge, or was released under honorable circumstances.

MILITARY MEMBERS/SABBATH OBSERVERS:

Any member of the Armed Forces of the United States of America, who having duly filed an application to compete in a scheduled competitive examination for Civil Service employment by the State of New York or any of its subdivisions and who due to active military duty is deprived of the opportunity to compete in such examination shall be provided with an opportunity to compete, under terms and conditions deemed appropriate by the State Department of Civil Service or Municipal Commission, by way of a special military make-up examination. Sabbath Observers: for an alternate test date candidates must follow the

REASONABLE ACCOMMODATION: Candidates who are members of the disability community are encouraged to indicate on the application form any reasonable accommodations required for the day of the examination. Please note that certain accommodations may require prior approval by the State. This policy is in accordance with the New York State Human Rights Law, Sections 503 and 504 of the Federal Rehabilitation Act of 1973 (as amended), and the Americans with Disabilities Act (ADA). **

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.

Important Information about the Professional Policing Act of 2021

Under the provisions of the Professional Policing Act of 2021, New York State Title 9 NYCRR Part 6000 and Title 9 NYCRR Part 6056 were amended to prescribe minimum training, background, and character standards for appointment of persons to police officer positions. Under the provisions of Part 6000 and Part 6056, applicants may be determined to lack good moral character if:

1. You were previously appointed as a police officer in New York State, were removed from said employment for cause, had your training certificate permanently invalidated by the NYS Division of Criminal Justice Services and are listed on their decertification index (https://apps.criminaljustice.ny.gov/Officer_Decertification.htm);
2. You are listed on the National Decertification Index after having been decertified as a police officer in any state other than New York State;
3. Within 3 years from the date of application, you:
 - a. Engaged in criminal activity, whether criminally charged or prosecuted, regardless of where the act took place, if said conduct would constitute an offense in New York, which is defined as:
 - i. Any felony offense;
 - ii. Any sex offense or sexually violent offense as defined in article 6C of the Correction Law;
 - iii. All serious offenses defined in subdivision 17 of section 265 of the Penal Law;
 - iv. Crimes involving official misconduct and obstruction of public servants as defined in article 195 of the Penal Law; crimes involving bribery of a public servant as defined in article 200 of the Penal Law; crimes involving perjury as defined in article 210 of the Penal Law; and/or crimes relating to judicial proceedings as defined in article 215 of the Penal Law;
 - v. Crimes involving forgery as defined in article 170 of the Penal Law; crimes involving false written statements as defined in article 175 of the Penal Law; crimes involving fraud as defined in article 190 of the Penal Law;
 - vi. Crimes involving assault and menacing as defined in article 120 of the Penal Law; crimes involving obscenity as defined in article 235 of the Penal Law; crimes against public sensibilities as defined in article 245 of the Penal Law; or crimes against public order as defined in article 240 of the Penal Law.
4. Engaged in the unlawful use of any controlled substances.
5. Made false statement(s) or engaged in conduct that subverts or attempts to subvert the police employment application process.
6. Received a dishonorable discharge from any of the Armed Forces of the United States which has not been adjusted under the terms of the New York State Restoration of Honor Act.

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 the preparation and rating of examinations will apply to this examination.