

Join Our Team!

GENESEO POLICE DEPARTMENT

A New York State Accredited Police Agency
119 Main Street, Geneseo, New York 14454

The Geneseo Police Department is seeking candidates for the position of police officer.

If you are looking to make a difference and give back to your community in a fast paced, rewarding career, the Geneseo Police Department may be the place for you!

A career with the GPD offers challenge, excitement, teamwork, great pay and benefits, and job satisfaction.

To contact us, please stop by our office or visit:

<https://geneseony.org/police/index.asp>

[Or scan the QR code below.](#)



Qualifications

- 19 years old to be admitted to the written test
- High School graduate or equivalency diploma
- Valid New York State driver's license
- US Citizenship upon appointment
- No felony & certain misdemeanor convictions
- Physical Fitness Test & Medical Exam
- Background & Psychological screening

Salary & Benefit Package

- Excellent Salary.
- Health & Dental Insurance.
- Overtime Pay.
- Holiday Pay.
- Sick Leave, Vacation, & Personal Time.
- Tuition Reimbursement.
- Department Provided Equipment.
- New York State Retirement/Pension Plan.
- 457(b) pre-taxed plan.
- Ongoing Training & Educational Opportunities.

The Village of Geneseo is an equal opportunity employer.





**LIVINGSTON COUNTY HUMAN RESOURCES DEPARTMENT
ANNOUNCES THE FOLLOWING
CIVIL SERVICE EXAMINATION
FOR**

**DEPUTY SHERIFF (ROAD PATROL)
/POLICE OFFICER - OC
EXAM NUMBER: 63-477**

August 10, 2023

LAST FILING DATE

September 9, 2023

EXAMINATION DATE

EXAM FEE: \$20.00, paid by CASH, MONEY ORDER, CERTIFIED CHECK, CASHIER'S CHECK or FEE WAIVER. No other forms of payment will be accepted. **Fee due by last filing date.** Late fees and fees in unacceptable payment forms will NOT be accepted. The fee is non-refundable.

Fee will be waived for any Veteran that submits a copy of their DD214 Member 4 form.

- PAY RANGE:** Varies.
- LOCATION:** Livingston County Sheriff's Department and various Police Departments under the jurisdiction of Livingston County.
- DUTIES:** This is the entrance level law enforcement position and includes responsibility for the protection of lives and property, enforcement of laws and ordinances, serving as a highway patrol officer, assisting in the investigation of criminal offenses and apprehension of criminals. Employees in this class are responsible for the efficient performance of duties in a specified area during a designated shift or on a temporary basis assignment to the various functions within the department including investigations of offenses, transport of prisoners, serve civil processes and court related services. The work is performed under general supervision of a higher-ranking officer with considerable independent responsibility for the exercise of sound judgment in normal work situations and in emergencies. Does related work as required.

REQUIRED

QUALIFICATIONS: Applicants must meet the following requirements to be approved to take the exam:

Residency – Candidates must have been legal residents of the following jurisdiction(s) for at least four months immediately preceding the date of the written test:

- Livingston County, or
- One of the following Counties: Allegany, Genesee, Monroe, Ontario, Steuben or Wyoming

MINIMUM QUALIFICATIONS:

1. AGE: Applicant must be at least 19 years old on or before September 9, 2023 to be admitted to the written test. Eligibility for appointment as a Deputy Sheriff (Road Patrol) or Police Officer begins when the applicant reaches age 20. **Applicants who reach their 35th birthday on or before September 9, 2023 are not qualified except as follows*:** Applicants 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.

*Section 58.1(a) requires that applicants not be “more than thirty-five years of age as of the date when the applicant takes the written examination...” Applicants who may be impacted by the maximum age requirement and who are requesting an alternate test date (for active military duty, Sabbath observance or for an alternate test date situation which meets the conditions of the agency’s alternate test date policy) are advised to contact the Livingston County Human Resources Department to discuss their request.

2. **EDUCATION:** Applicant must be a high school graduate or possess a high school equivalency diploma.

NOTE: Applicants who do not possess a high school diploma or equivalency diploma are eligible to take the examination, if they expect to receive it no later than the date of the examination. For information on how to obtain an equivalency diploma, write to the New York State Education Department, Albany, NY 12234.

SPECIAL QUALIFICATIONS:

1. **CURRENT REQUIREMENT OF SECTION 58 OF THE CIVIL SERVICE LAW:** Present standards set forth by the Municipal Police Training Council (MPTC). Copies of these standards are available for review at the Livingston County Human Resources Department.

2. **DRIVER’S LICENSE:** A valid New York State driver’s license is required at time of appointment.

3. **CITIZENSHIP:** United States Citizenship is required at time of appointment.

CONVICTION OF A FELONY WILL BAR AND CONVICTION OF A MISDEMEANOR OR OTHER OFFENSE MAY BAR PARTICIPATION IN EXAMINATION AND APPOINTMENT.

4. **Physical Fitness Test:** Candidates who pass the written examination must take and pass a physical fitness test in order to be placed on a certification of eligible list. The fitness standards for the test are prescribed by the Municipal Police Training Council (MPTC) and may be reviewed at the Livingston County Human Resources Department or downloaded at: <https://www.criminaljustice.ny.gov/ppa/Standards%20and%20Procedures%20for%20Police%20Officer%20Candidates%209%20NYCRR%20Part%206000.pdf>. Prior to the administration of the test, candidates will be required to submit a statement from their physician indicating they are capable of participating in the physical fitness test. The physical fitness test requirement may be waived if, and only if, the candidate has taken and passed a physical fitness test administered by Livingston County Human Resources no more than one year prior to appointment from the eligible list. THERE IS NO RETEST FOR THE PHYSICAL AGILITY EXAM.

5. **Medical Exam:** Upon receipt of a conditional offer of employment from a police agency, candidates will be scheduled for a medical exam to evaluate whether they can, with or without reasonable accommodations, perform the essential functions of an entry level Deputy Sheriff (Road Patrol) or Police Officer.

6. **Investigative Screening:** 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.

7. **Psychological Evaluation:** As stated in Section 58 of the Civil Service Law, you will be required to participate in a psychological evaluation to determine your fitness to perform the essential duties of the position prior to appointment. Failure to meet the standards may result in your offer of employment being rescinded or

in your disqualification. An eligible will be called for a psychological assessment as needed to fill existing and anticipated vacancies.

APPLICATION

PROCESS: Submit to the Livingston County Human Resources Department by the application deadline:

- (1) A fully completed Livingston County Application for Examination or Employment and
- (2) The exam fee or waiver request.

Applications may be obtained from the Livingston County Human Resources Department or on the Human Resources Department page of the Livingston County website. If you are applying for more than one exam, a separate application is required for each exam.

APPOINTING

EMPLOYER(S): Appointing employers may include any and/or all of those listed in the “PUBLIC EMPLOYERS UNDER LIVINGSTON COUNTY’S CIVIL SERVICE JURISDICTION” section later in this announcement.

EXAM SUBJECTS, RETEST POLICIES AND SCORING, ETC.

EXAM SUBJECTS: The exam is comprised of: A test designed to evaluate knowledge, skills and /or abilities in the following areas. The subjects of the exam are:

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.

EXAM SCORE: Successful candidates will have their names placed on the eligible list in the order of final scores. The names of qualified candidates will remain on the eligible list for the length of the eligible list unless the candidate is appointed from the list or declines appointment from the list.

ADMISSION NOTICE: All applications will be reviewed as they are received. If there is a problem with your application, you will be notified in writing (i.e. by e-mail or first class mailing) and given an opportunity to submit additional information to support your application within seven (7) calendar days following the date of the notification. If there are no problems with your application, you will be sent an admission notice approximately one week before the exam date. If you have not received your admission notice three days before the date of the exam, call the Livingston County Human Resources Department.

PERMISSIBLE TOOLS/EQUIPMENT FOR USE DURING WRITTEN EXAM:

Use of calculators is prohibited.

EXAMINATION RATING: This written examination is being prepared and rated by the New York State Department of Civil Service in accordance with Section 23-2 of the Civil Service Law. The provisions of the New York State Civil Service Rules and Regulations dealing with the rating of examinations apply to this written test.

EXAM GUIDE: A Guide for the Written Test for **Entry-Level Law Enforcement** 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 Livingston County Human Resources Department. If you wish to order a guide by mail, send your request with a self-addressed stamped envelope to the Livingston County Government Center, Human Resources - #206, 6 Court St., Geneseo, NY 14454-1043.

GENERAL INFORMATION

EDUCATIONAL DEGREE: If an educational degree¹ is a minimum qualification for this title, you may be approved to take the examination if you have not received the degree but expect to receive it no later than the date of the examination. In order to be conditionally approved, you will need to clearly indicate on your application for examination the degree you expect to receive and the date on which you expect to receive it. If your application is conditionally approved, you will be issued an admission letter and will be permitted to take the examination on the scheduled date. Within thirty (30) calendar days following the date of the examination, you must provide to the Livingston County Human Resources

¹ An "educational degree" is an Associate's, Bachelor's, Master's or Doctorate degree issued by a New York State or regionally accredited college or university.

Department written proof of your receipt of the required educational degree. Failure to do so will result in the disapproval of your examination application. Candidates whose applications are disapproved will not have their names placed on the eligible list resulting from the examination, regardless of their performance on the examination, nor will they be eligible for permanent appointment to positions for which such eligible list is certified. Exam fees will not be refunded.

EXAM LOCATION: Livingston County Government Center unless another location is noted in the admission notice.

TAKING MULTIPLE EXAMS: Persons also applying for examinations offered by another Civil Service agency within New York which are held on the same date must complete a cross filer form, available from the Livingston County Human Resources Department, which will provide for special arrangements.

Arrangements must be made to take all examinations at one test site. Unless this form is filed with the Livingston County Human Resources Department at least three weeks prior to the exam date, we cannot ensure that such arrangements will be made. Candidates taking multiple exams on the same date with Livingston County do not have to file a cross-filer form.

Candidates taking more than one exam in different exam series will be allowed the specified length of time for each exam, up to a maximum of eight hours. Example: candidates taking one exam which allows six hours and another exam in a different series which allows four hours, you must complete both tests in eight hours, but you can spend no more time on each exam than the time allotted for that exam.

APPLICATION FEE: The fee is non-refundable. Be sure to compare your qualifications carefully with the requirements listed and file only for those examinations for which you clearly qualify and intend to take. We cannot prescreen applications submitted without a fee. No refunds will be made if your application is disapproved or you fail to appear for the test.

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. To request a 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 this announcement. Application waiver forms are available at the Livingston County Human Resources Department.

VETERANS CREDITS: Additional credits are available to veterans who meet certain established requirements. Veterans who have not used their credits may make application for their use. The Veterans Credits application form is available at the Human Resources Department or on our website at www.livingstoncounty.us/departments.htm. Applications for veterans credits must be accompanied by a copy of the candidate's DD214 Member 4 form.

CHILDREN OF FIRE FIGHTERS 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 exam for original appointment in the same municipality in which his or her parent served. If you are qualified to

participate in this exam and are a child of a firefighter or police officer killed in the line of duty in this municipality, please inform this office 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. No credit may be added after the eligible list has been established.

DISABILITY ACCOMMODATIONS: Any person with a disability requesting reasonable accommodations in order to participate in examinations will be accommodated. To request accommodation, candidates must complete a Livingston County Civil Service Exam Accommodation Request form and submit it to the Livingston County Human Resources Department at least two weeks prior to the date of the exam. Forms may be obtained from the Human Resources Department.

RELIGIOUS OBSERVER ACCOMMODATIONS: If you need an alternate test date because you are a Religious Observer (for religious reasons, cannot be tested on date of examination(s)), you must provide written notice of your need to the Livingston County Human Resources Department by the application deadline. Such notice must include: (1) the exam title, (2) the exam number, and (3) the reason(s) why you cannot take the exam on the scheduled date. The request must be supported by documentation regarding your need.

ACTIVE MILITARY MEMBERS: Special testing arrangements may be available to applicants who are active military members. For further information contact the Livingston County Human Resources Department before submitting an application.

ALTERNATE TEST DATE: Under very limited circumstances, a candidate may be allowed to take an exam on an alternate test date. If you cannot take the exam on the scheduled date, please consult the Livingston County Alternate Test Date Policy which may be viewed on the Human Resources Office page of the Livingston County website, www.livingstoncounty.us. In general a request is due to the Human Resources Department two weeks before the examination date. Requests that are not made in a timely manner will be disapproved.

CANDIDATE NAME AND ADDRESS CHANGES: It is the responsibility of the candidate to notify the Livingston County Civil Service Office of any changes of name and/or address. NO attempt will be made to locate candidates who have moved.

EQUAL EMPLOYMENT OPPORTUNITY: Livingston County is an Equal Opportunity Employer. Discrimination on the basis of a protected classification is prohibited with respect to all aspects of employment. Protected classifications include: race, color, sex, sexual orientation, religion, age, national origin, marital status, disability, veteran status, genetic information, domestic violence victim status, gender identity and gender expression, or for any other reason prohibited by law.

PUBLIC EMPLOYERS UNDER LIVINGSTON COUNTY'S CIVIL SERVICE JURISDICTION: The following public employers are under Livingston County's Civil Service jurisdiction and use Livingston County's eligible lists to fill competitive class positions:

County: Livingston.

Libraries: Bell Memorial Library, Dansville Public Library, Wadsworth Public Library.

Villages: Avon, Caledonia, Dansville, Geneseo, Leicester, Lima, Livonia, Mt. Morris, Nunda.

Towns: Avon, Caledonia, Conesus, Geneseo, Groveland, Leicester, Lima, Livonia, Mt. Morris, N. Dansville, Nunda, Ossian, Portage, Sparta, Springwater, West Sparta, York.

Schools: Avon, Caledonia-Mumford, Dansville, Geneseo, Keshequa, Livonia, Mt. Morris, Wayland-Cohocton, York.

Special Districts: Genesee Valley BOCES, Livingston County Water and Sewer Authority.

FURTHER INFORMATION: Contact the Human Resources Department or visit the County's website

at: Livingston County Human Resources Department
6 Court St., Room 206
Geneseo, NY 14454
(585) 243-7570

Livingston County website, Human Resources Dept. page

www.livingstoncounty.us/departments.htm

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