



Ontario County Department of Human Resources  
3019 County Complex Drive  
Canandaigua, NY 14424

[www.ontariocountyny.gov](http://www.ontariocountyny.gov) ~ ~ (585) 396-4465

*Vision: A vibrant community where every citizen has the opportunity to be healthy, safe and successful*

*Mission: Provide strategic and responsive public services that are fiscally responsible and sensitive to the diverse and changing needs of our community*

## POLICE SERGEANT (CITY OF CANANDAIGUA)

Civil Service Exam held in Ontario County  
(Promotional)

**Exam Date**  
June 5, 2021

**Exam Number**  
70-343

**Application Fee\***  
\$20.00 (Do not send cash)

**Application Deadline**  
April 21, 2021

\*The non-refundable **Application and Administrative Fees** must be submitted at time of application (credit or debit card only).

A \*Fee Waiver is available to candidates who meet the requirements.

It is the applicants' responsibility to clearly show that they meet the minimum qualifications for the position.

**Pay Rate:** City of Canandaigua 2021 salary range: \$ 80,884 - \$85,986.

**Vacancy:** This examination is being held to establish an Eligible List to fill future vacancies in this title, which may occur during the life of the Eligible List. An eligible may receive only one permanent or contingent-permanent appointment from this Eligible List. Once appointed, there will be a probation period of 8 to 26-weeks based on performance of duties.

**Minimum Qualifications:** Immediately preceding the examination date, candidates must possess Permanent Competitive status in the position of Police Officer for two (2) years, six (6) months of which must have been, in the City of Canandaigua Police Department.

**Special Requirement for Appointment:** Possession of a valid New York State Operator's license at the time of appointment, and maintenance of such license throughout the tenure of employment in the position.

**Special Requirement for Permanent Appointments:** A person appointed as a Police Sergeant must complete a course for first line supervisory police officers as required by Section 209-q of the General Municipal Law.

**Anticipated Eligibility:** Applicants who lack thirty 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.

**Job Description:** An employee in this class is responsible for the police work of subordinates or for specialized duties which he/she personally performs. A Police Sergeant implements procedures and policies according to the directives of the Police Chief or his designate and departmental operating procedures. Supervision is exercised over the police officers through inspections and the assignment of duties in accordance with general instructions received from a superior officer. Does related work as required.

**Subjects of Examination:** A test designed to evaluate knowledge, skills and/or abilities in the following areas:

1. **Law enforcement methods and practices** - 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.

**Subjects of Examination:** (Continued)

**2. New York State Laws – Police** - These questions test for knowledge of the laws in effect on January 1, 2021 that law enforcement personnel may encounter in the course of their day-to-day work-related activities. The questions are a sampling of job-related sections of the Penal Law, Criminal Procedure Law, Vehicle and Traffic Law, Family Court Act and other laws relevant to law enforcement in New York State.

**3. Supervision** - These questions test for knowledge of the principles and practices employed in planning, organizing, and controlling the activities of a work unit toward predetermined objectives. The concepts covered, usually in a situational question format, include such topics as assigning and reviewing work; evaluating performance; maintaining work standards; motivating and developing subordinates; implementing procedural change; increasing efficiency; and dealing with problems of absenteeism, morale, and discipline.

**4. Understanding and interpreting written material** - These questions test how well you comprehend written material. You will be provided with brief reading selections and will be 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.

**5. 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.

A Guide for the Written Test for **Police Supervisors/Investigators** 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.

**USE OF CALCULATORS IS PROHIBITED FOR THIS EXAM**

**EMERGENCY CANCELLATION OF EXAMS WILL BE ANNOUNCED ON:  
CHANNEL 10 NEWS, NEWS10NBC.COM, and 1550 AM RADIO STATION.**

**SENIORITY CREDITS** (POINTS) WILL BE ADDED TO A SUCCESSFUL ELIGIBLE'S SCORE AS FOLLOWS:

- Less than one 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

Applications and further information may be obtained by visiting the ONTARIO COUNTY DEPARTMENT OF HUMAN RESOURCES website at [www.ontariocountyny.gov/HumanResources](http://www.ontariocountyny.gov/HumanResources). Completed applications and application fees must be filed by 11:59 p.m. on **APRIL 21, 2021**.

It is the candidates' responsibility to keep their contact information (email address, phone number & USPS mailing address) current. The Address Change Form can be found on the Ontario County Department of Human Resources website at [www.ontariocountyny.gov/HumanResources](http://www.ontariocountyny.gov/HumanResources). To be considered for preference in certification based on residency, you must include the city and/or town/village and school district you live in. All communication is done electronically through the applicant provided email address.

If candidate **fails to receive an admission letter** at least seven days prior to the examination date, you should contact the Department of Human Resources immediately.

Most written tests are held on Saturdays. If you cannot take the test on the announced test date due to a conflict with a religious observance or practice, check the box under “**Religious Accommodation**”. We will make arrangements for you to take the test on a different date (usually the following business day).

**Disabled persons:** If special arrangements for testing are required, indicate this on your application form.

\*The required **NON-REFUNDABLE application and administrative fees** must be submitted at time of application. If your application is disapproved, the fees will not be returned to you. Do not send cash, check or money order. If you are approved and do not appear for the examination, you forfeit the fees as no refunds will be made. In accordance with Civil Service Law, Section 50.5(b), an exception to the fee requirements will be made only for persons who are unemployed and primarily responsible for the support of a household or who are receiving public assistance. The Fee Waiver Form can be found at the Ontario County Department of Human Resources website at: [www.ontariocountyny.gov/HumanResources](http://www.ontariocountyny.gov/HumanResources).

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.

**Public Service Loan Forgiveness Program (PSLFP)** - The PSLF Program is intended to encourage individuals to enter and continue to work full-time in public service jobs. Under this program, you may qualify for forgiveness of the remaining balance on your (Direct Loan) loans after you have made 120 qualifying payments on those loans while employed full-time by certain public service employers. For more information about this program go to: <https://studentaid.gov>

Ontario County is an **Equal Opportunity Employer** and, as such, offers equal opportunities for all qualified applicants with no discrimination as to age, race, color, creed, sex, national origin, sexual orientation, military status, predisposing genetic characteristics, marital status, domestic violence victim status or disabilities and, in certain circumstances pursuant to Executive Law 296, conviction record. Any person with a disability requesting reasonable accommodations in order to participate in examinations will be accommodated.

This examination is announced and will be rated in accordance with Section 23-2 of the Civil Service Law. The provisions of the New York State Civil Service Law and Rules and Regulations dealing with the rating of examinations will apply to this examination.

Michele O. Smith Director of Human Resources  Police Sergeant (City of Canandaigua) Exam No. 70-343 Issued: March 24, 2021
---