



MUNICIPAL CIVIL SERVICE COMMISSION

“Personnel Chosen for Merit in Fair Competition”

City of Port Jervis, New York

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COMMISSIONERS

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COMING SOON !!!!! POLICE OFFICER EXAMINATION ANNOUNCEMENT

HOW TO FIND OUT ABOUT THE EXAM:

- The examination is tentatively scheduled for September 14, 2019.
- Exam announcements are projected to be released in June.
- In addition to checking the website we urge potential candidates to check the Port Jervis Police Facebook page for further information or notifications.
- Applications are **only** accepted during the **filing period** on the announcement.
 - ❖ Be sure to submit your application **during the filing period noted on the announcement. Applications received before or after the filing period will not be accepted.**

How to Apply:

- Once the announcement is posted by the Port Jervis Civil Service Commission and you are applying to participate in the examination:
 - ❖ The cost for applying for the Police Officer examination is now **\$35.00**. Please read the minimum qualifications carefully!
 - ✓ You must possess the minimum qualifications by the last filing date noted on the announcement. See back for minimum qualifications.
 - ❖ We only accept check or money order which **MUST** be made payable to the City of Port Jervis.
 - ❖ You can download the application at: <https://www.portjervisny.org/>
 - ❖ A copy of your valid driver's license must accompany your application.
 - ❖ Supporting documentation such as, transcript and/or DD-214 attached to your application depending on how you are qualifying.
 - ❖ Be sure to submit a complete application answering all questions thoroughly. It is extremely important for you to **SIGN & DATE** the last page of the application.

What if I am applying at other municipalities for the Police Officer exam series held on same day?

- Candidates who apply for multiple examination scheduled on the same date in different **local jurisdictions** must make arrangements to take **all examinations** at one test site.
 - ❖ Candidates must apply directly with each jurisdiction they are interested in participating. Cross filing is simply a way to coordinate you taking all of your exams at one (1) central location.
 - ❖ **Cross filing is not a substitute for an application!!**
- The cross-filing form should be completed and filed with each jurisdiction you are applying, as soon as possible. (This must be completed and filed no later than 3 weeks before the examination date.)
- You must complete the cross-filing form and submit to this office. All other counties/municipalities you have applied that you have filed for testing or multiple exams on the same date, you must state where you wish to sit and participate in the testing process. The cross-filing form is attached to your application package.

SPECIAL NOTE: Candidates, who apply for both New York State and Local jurisdiction examinations, must take all tests at the NEW YORK STATE testing site. Please be sure to note on the cross-filing form if you have applied for a New York State examination that is scheduled for that date.

Minimum Qualifications: Candidates must possess a high school diploma or a high school equivalency diploma and have **EITHER:**

- A. Completion of sixty (60)*college credit hours at a regionally accredited or New York State registered college or university; OR
- B. Completion of thirty (30)*credit hour at a regionally accredited or New York State registered college or university and the equivalent of one (1) year of Full-Time work experience as a police officer, correction officer, police dispatcher, or licensed security guard; OR
- C. Three (3) years of active military experience with an honorable discharge; OR
- D. An equivalent amount of training and experience as defined by the limits of A & B above.

NOTE: *Completion of a Basic Police Officer Training Course as approved by the NYS Municipal Training Council will be accepted as the equivalent of fifteen (15) credit hours. Without regard for how many credits a college or university may have awarded for training activity leading to a certificate of completion of the MPTC Basic Course of Police Officers, no more than fifteen qualifications for this examination. **PLEASE SUBMIT A COPY OF YOUR CERTIFICATE.**

Police Officer candidates must possess a valid New York State driver's license. Candidates must be a United States citizen to participate in this examination.

Residence Requirement: Candidates must have been legal residents of Orange, Ulster, Putnam, Dutchess, Westchester, Rockland, Pike, Sullivan or Sussex County for at least four (4) months prior to written examination. **At the time of appointment, you must be a NYS resident and must establish residence in accordance with the Port Jervis City Charter.** Preference in appointment may be given to a resident pursuant to Civil Service Law section 24-a and the Port Jervis Civil Service Rule VII Recruitment of Personnel. Preference in appointment may be given to successful candidates who are a legal resident of the City of Port Jervis for four (4) months immediately preceding the date of the written examination.

Age Requirements: Candidates must be within six (6) months of their twentieth (20th) birthday at the time of examination and at least twenty (20) years of age at the time of appointment. A candidate for examination may not have reached his/her 35th birthday on or before the date of the examination. For purposes of meeting the above-outlined age requirements, all persons who were engaged in military duty as defined in Section 243-b (1); Section 243-b (2) and (3); 243-c; 243(10-a), of the New York Military Law may deduct from their actual age the length of time spent in such military duty, provided the total deduction for military duty does not exceed six (6) years.