

**CORRECTION OFFICER (OC)**  
**NYS #61-390 RC/EL #20000**

**A \$30 non-refundable application filing fee is required. The fee must be submitted with your application and must be received in our office by December 18, 2019. Make check or money order made payable to the Rockland County Commissioner of Finance. Cash will not be accepted.**

Examination to be held **February 1, 2020**; Last filing date **December 18, 2019**

- 1. If applying in person, completed applications must be received in the Department of Personnel no later than 5 PM EST on the last filing date of December 18, 2019.**
- 2. If applying on-line, completed applications must be submitted by 11:59 PM EST on the last filing date of December 18, 2019.**
- 3. If applying by mail, completed applications must be postmarked no later than the last filing date of December 18, 2019.**

**VACANCIES:** Several in the Rockland County Sheriff's Department.

**POSITIONS EXIST IN:** The Rockland County Sheriff's Department.

**RESIDENCE REQUIREMENTS:** Candidates for this examination must be legal residents of Rockland, Orange, Putnam, Westchester, Dutchess, Sullivan, Ulster, Nassau, Suffolk, Bronx, New York or Queens counties as of the examination date and must reside in one of these counties at the time of appointment. Eligibles must remain a New York State resident to retain employment.

**Please notify the Department of Personnel if you change your mailing address after filing for the examination.**

**SALARY:** The starting salary is \$24.61/hr. for a 40-hour-work-week with the County of Rockland.

**WHAT THE JOB IS LIKE:** This is security work of a generally routine nature which involves responsibility for the custody and general welfare of inmates of a jail during an assigned shift. The work also involves specific responsibility for guarding inmates, enforcing rules and regulations, supervising a variety of inmate activities, maintaining order and may also involve occasional physical restraint of inmates. Incumbents in this position are sworn Peace Officers as defined in the New York State Criminal Procedure Law. All Correction Officers are required to carry a firearm and other necessary equipment (e.g. handcuffs). The work is performed under the direct supervision of a Correction Sergeant. Does related work as required.

**MINIMUM QUALIFICATIONS:** By examination date, you must have: Graduation from high school or possession of an equivalency diploma **and** two years of **either**:

- a. Satisfactory full-time paid work experience. (Work experience while a full-time high school student is not qualifying); **or**
- b. Active military service. (Proof of military service – DD214 - Separation from Service Papers - must be submitted to our department.); **or**
- c. Education beyond high school when enrolled in a minimum fifteen credit hour semester. (In evaluating credits, the equivalent of 30 credit hours equals one year of college.); **or**
- d. Any equivalent combination of (a), (b), and (c) acquired at different periods of time - not concurrently.

**CREDENTIALS:**

(If using college credits to qualify, official college transcripts must be sent **directly** from the school to our department no later than April 1, 2020.) Student transcripts are not acceptable.

**NOTE:** Your college degree and/or college credit must have been awarded by a regionally accredited college or university or one recognized by the NYS Education Department as following acceptable educational practices. If your degree and/or college credit was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. You can write the Rockland County Department of Personnel for a list of acceptable companies who provide this service. **This form is also available on the Rockland County website: [www.rocklandgov.com](http://www.rocklandgov.com).** You must pay the required evaluation fee.

**SPECIAL REQUIREMENT:**

Possession of a valid New York State motor vehicle license at the time of appointment. Maintenance of a valid license is required for retention of employment in this title.

**CONDITION OF EMPLOYMENT:**

Must be legally authorized to possess a firearm throughout the course of employment.

**TRAINING:**

Satisfactory completion of the training course required by Section 45 (9) of the Correction Law.

**SUBJECT 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 pass the written test in order to be scheduled for the qualifying physical fitness test. Only those candidates who pass the qualifying physical fitness test and who are given a conditional offer of employment to the position of Correction Officer will be scheduled to take the required medical examination, psychological examination and fingerprint check.

**SEE NEXT PAGE**

**WRITTEN TEST:** The written test will be designed to evaluate knowledge, skills and/or abilities in the following areas:

1. **Preparing written material** -- These questions test for the ability to present information clearly and accurately, and to organize paragraphs logically and comprehensibly. For some questions, you will be given information in two or three sentences followed by four restatements of the information. You must then choose the best version. For other questions, you will be given paragraphs with their sentences out of order. You must then choose, from four suggestions, the best order for the sentences.
2. **Understanding and interpreting written material** -- These questions test for the ability to understand and interpret written material. You will be presented with brief reading passages and will be asked questions about the passages. You should base your answers to the questions **only** on what is presented in the passages and **not** on what you may happen to know about the topic.
3. **Applying written information in a correctional services setting** -- These questions test for the ability to read, interpret, and apply rules, regulations, directives, written narratives and other related material. You will be required to read a set of information, and to appropriately apply the information to situations similar to those typically experienced in a correctional services setting. All the information needed to answer the questions asked concerning the situations presented is contained in the rules, regulations, etc., which are cited.
4. **Observing and recalling facts and information** -- These questions test for the ability to observe and recall information presented. You will be presented with information describing or depicting prison scenes or other facts. You will have a short time to observe and memorize the information before it is collected by the monitor. You will then be asked to recall specific details about the information presented.

Unless specifically prohibited, candidates are permitted to use quiet, hand-held solar or battery powered calculators. Devices with typewriter keyboards, "Spell-checkers", "Personal Digital Assistants", "Address Books", "Language Translators", "Dictionaries", "Computers", and any similar devices are prohibited.

**STUDY GUIDE AVAILABLE:** A "Guide for the Written Test for Correction Officer" is available at the New York State Department of Civil Service website: <https://www.cs.ny.gov/testing/testguides.cfm>. You may write, call or email the Rockland County Department of Personnel, 50 Sanatorium Road, Bldg. A., Pomona, NY 10970, (845) 364-3737, email RCEXams@co.rockland.ny.us to obtain a copy.

**MEDICAL, PHYSICAL FITNESS, PSYCHOLOGICAL TESTS AND FINGERPRINT CHECK:** These qualifying portions will be held at a later date for passing candidates. (The physical fitness test will be administered prior to nomination.) If you pass the written portion, are reachable for appointment and are nominated by the Rockland County Sheriff's Department, you will be scheduled for a comprehensive medical examination, psychological tests and screening, substance abuse test and fingerprint check. All candidates must meet the standards established by the Rockland County Department of Personnel and the Municipal Police Training Council. Copies of the complete, current standards established by the Municipal Police Training Council may be reviewed at the Rockland County Department of Personnel or on our website: [www.rocklandgov.com](http://www.rocklandgov.com). An individual should not forego taking the written test or consider himself or herself ineligible for Correction Officer employment solely because he or she cannot now meet or may not be able to meet the current standards. The qualifying test standards are subject to change without notice to candidates.

**QUALIFYING PHYSICAL FITNESS TESTS:** Although these elements may not be directly representative of essential job functions to be performed by a Correction Officer, such elements have been determined by the Municipal Police Training Council to measure the candidate's physiological capacity to learn and perform the essential job functions. The Rockland County Department of Personnel reserves the right to charge the candidates a fee for participating in the physical fitness-screening test. The fee schedule established by the Rockland County Department of Personnel for the administration of the physical agility examination is as follows:

- \$25.00 for initial physical agility examination
- \$15.00 for any candidate who failed the initial physical agility examination
- \$40.00 for any candidate who failed to participate in the initial physical agility examination pursuant to our Physical Agility Retest Policy

The Rockland County Department of Personnel reserves the right to amend the fee schedule at any time during the life of the eligible list. All physical agility examination fees are non-refundable.

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 percentile of physical fitness. If a candidate does not successfully score to the 40<sup>th</sup> percentile of physical fitness for each of the elements, the candidate shall not be deemed to have successfully completed the physical fitness-screening test. Failure on the physical fitness-screening test will restrict your name from certification on the eligible list until you have successfully completed the physical fitness-screening test. The Rockland County Department of Personnel offers **one** opportunity for a retest for those who have: Failed the physical fitness test on their first opportunity and who are appealing the disqualification for a second opportunity; **or** who failed to appear for their appointment with a valid excuse, and request a second opportunity. Please be aware that the Rockland County Department of Personnel has a strict retest policy regarding the physical fitness-screening test.

The three components measured are muscular endurance, absolute strength and cardiovascular capacity. A brief description of the test items used to measure each component follow:

- **Sit-up – Muscular Endurance (Core Body)** – The score indicated is the number of bent-leg sit-ups performed in one- minute.
- **Push-Up – Absolute Strength/Muscular Endurance (Upper Body)** – The score indicated is the maximum number of full body repetitions that a candidate must complete without breaks in one minute.
- **1.5 Mile Run – Cardiovascular Capacity** – The score indicated is calculated in minutes: seconds (To be administered only to those candidates who have passed the Sit-Ups and Push-Ups).

AGE/SEX		TEST		
<b>MALE</b>	<b>SIT-UP</b>	<b>PUSH-UP</b>	<b>1.5 MILE RUN</b>	
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	
<b>FEMALE</b>	<b>SIT-UP</b>	<b>PUSH-UP</b>	<b>1.5 MILE RUN</b>	
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	

**TRAINING:** The training course required by Section 45(9) of the Correction Law must be satisfactorily completed during the probationary period following permanent appointment.

**USE OF LIST:** The eligible list will be established on the basis of passing scores received on the written test plus any additional veteran credits, if applicable. Passing candidates must then pass all qualifying tests as well as receive fingerprint clearance in order to be certified for permanent or contingent permanent appointment from the eligible list. Medical requirements must be met at the time of the medical examination and at the time of appointment. Appointments are made by the selection of an eligible whose final rating in the test is equal to or higher than the rating of the third highest ranking eligible on the list willing to accept the appointment at the time of canvass.

**SPECIAL MILITARY LISTS:**

New York State Military Law Section 243(7) states: "While on military duty, any candidate whose name is on a list shall retain his/her rights and status on the list pursuant to Section 243(7) of the Military Law. If reached for certification while on military duty, the candidate's name must be placed on a special eligible list, if requested following termination of military duty and if the list in question is still in existence. The veteran's name remains on the special eligible list for up to two years from the termination of military duty."

New York State Military Law Section 243(7-b) states: "A candidate who has already passed part of an examination but has been unable to complete the remaining parts of the examination due to military duty must be given the opportunity to complete the examination. The eligible list resulting from the original holding need not be in existence. If the candidate passes the remaining parts of the examination, his/her name must be placed on the original list if it is still in existence. If the candidate's name would have been reached for certification on the original list any time between entry into military duty and notification of passing the examination, his/her name must also be placed on a special eligible list. The special eligible list shall remain in effect for two years from the date the service member's name is added to the list. The special eligible list must be certified before any open-competitive or promotion list."

A Special Military Eligible List must be certified to the appropriate appointing authority first prior to the current open-competitive eligible list. Appointment from a special military list is not mandatory unless the list contains the names of three or more acceptors for a position filled from the list.

**BACKGROUND INVESTIGATION:**

Prior conduct and behavior as well as general reputation in the community will be reviewed to determine fitness of character. **CONVICTION OF A FELONY WILL BAR YOU FROM EXAMINATION AND APPOINTMENT; CONVICTION OF A MISDEMEANOR OR OTHER OFFENSES MAY SO BAR YOU.** False statements made on the application form may constitute a criminal offense and would likely cause removal from the position upon discovery. Military service, education and prior work experience are all subject to investigation and verification.

**CROSS FILER STATEMENT:** If you have applied for or will be applying for any other civil service examination to be given on the same test date for employment with New York State or any 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 take all your tests at the STATE examination center. You must notify, in writing, the Rockland County Department of Personnel that you have applied for a State examination no later than three weeks before the test date.

If you have applied only for other Local government examinations, you must notify, in writing, the Rockland County Department of Personnel that you have applied for other local government tests no later than three weeks before the test date. You must also notify, along with the Rockland County Department of Personnel, all Local government civil service agencies with whom you have filed an application and been approved, of the test site at which you wish to take your examinations.

In order to make these arrangements, you must complete a "Cross Filer" form, and submit it to our office no later than three weeks prior to the examination date. The "Cross Filer" form is available on our website at: [www.rocklandgov.com](http://www.rocklandgov.com). If you do not have internet access, you may call or write our department at the Rockland County Department of Personnel, 50 Sanatorium Road, Bldg. A., Pomona, NY 10970, (845) 364-3737 to obtain the form.

**SEE NEXT PAGE**

**APPLICATION FILING FEE:** A \$30 **non-refundable** application filing fee is required for each separately number uniformed examination for which you apply. The fee must be submitted with your application and must be received in the Rockland County Department of Personnel by the **Last Filing Date of December 18, 2019**.

Make check or money order payable to the Rockland County Commissioner of Finance. Write your name, last four digits of your social security number and the examination number(s) on the check or money order. **Cash will not be accepted.**

Application filing fees are non-refundable. We urge you to compare your qualifications carefully with the minimum qualifications indicated previously in this examination announcement and file only if you are clearly qualified and intend to take the examination. If you are disqualified from or fail to appear for the examination, **YOUR FEE IS NOT REFUNDED.**

If your application is received without the required fee, your application **WILL BE DISAPPROVED.** Should you wish to appeal the disqualification for failing to submit the required filing fee with your application, you must submit the required fee to the Rockland County Department of Personnel within five (5) business days from the date of the disapproval letter. There is a \$15.00 charge for returned checks.

**APPLICATION FORMS:** Candidates must submit a Rockland County application to our department by **December 18, 2019**. Applications are available for pick-up at the Rockland County Department of Personnel, 50 Sanatorium Road, Bldg. A., Pomona, NY 10970. Applications are available at the Rockland County Website: [www.rocklandgov.com](http://www.rocklandgov.com), where you can apply on-line. Applications are also available at the Rockland County Sheriff's Department. Applicants should go online or come directly to our department to obtain an application. It is the applicants' responsibility to verify that the application form is received in our department or postmarked by **December 18, 2019**. If applying by mail, completed applications must be postmarked no later than the last filing date of **December 18, 2019**. If applying in person, completed applications must be received in the Rockland County Department of Personnel no later than 5:00 p.m. on the last filing date of **December 18, 2019**. If applying on-line, completed applications must be submitted by 11:59 p.m. on the last filing date of **December 18, 2019**. **Applications faxed or e-mailed to this office will not be accepted.** The Rockland County Department of Personnel reserves the right to accept or reject applications received after the last filing date. Applicants are advised to use certified mail, return receipt requested, because we cannot acknowledge receipt of applications. If you have questions, contact our Examination's Unit at (845) 364-3737.

All communications and correspondence (i.e. Eligibility Notice, Admission Notice, Notice of Results, etc.) in regards to civil service examinations will be done through e-mail. Candidates applying for this civil service examination must make sure to enter their e-mail address accurately on their application and if their e-mail address has changed, to notify our office immediately. (Change of Address Forms are available on our website at [www.rocklandgov.com](http://www.rocklandgov.com).)

The applicant should make sure that every item is answered and that the application is complete in all respects, including number and title of examination. We do not acknowledge receipt of applications, but all applicants will be either admitted to the examination applied for or be informed of the reason for disqualification.

**SPECIAL ARRANGEMENTS:** Candidates, who for religious reasons, cannot be tested on **Saturday, February 1, 2020** must indicate this information on their application. All other requests for alternate test dates (including special testing arrangements for active military members) must be submitted at least three weeks prior to the examination date. The requests will be reviewed on a case-by-case basis for compliance with our rather strict Alternate Test Date Guidelines. Applicants with disabilities who require special accommodations should contact our department by the **last filing date of December 18, 2019**.

**MILITARY MAKE-UP EXAMINATIONS:**

New York State Military Law Section 243-b (1) states: "Any member of the armed forces who properly filed, within the announced filing period, an application for a competitive examination but was unable to participate in the examination due to active military service, must be provided with a special make-up examination. This applies to veterans covered by Section 242 or 243 of the Military Law, as well as any other applicant who, due to active military service, was prevented from participating in a competitive examination for which he/she timely filed an application."

A candidate eligible for a military make-up test does not have to wait until discharge from active duty to take the test. Completing the examination at the earliest possible opportunity is advisable, since candidates who pass a military make-up examination can only have their scores added to the existing eligible list for the examination in which the individual was originally unable to participate.

Each approved applicant requesting a military make-up examination will be sent a letter explaining the terms and conditions under which the military make-up examination will be given.

A military make-up examination is not limited to written tests. If an applicant was unable to appear for a medical, physical agility, performance, psychological or any other type of examination, then he/she would be entitled to a make-up examination.

New York State Military Law Section 243-b (2) states: "Any member of the armed forces, who because of active military duty other than for training purposes, missed the application filing period for an examination and as a result is deprived of the opportunity to compete in an examination shall be given a special military make-up exam. The make-up examination is to be administrated under the terms and conditions set by the State Department of Civil Service or municipal civil service agency."

New York State Military Law Section 243-b (3) states: "Any member of the armed forces who, because of active military duty other than for training purposes, missed the application deadline for a scheduled examination and who returns from such duty prior to the administration of such examination shall be granted a waiver of the application requirement and be allowed to compete in the examination. A candidate who failed to file a timely application due to military duty is not necessarily entitled to be tested on a walk-in basis. Even if the candidate is available on the scheduled test date, he or she may be required to compete according to alternate test date procedures."

**SEE NEXT PAGE**

**VETERAN'S CREDITS:** Eligible disabled or non-disabled war veterans may have ten or five points, respectively, added to their earned passing score on the open-competitive examination. You should request our "Information on Veteran's Credits Form" for details on how to apply and exact dates of war service. **This form is also available on our website: [www.rocklandgov.com](http://www.rocklandgov.com).** Veterans or disabled veterans who are eligible for additional credit must make their request for additional credits on the application for examination and must attach a copy of their DD214 Separation from Service Papers. Veteran's credits can only be added to a passing score on the examination.

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 on examinations. Any candidate who applies for such credit must provide proof of military status to receive the conditional credit. No credit may be granted after the establishment of the eligible 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 Civil Service Law, and that the candidate received an honorable discharge or was released under honorable conditions in order to be certified at a score including veteran's credits.

Effective September 17, 2002, children of firefighters and police officers killed in the line of duty shall be entitled to receive an additional ten points on 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 last date to file of December 18, 2019 to provide the necessary documentation to verify additional credit eligibility. However, no credit may be added after the eligible list has been established.

Effective January 1, 2014, Article 5, Section 6 of the New York State Constitution was amended to entitle veterans who have used non-disabled veteran credits for a civil service appointment or promotion and who were/are subsequently certified as being a disabled veteran by the United States Department of Veterans Affairs, to additional credits for a subsequent appointment or promotion. This Constitutional amendment provides additional veteran credits to veterans who:

1. Used non-disabled veterans credits to obtain a civil service appointment or promotion with New York State or local government; and
2. Subsequent to such appointment are determined by the United States Department of Veterans Affairs to be a qualified disabled veteran, as defined in the New York State Civil Service Law.

Such candidate shall be entitled to 10 additional credits on civil service examinations, minus the number of credits already used for the prior appointment.

**SPECIAL NOTES:**

1. Accepted candidates will be notified by e-mail at least one week prior to the test date of when and where to appear for the examination. If you do not receive notification, call or email our department at (845) 364-3737 or RCExams@co.rockland.ny.us immediately. If an application is rejected, notice will be sent to the candidate as soon as possible.
2. The eligible list established as a result of this test will remain in existence for a maximum of four years.
3. New York State Law requires that each passing candidate be subject to a mandatory search of the criminal history records of the Division of Criminal Justice Services for the purpose of disclosing the existence of any possible disqualifying criminal record. Consequently, prior to permanent appointment, passing eligibles will be scheduled for a fingerprint check. At that time, pursuant to Chapter 548 of the Laws of 1976, the Division of Criminal Justice Services requires each request for such search be accompanied by a fee of \$76.25 (subject to change), to be submitted by the appointee. The refusal of the appointee to submit such required fee shall, in itself, constitute a declination of valid offer of appointment.
4. Applications postmarked or received in our department after 5 P.M. on **December 18, 2019** may not be considered eligible for this examination.
5. Candidates who fail the examination or who fail to appear for any portion(s) of the test as scheduled, will be eliminated from further consideration for purposes of this competition.
6. In case of adverse weather conditions, candidates should not call this office or the test site. The following radio stations will broadcast notice of cancellation or postponement between the hours of 6:00 a.m. and 8:30 a.m.
7. **The candidate is subject to all rules and regulations that administer the care, custody and control of the Correctional Facility as set forth at [www.Rocklandcountysheriffoffice.com](http://www.Rocklandcountysheriffoffice.com). Click on "Corrections" then click on "Rules and Regulations".**

<u>STATION</u>	<u>NUMBER</u>
WHUD	FM-100.7
WRCR	AM-1300

Candidates may also check our website: [www.rocklandgov.com](http://www.rocklandgov.com) for any notice of cancellation or postponement.

**EQUAL OPPORTUNITY:** It is the policy of the Rockland County Department of Personnel to provide for and promote equal opportunity in employment, compensation and other terms and conditions of employment without discrimination on the basis of age, race, color, religion, national origin, gender, sexual orientation, marital status, or arrest and/or criminal conviction record, military status or other legally protected status, unless based upon a bona fide occupational qualification or other exception. Military personnel or Saturday religious observers who need special testing arrangements must note this on their applications. In addition, it is our policy, in accordance with the Americans with Disabilities Act, to provide equal employment opportunity and equal opportunity to participate in and receive any benefits, services, programs and activities. Persons with disabilities who require reasonable accommodations and reasonable modifications (e.g. braille booklet, amanuensis, reader, sign language interpreter, extra time, etc.) must make the request on their application.

**ADMISSION TO EXAMINATIONS:** If you have filed for an examination and do not receive a notice within three days of the date of examination, it is your responsibility to call this office immediately. Notice to appear for the test will be conditional since final review of applications for all requirements may not be made until after the written test. **You will not be admitted to the examination site without official notice nor more than one half hour after the scheduled starting time indicated on the admission notice.** Have your Social Security Number available at the examination center. You must bring your driver license or other photo identification with you.

**Civil Service is an Equal Opportunity/Affirmative Action Employer.**

**Date Issued: 11/1/19**