EXAM #: 69-589 • POLICE OFFICER

Written Examination Date: NOVEMBER 17, 2012
Last Filing Date: JUNE 26, 2012

FOR COMPLETE AND DETAILED INFORMATION REGARDING REQUIREMENTS FOR PARTICIPATION IN THESE EXAMS, PLEASE REFER TO THE EXAM ANNOUNCEMENTS

THERE IS A $50.00 NON-REFUNDABLE APPLICATION FEE FOR THIS EXAM

(Check or money order only payable to Westchester County Department of Human Resources)

The Police Officer (SPANISH SPEAKING) EXAM, # 60-369, will be given on the same day and requires a separate application and $50.00 fee in order to appear on both lists.

NOTICE TO CANDIDATES

RESIDENCY: Must be a legal resident of Westchester County at the time of the examination and for at least one month prior thereto. Candidate must submit copy of one of the following acceptable documents:

2011 Tax transcript (must request from IRS); copy of Utility Bill; copy of Phone Bill (Land Line only); copy of Mortgage or Rent Bill; copy of Property/School Tax Bill. Candidates residing with parent(s) must provide a notarized statement from a parent stating that the candidate resides with them and submit one of the documents listed above verifying parent’s residency.

♦ Please refer to more detailed information for examination residency requirements in the examination announcement ♦

ELIGIBLE LISTS: Lists are established for a minimum of one year to a maximum of four years and will be used to fill appropriate vacancies as they occur in the Department of Public Safety and local Police Departments under the civil service jurisdiction of Westchester County.

IF YOU ARE FILING FOR AN EXAMINATION IN ANY OTHER JURISDICTION (e.g. NYS, Yonkers, New Rochelle, Mount Vernon, White Plains, or another County), being given on the same date as this examination, you are required to complete and return the Cross Filer Form to this office no less than two (2) weeks prior to the examination date. Failure to provide such information may result in disqualification from one or more examinations in the series.

APPLICATION FEE WAIVER: The non-refundable $50 application fee may be waived with proof of supplemental Social Security payments, public assistance, receiving foster care, or unemployed and primarily responsible for the support of a household. The fee may also be waived for those who are serving active military duty. Documentation proving eligibility must be submitted with each application. All claims for application fee waivers are subject to verification.

MEDICAL AND PHYSICAL FITNESS STANDARDS/Municipal Police Training Council (MPTC): The current medical and physical fitness standards (of the MPTC) are available at the Department of Human Resources at a cost of $10.00 (check or money order made payable to the Westchester County Department of Human Resources). It should be noted that in addition to the written examination, an assessment of an individual’s physical ability/fitness may be made. Candidates should also be aware that an offer of employment as a Police Officer may be contingent upon passing an appropriate medical and physical agility examination.

PRIOR TO APPOINTMENT, YOU WILL BE REQUIRED TO SHOW PROOF OF THE FOLLOWING DOCUMENTS:

• High School Diploma or GED
• Birth Certificate
• Residency (one month prior to the date of the written exam and at the time of appointment, if applicable)
• Driver’s License
• Social Security Card
• Proof of citizenship, as this position is a public officer and is subject to the rules and provisions of the New York State Public Officers Law

IF YOU DO NOT HAVE THE ABOVE DOCUMENTS, BEGIN TO SECURE THEM NOW.

CURRENT CONTACT DATA - Candidates MUST report, in writing, all changes of mailing or email address or telephone numbers to the Department of Human Resources in order to continue to receive communication from this department and canvass letters for employment. Changes should be directed to:

Westchester County Department of Human Resources
Recruitment and Selection Unit
148 Martine Avenue, Suite 100
White Plains, NY 10601

Mailed applications must be postmarked no later than the last filing date, or, if not mailed, applications must be delivered to the above address no later than 5:00 p.m. on the last filing date.

WESTCHESTER COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER. It is the policy of Westchester County to provide for and promote the equal opportunity of employment, compensation and other terms and conditions of employment without discrimination because of age, race, creed, color, national origin, sex, disability, marital status, sexual orientation, or any other protected status.

STUDY GUIDE AVAILABLE AT: www.westchestergov.com/hr
Click on the link for the 2012 Police Officer Examination
APPLICATION FOR POLICE OFFICER EXAMINATION

(You may also apply on-line at www.westchestergov.com/hr)

CAREFULLY REVIEW THE EXAMINATION ANNOUNCEMENT FOR ALL DETAILS PERTINENT TO THE EXAMINATION AND APPOINTMENT TO THE POSITION OF POLICE OFFICER

THERE IS A $50 NON-REFUNDABLE APPLICATION FEE FOR THIS EXAMINATION

(Insert money order payable to Westchester County Department of Civil Service or apply on-line)

Westchester County is an equal opportunity employer.

<table>
<thead>
<tr>
<th>Exam #: 69-589</th>
<th>Police Officer</th>
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</thead>
<tbody>
<tr>
<td>This application is part of the examination. It is necessary that you fill out this form completely. Answer all questions fully and print clearly in ink or use a typewriter. Attach additional sheets of paper and documents, if necessary.</td>
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</tbody>
</table>

1. Social Security Number: ____________________________

2. Name (Last, First, M.I.): ____________________________

3. Legal Street Address: (not a Post Office Box) Apt./Unit #: ____________________________

   City: ____________________________
   State: ____________________________
   Zip Code: ____________________________

   Mailing Street Address: (If different from above) Apt./Unit #: ____________________________

   City: ____________________________
   State: ____________________________
   Zip Code: ____________________________

4. Phone Number: ____________________________

   Business or Mobile: ____________________________
   Home: ____________________________

5. Date of Birth: ____________________________

6. E-Mail Address: ____________________________

7. Are you requesting a testing accommodation(s), such as for a disability or for an alternate test date? Yes ☐ No ☐

   Please submit your request(s) for special arrangements in writing on an attached sheet of paper. You will have to provide documentation to support your request(s). Follow the instructions on the back page of this application.

8. If you are filing for examinations with other civil service commission(s) (such as Yonkers, New Rochelle, Mount Vernon, White Plains, Rockland) on the same day, please attach a completed Cross Filer Form (available at Westchester County Human Resources Office or it can be downloaded from our website: www.westchestergov.com/hr) with this application.

   Civil Service Commission: ____________________________
   Exam #(s) and Title(s): ____________________________

9. RESIDENCY: Must be a legal resident of Westchester County at the time of the examination and for at least one month prior thereto. Candidates must submit copy of one of the documents listed on the exam announcement as proof of residency.

   Legal Residence: Name the City, Town or Village in which you are an actual permanent, legal resident. For EACH, show length of continuous residence immediately prior to the date of filing this application.

   Current Legal Residence: ____________________________

   City, Town or Village ____________________________
   Years: ____________________________
   Month: ____________________________
   County ____________________________

10. Are you a citizen of the United States? Yes ☐ No ☐

    At time of appointment you must be a citizen of the United States and a legal resident of one of the counties determined as appropriate for the appointing jurisdiction, according to the Residency Schedule included on the official announcement for this exam.

11. Education:

    • Have you graduated from high school? Yes ☐ No ☐

        Year graduated: ____________________________
        Name of School: ____________________________

    • Or, Do you have a GED? Yes ☐ No ☐

        Issuing Government Authority: ____________________________
        Date of issue: ____________________________

    • Do you have a college degree? Yes ☐ No ☐

        Type of Degree/Major: ____________________________
        Number of Credits completed (if non-graduate): ____________________________

12. Veteran Credits: Are you claiming credits as a Veteran, Veteran with Disability or as an active service member? Yes ☐ No ☐

    If yes, please complete the information on the back page of this document. A COPY OF YOUR DD-214 MUST BE SUBMITTED.

13. Check appropriate box:

    A. Were you ever dismissed or discharged from any employment for reasons other than lack of work or funds? Yes ☐ No ☐

    B. Did you ever resign from any employment rather than face dismissal? Yes ☐ No ☐

    C. Did you ever receive a discharge from the Armed Forces of the United States which was other than “Honorable” or which was issued for other than honorable circumstances? Yes ☐ No ☐

    D. Have you ever been convicted of a criminal offense? (give details) Yes ☐ No ☐

    E. Have you ever forfeited a bail bond posted to answer any criminal charge? (give details) Yes ☐ No ☐

    F. Are you now under charges for any criminal offense? Yes ☐ No ☐

    If you answered “Yes” to any of the questions 13 A-F above, you must give specifics (attach additional 8 ½ x 11 sheets of paper). If such explanation is insufficient, a confidential investigation supplement will be sent to you.

    None of the above circumstances represents and automatic bar to employment. Each case is considered and evaluated on individual merits in relation to the duties and responsibilities of the position.

For Civil Service Use: ☐ Approved ☐ Conditional ☐ Disapproved
For county employment: in accordance with Westchester County’s comprehensive drug-free workplace policy and procedures, and commitment to maintain a safe, alcohol and drug-free work environment, you may be required to submit to urine analysis, breath, and/or blood tests.

In addition, if offered employment, you will be subject to the Westchester County fingerprinting policy under which your appointment may be conditioned on the results of a fingerprinting investigation.

THIS AFFIRMATION AND AUTHORIZATION FOR RELEASE OF PERSONAL INFORMATION MUST BE COMPLETED: By my signature below, I hereby authorize the Westchester County Department of Human Resources, the County of Westchester, and/or its respective Departments, Offices or Agencies to request verbal records or written verification of any or all information contained herein.

I further authorize a review and full disclosure of all records concerning me whether said records are of a public, private or confidential nature. The intent of this authorization is to give my consent for full and complete disclosure of records.

I further release the Westchester County Department of Human Resources, the County of Westchester, and/or its respective Departments, Offices or Agencies, and their respective officers and/or employees from any and all liability which may be incurred as a result of collecting such information. Further, my signature below certifies I have read and fully understand the “Affirmation and Authorization for Release of Personal Information” and have acknowledged that a photocopy of this page of the Application for Examination/Employment containing this release will be valid as an original thereof, even though said photocopy does not contain an original writing of my signature.

I affirm that all statements made on this application (including any attached paper) are true under the penalties of perjury. (Applicants are advised that all statements made by them in connection with their application(s) for examination/employment are subject to investigation and verification, including a background investigation by the prospective appointing authority.)

Those convicted of a felony are ineligible for appointment.

Signature of Applicant ____________________________ Date ____________________________

Is additional information relative to change of name, use of an assumed name or nickname necessary to enable a check on your school and/or work record? YES ☐ NO ☐

If yes, please indicate here: ____________________________

### TESTING ACCOMMODATION (MUST ATTACH REQUEST)

If you require special arrangements, a written request should be attached to this application describing the type of special arrangements required. If you cannot take the test on the announced test date due to a conflict with a documented religious observance or practice we will make arrangements for you to take the test on a different date. Please check the appropriate box below.

If requesting an alternate test date, please note: In accordance with Section 58 of the New York State Civil Service Law, eligibility to participate in this exam ends on an applicant’s 35th birthday. We attempt to schedule all alternate test dates the week following the regular administration of this exam. If you turn 35 on or before the alternate test date, you will NOT be allowed to participate in this examination. Candidates who are 35 or over and served in the military may be able to deduct up to six years of active duty to meet the age requirement.

An alternate test date may only be requested for one of the following reasons: (please check the appropriate box)

1. ☐ A death in the immediate family or household within the week preceding the examination.
2. ☐ Medical emergencies involving the candidate or member(s) of the immediate family.
3. ☐ Military Orders (a copy of orders is required and must be attached).
5. ☐ Wedding (must be a member of the wedding party or member of the immediate family of the bride or groom).
6. ☐ Vacation for which a non-refundable down payment was made before the exam announcement was issued.
7. ☐ Required court appearances.

* For #1 and #2, a request must be made in writing with supporting documentation attached to the application no less than two (2) weeks prior to the examination date.

### VETERAN CREDITS – DD-214 MUST BE SUBMITTED

See “Requirements for Special Rights for Veterans” on our website for details regarding the use of these credits.

Are you claiming credits as a: ☐ Veteran; ☐ Veteran with Disability; OR ☐ Active Service Member (still on active duty)?

Have you previously used any Veteran credits for permanent appointment or promotion in NYS or any of its civil divisions? YES ☐ NO ☐

Date of entry into active service: (Month/Day/Year) ______________/_________/__________

Date of discharge from active service: (Month/Day/Year) ______________/_________/__________

Service Serial Number: ____________________________

For Service during the hostilities in Lebanon, Grenada and Panama, the veteran must have received the armed forces, navy or Marine Corps expeditionary medal:

☐ Hostilities in Lebanon from June 1, 1983 to December 1, 1987*

☐ Hostilities in Grenada from October 23, 1983 to November 21, 1983*

☐ Hostilities in Panama from December 20, 1989 to January 31, 1990*

*Please indicate time served: (Month/Day/Year) from __________/_________/__________ to __________/_________/__________

- DD-214 MUST BE SUBMITTED
POLICE OFFICER
Westchester County Department of Public Safety, Towns & Villages, Cities of Peekskill and Rye

A NON-REFUNDABLE $50.00 APPLICATION FEE IS REQUIRED FOR EACH SEPARATELY NUMBERED EXAMINATION FOR WHICH YOU APPLY. SEE APPLICATION FILING FEE STATEMENT ON LAST SECTION OF ANNOUNCEMENT.

SALARY
Varies with Appointing Authority

VACANCIES
The list will be used to fill vacancies as they occur in the Westchester County Department of Public Safety and in all Westchester County Towns, Villages and the Cities of Peekskill and Rye.

Appointment to one department from this eligible list results in ineligibility for certification of a candidate’s name to other departments.

RESIDENCY REQUIREMENT

1. Eligibility: All candidates for examination must be a legal resident of Westchester County at the time of examination and for at least one month prior thereto (October 17, 2012). Candidates must submit proof of residency as follows:

   a. If you are a resident of Westchester County at the time you apply for the examination, you must submit a copy of one of the following documents as proof of residency no later than September 1, 2012 to: Department of Human Resources, Recruitment & Selection Unit, 148 Martine Avenue, Suite 100, White Plains, NY 10601:

      • 2011 Tax transcript (must request from IRS)
      • Most recent utility bill (electric, water, gas, etc.)
      • Most recent phone bill (land line only)
      • Most recent mortgage bill
      • Most recent rent bill or lease and copy of proof of latest month’s payment (cancelled check or copy of money order)
      • Most recent property or school tax bill

If we do not receive this information by September 1, 2012, you will be sent a notice of disqualification for this examination and will not be permitted to participate in the examination. There will be no appeal to this disqualification.
b. If you are **not** a resident of Westchester County at the time you apply for the examination, you will receive notice of disqualification. However, should you become a resident of Westchester County no later than October 17, 2012, and still wish to participate in this examination, you must submit one of the following documents as proof of residency to: Department of Human Resources, Recruitment & Selection Unit, 148 Martine Avenue, Suite 100, White Plains, NY 10601, **which must be received in our department no later than October 19, 2012**. If we receive this information, and it establishes you as a resident of Westchester County as of October 17, 2012 or earlier, you will be admitted to the examination.

- Most recent utility bill (electric, water, gas, etc.)
- Most recent phone bill (land line only)
- Most recent mortgage bill
- Most recent rent bill or lease and copy of proof of latest month’s payment (cancelled check or copy of money order)

If we do not receive this information by October 19, 2012, your disqualification will stand and you will **not** be permitted to participate in the examination. **There will be no appeal to this disqualification.**

c. Candidates who reside with their parent(s), who are residents of Westchester County, must provide copies of the following documents in order to establish proof of residency:

- A notarized statement from a parent stating that the candidate resides with them, and has as of October 17, 2012 or earlier; and
- A copy of one of the documents listed in (a) above establishing the parent(s) residency; and:
- A copy of the candidates valid New York State Drivers license reflecting their parents address.

If you reside with your parents at the time you apply for the examination, you must submit the required documentation to: Department of Human Resources, Recruitment & Selection Unit, 148 Martine Avenue, Suite 100, White Plains, NY 10601 no later than September 1, 2012.

If you do not reside with your parents at the time you apply for the examination, you will be sent a notice of disqualification. However, if you move in with your parents before October 17, 2012, you must submit the above documents to: Department of Human Resources, Recruitment & Selection Unit, 148 Martine Avenue, Suite 100, White Plains, NY 10601 no later than October 19, 2012.

If we do not receive this information by the dates indicated, you will **not** be permitted to participate in this examination. **There will be no appeal to this disqualification.**

2. **RESIDENT PREFERENCE IN APPOINTMENT:**

   Preference may be given to eligibles who were residents of the appointing jurisdiction at the time of the examination and for at least one month prior thereto, so long as they actually reside, at the time of appointment, in the municipality given in the application.

3. Residency requirements at time of appointment are those established in section 3.2 of the Public Officers Law. Please see the last page of announcement for those requirements.

**AFTER APPOINTMENT:** Certain local jurisdictions may require newly appointed police officers to establish residence within or near their boundaries. Applicants should check with the jurisdiction of their choice to ascertain any local requirements in this regard.

**DUTIES**

Under direct supervision, performs police duties for the Westchester County Department of Public Safety or in a Town, Village, or in the Cities of Peekskill or Rye in Westchester County; does related work as required. This position involves responsibility for the protection of lives and property and the enforcement of all laws and ordinances.
MINIMUM QUALIFICATIONS

IN ADDITION TO BEING A RESIDENT OF WESTCHESTER COUNTY, CANDIDATES MUST MEET THE FOLLOWING REQUIREMENTS:

EDUCATION: At the time of examination, either: (A) Graduation from a standard senior high school; or (B) possession of a high school equivalency diploma or a USAFIGED.

AGE: New York State law currently limits appointment as a Police Officer only to those individuals who have reached their 20th birthday. Appointments from among those who pass the examination must adhere to age limitations that exist at that time. Individuals who do not satisfy such limitations will be restricted from appointment, but will become eligible if the limitations change to include their age. (However, there is no minimum age requirement to take the examination).

Maximum Age for Participation in the Examination: Candidates who reach their 35th birthday on or before the date of the written examination 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 the age requirement.

*Section 58.1 (a) requires that applicants not be more than thirty-five (35) 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 (for active duty or, Sabbath Observance or for an alternate test date situation which meets the conditions of Westchester County’s Alternate Test Date Policy) are advised to contact the Recruitment and Selection Unit to discuss their request.

LICENSE: A current, valid New York State driver’s license will be required at time of appointment.

MEDICAL AND PHYSICAL: The current Medical and Physical Fitness Standards of the Municipal Police Training Council (MPTC) are available at the Westchester County Department of Human Resources for a cost of $10.00 (check or money order made out to the Westchester County Department of Human Resources). It should be noted that in addition to the written examination, an assessment of an individual’s physical fitness may be made. Candidates should be aware that an offer of employment as a Police Officer may be contingent upon the passing of an appropriate medical and physical agility examination.

PSYCHOLOGICAL SCREENING: Candidates should be aware that an offer of employment as a Police Officer may require the taking of a psychological screening examination administered by the Appointing Authority.

Candidates should also be aware that an offer of employment as a Police Officer may be contingent on participation in and passing of a substance abuse test designated by the Appointing Authority, and thereafter may be required to participate in such testing on a periodic basis during the eighteen (18) month probationary period after appointment. Evidence of substance abuse may lead to disqualification from appointment or termination from employment.

FEES FOR SERVICES/PROCESSING: It is anticipated that all costs for processing, medical tests/evaluations and psychiatric tests/evaluations will be paid by the candidate at time of offer of employment.

BACKGROUND INVESTIGATION: Applicants may be subject to a pre-employment background investigation and a criminal record search TO BE CONDUCTED BY THE APPOINTING AUTHORITY. Conviction of a felony will bar appointment. Conviction of a misdemeanor or other violation of law may bar examination and/or appointment. A person adjudicated as a youthful offender may be disqualified for appointment. Because of the nature of this position, successful candidates will undergo a thorough investigative screening to determine suitability for appointment as a Police Officer.

Failure to meet the standards set for the investigative screening may result in disqualification. Prior to an offer of employment each candidate may be fingerprinted and be required to submit a fee determined by the N.Y. State Division of Criminal Justice Services to conduct a criminal record search. The refusal of any candidate to submit the required fee shall, in itself, constitute a declination of a valid offer of appointment. Candidates will be instructed at the appropriate time when and how to submit payment.

CITIZENSHIP: U.S. citizenship is required at time of appointment. It is not necessary for admission to the examination.
NOTE: Prior to appointment, you will be required to show proof of the following documents:

- High School Diploma or GED
- Birth Certificate
- Social Security Card
- Residency one month prior (10/17/2012) to the date of the written exam: 11/17/2012, as well as prior to the date of appointment from the eligible list, if applicable (see chart on last page of announcement). Proof of residency will be subject to in depth investigation at time of potential appointment. Any misrepresentations may result in disqualification, discharge and/or misdemeanor charges.
- Current, valid N.Y.S. Driver’s License
- Citizenship certificate (if you are a naturalized U.S. Citizen)

**SUBJECT OF EXAMINATION**

**WRITTEN TEST** is designed to test for knowledge, skills, and/or abilities in such areas as:

1. **Applying written information (rules, regulations, policies, procedures, directives, etc.) in police situations** - These questions test for the ability to apply written rules in given situations similar to those typically experienced by police officers.

2. **Memory for facts and information** - These questions test for the ability to remember facts and information presented in written form. You will be given 5 minutes to read and study the information in the Memory Booklet. After the 5-minute period, the Memory Booklet will be taken away. You will then be required to answer questions about the material that was presented in the Memory Booklet.

3. **Reading, understanding and interpreting written information** - These questions test for the ability to read, understand, and interpret the kinds of written information that police officers are required to read during their formal training period and on the job.

4. **Preparing written material in a police setting** - These questions test for the ability to prepare the types of reports that police officers write. You will be presented with a page of notes followed by several questions. Each question will consist of four restatements of the information given in the notes. From each set of four, you must choose the version that presents the information most clearly and accurately.

**P.E.R.C. STATEMENT**

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 Police Benevolent Associations, Inc., and the New York State Association of Chiefs of Police, Inc.

**Study Guide:** The New York State Civil Service Commission has prepared a study guide, “Entry Level Police Officer Series,” that is available for downloading on the Westchester County Department of Human Resources website: [www.westchestergov.com/hr](http://www.westchestergov.com/hr) (click on the link for 2012 Police Officer Examination), or in hard copy form at the Westchester County Department of Human Resources, Suite 100.

Examination #69-589, Police Officer and examination #60-369, Police Officer (Spanish Speaking) will be given on the same day. In order to appear on both eligible lists (resulting from these examinations), you must file a separate application and application fee for each examination number.

**PHYSICAL FITNESS SCREENING TEST:** (As mandated by the New York State Municipal Police Training Council)

**Test Components/Stations:**

Candidates will go from Stations I through III in order. Each station is pass/fail. Candidates must pass each station in order to proceed to the next station. Candidates will be allowed up to three minutes rest between stations. Once a station is started, it must be completed according to protocol. See the following chart.
Station I  
**Sit-up** - Candidate lays flat on the back, knees bent, heels flat on the floor, fingers interlaced behind the head. Monitor holds the feet down firmly. In the up position, candidate should touch elbows to knees and return with shoulder blades touching floor. To pass this component, candidate must complete the requisite number of correct sit-ups in one minute.

Station II  
**Push-Up** - This test measures muscular endurance of the upper body (anterior deltoid, pectoralis major, triceps). The hands are placed slightly wider than shoulder width apart, with fingers pointing forward. The monitor places one fist on the floor below the candidate’s chest. If a male monitor is testing a female, a 3-inch sponge should be placed under the sternum to substitute for the fist. Starting from the up position (*elbows extended*), the candidate must keep the back straight at all times and lower the body to the floor until the chest touches the monitor’s fist. The candidate then returns to the up position. **This is one repetition.**

The candidate’s score will consist of the number of correct repetitions performed without break (i.e. failing to extend the elbows, one or both knees touching the floor, hitting the floor, remaining on the floor, stopping).

Station III  
**Mile Run** - Candidate must be successful on Stations I and II in order to participate in Station III. It will be administered over a course of 1.5 miles. Candidate will be informed of his/her lap time during the test.

### SCORING CHART

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<thead>
<tr>
<th>AGE/SEX</th>
<th>TEST</th>
<th>1.5 MILE RUN</th>
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<tbody>
<tr>
<td>MALE</td>
<td></td>
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<tr>
<td>20-29</td>
<td>38</td>
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<tr>
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<td>29</td>
<td>13:50</td>
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<tr>
<td>FEMALE</td>
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<td>20-29</td>
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<tr>
<td>40-49</td>
<td>20</td>
<td>16:31</td>
</tr>
</tbody>
</table>

Should a candidate take the Physical Fitness Screening Test and receive a failing grade, the candidate’s name will be removed from the eligible list for the life of the list. Should a candidate take the Physical Fitness Screening Test and receive a passing grade, that grade is effective for one year. Candidates must retake the Screening Test in order to be appointed beyond the one year point.

Physical Fitness Screening Test results from other civil service jurisdictions may not be accepted for purposes of appointment with Westchester County or agencies under its jurisdiction.

**CROSS-FILER STATEMENT:**

If you are filing for examinations offered by other agencies (New York State, another County, Cities of Yonkers, New Rochelle, White Plains etc.) that are being given on the same date as this examination, you must make arrangements to take all examinations at one test site. You are also required to complete and return the Cross Filer Form, available at Westchester County Department of Human Resources, 148 Martine Avenue, Suite 100, White Plains, NY or download the form at www.westchestergov.com/hr, to this office no less than (2) two weeks prior to the examination date. Failure to provide such information may result in disqualification from one or more examinations in this series.

‘There is **NO** reciprocity with New York City. If both exams are held on the same date, you must make a choice between the two and you will not be able to take both exams.

If you have applied for both New York State and Westchester County examinations, you must take all examinations at the state examination center. Candidates must take admission notices for all participating examinations on that test date to the state examination center and include all examination numbers on the test material.
VETERANS CREDITS:

Veterans and Veterans with Disabilities, who meet the criteria set forth in the Application for Examination, may be eligible for additional credits added to their earned scores if successful in examination.

CREDITS MUST BE CLAIMED AT THE TIME OF FILING YOUR APPLICATION FOR EXAMINATION AND YOU MUST ATTACH A COPY OF YOUR DD214 SEPARATION PAPERS. If claiming credit as a Veteran with a disability, attach form 102. If these documents are not submitted within sixty days of filing your application, your claim will be denied. "Active duty members of the Armed Forces have the right to request veteran credits prior to discharge. If you are currently on active duty you should check the appropriate box on the application and attach a letter requesting the use of credits with documentation verifying your active duty status: i.e. copy of military ID, military orders, official documents indicating current service, etc." See our website section "Requirements for Special Rights for Veterans" for details regarding the use of these credits.

Veterans credits can only be added to a passing score on the examination.

In conformance with section 85-a of the Civil Service Law, children of firefighters and police officers killed in the line of duty are 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 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.

ELIGIBLE LISTS:

Lists are established for a minimum of one year to a maximum of four years. If initially established for one year, lists may be further extended up to a maximum of four years. The resulting eligible list will be used to fill appropriate vacancies as they occur in the agencies listed on the face of this announcement.

NOTICE TO CANDIDATES:

Most Civil Service written tests do not require the use of a calculator or slide rule. The use of calculators is PROHIBITED for this examination. You may not bring books or other reference materials to the examination location.

FOR COUNTY EMPLOYMENT - In accordance with Westchester County’s comprehensive Drug-Free Workplace Policy and Procedures, and commitment to maintain a safe, alcohol and drug-free work environment, you may be required to submit to a urinalysis and/or blood test.

FOR COUNTY EMPLOYMENT - If offered employment, you will be subject to the Westchester County Fingerprinting Policy under which your appointment may be conditioned on the results of a fingerprinting investigation.

CURRENT CONTACT DATA - Candidates MUST report, in writing, all changes of mailing or e-mail address or telephone numbers to the Department of Human Resources in order to continue to receive communications from this department and canvass letters for employment. Changes should be directed to: Westchester County Department of Human Resources; Recruitment and Selection Unit, 148 Martine Avenue Suite 100, White Plains, New York 10601.
APPLICATION FILING FEE

A $50.00 APPLICATION FEE IS REQUIRED FOR EACH SEPARATELY NUMBERED EXAMINATION FOR WHICH YOU APPLY. THE FEE MUST ACCOMPANY YOUR APPLICATION(S) AND MUST BE RECEIVED BY THE LAST FILING DATE. SEND CHECK OR MONEY ORDER PAYABLE TO THE WESTCHESTER COUNTY DEPARTMENT OF HUMAN RESOURCES WITH YOUR APPLICATION. WRITE THE EXAMINATION NUMBER(S) AND THE APPLICANT’S NAME ON THE CHECK OR MONEY ORDER. CASH WILL NOT BE ACCEPTED.

APPLICATION FEES ARE NOT REFUNDABLE. IF YOU ARE DISQUALIFIED FROM OR FAIL TO APPEAR FOR THE EXAMINATION, YOUR FEE IS NOT REFUNDED. THEREFORE WE URGEOU TO COMPARE YOUR QUALIFICATIONS CAREFULLY WITH THE REQUIREMENTS FOR ADMISSION AND FILE ONLY FOR THOSE EXAMINATIONS FOR WHICH YOU ARE CLEARLY QUALIFIED.

IF YOUR APPLICATION IS RECEIVED WITHOUT THE REQUIRED FEE, IT WILL BE RETURNED TO YOU. SHOULD YOU WISH TO REFILE WITH THE REQUIRED FEE, YOUR APPLICATION MUST BE RECEIVED PRIOR TO, OR POSTMARKED NO LATER THAN THE LAST FILING DATE.

THE APPLICATION FILING FEE IS SUBJECT TO BEING INCREASED WITHOUT PRIOR NOTICE.

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. Documentation proving eligibility must be submitted with each application. All claims for application fee waivers are subject to verification.

You may obtain application forms in person from the:

WESTCHESTER COUNTY DEPARTMENT OF HUMAN RESOURCES
SUITE 100, MICHAELIAN OFFICE BUILDING
148 MARTINE AVENUE
WHITE PLAINS, NEW YORK 10601

Completed applications MUST be postmarked NO LATER THAN THE LAST FILING DATE and must have the required application fee attached; or, if not mailed, delivered to the above address together with the required application fee attached NO LATER THAN 5:00 P.M. on the last filing date.

NOTE: RELIGIOUS ACCOMMODATION - 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 appropriate box under “Testing Accommodation” on your application. We will make arrangements for you to take the test on a different date.

APPLICANTS WITH DISABILITIES - If special arrangements for testing are required, please indicate this on your application.

Admission cards may not be mailed to candidates until ten days prior to the examination date. Candidates who fail to receive either their admission notice or final disqualification notice by the Thursday prior to the examination are responsible for calling the Department of Human Resources (914-995-2117) for instructions.

Candidates who receive disqualification notices and wish to appeal such disqualification must do so in writing within 10 days from the date on the notice prior to the examination date.

WESTCHESTER COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER. It is the policy of Westchester County to provide for and promote the equal opportunity of employment, compensation and other terms and conditions of employment without discrimination because of age, race, creed, color, national origin, sex, disability, marital status, sexual orientation, or any other protected status.
AT TIME OF **APPOINTMENT**, CANDIDATES MUST MEET THE FOLLOWING RESIDENCY REQUIREMENTS TO BE ELIGIBLE FOR APPOINTMENT IN THE JURISDICTIONS LISTED:

<table>
<thead>
<tr>
<th>Resident of</th>
<th>Eligible for Appointment in these local jurisdictions</th>
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<tbody>
<tr>
<td>WESTCHESTER</td>
<td>ALL</td>
</tr>
<tr>
<td>BRONX</td>
<td>ALL</td>
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<tr>
<td>DUTCHESS</td>
<td>ONLY</td>
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<td></td>
<td>Bedford, Briarcliff Manor, Buchanan, Croton-on-Hudson, Elmsford, Greenburgh, Harrison, Irvington, Lewisboro, Mount Kisco, Mount Pleasant, New Castle, North Castle, North Salem, Ossining (Town &amp; Village), Peekskill, Pleasantville, Pound Ridge, Rye Brook, Sleepy Hollow, Somers, Tarrytown, Yorktown and Department of Public Safety</td>
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<tr>
<td>KINGS</td>
<td>ONLY</td>
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<td></td>
<td>Larchmont, Mamaroneck, (Town &amp; Village), Port Chester, Rye Brook, Rye City, Pelham Manor and Department of Public Safety</td>
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<tr>
<td>NASSAU</td>
<td>ALL</td>
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<tr>
<td>NEW YORK</td>
<td>ALL EXCEPT</td>
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<td></td>
<td>Lewisboro and North Salem</td>
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<td>ORANGE</td>
<td>ALL</td>
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<td>PUTNAM</td>
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<td>QUEENS</td>
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<td>Buchanan, Lewisboro, North Salem, Peekskill and Somers</td>
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<tr>
<td>RICHMOND</td>
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<td></td>
<td>Department of Public Safety, Pelham Manor and Rye Brook</td>
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<td>ROCKLAND</td>
<td>ALL</td>
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<td>SUFFOLK</td>
<td>ALL</td>
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<td>SULLIVAN</td>
<td>ONLY</td>
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<td>Department of Public Safety and Rye Brook</td>
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<td>ULSTER</td>
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<td></td>
<td>Buchanan, Croton-on-Hudson, Greenburgh, North Salem, Ossining (Town &amp; Village), Peekskill, Rye Brook, Somers, Yorktown and Department of Public Safety</td>
</tr>
</tbody>
</table>

Candidates will be required to supply verifiable documentation as to proof of residency in a subsequent investigating procedure.

**PLEASE NOTE:** AT TIME OF **EXAMINATION**, AND ONE MONTH PRIOR THERETO, CANDIDATES MUST BE RESIDENTS OF WESTCHESTER COUNTY AS DETAILED ON PAGES 1 & 2 OF THIS EXAM ANNOUNCEMENT.

[www.westchestergov.com/hr](http://www.westchestergov.com/hr)