



MUNICIPAL CIVIL SERVICE COMMISSION
City of Port Jervis, New York
City Hall, 20 Hammond Street, Port Jervis, New York 12771
(845) 858-4052
cherylkentbiccum@portjervisny.gov

COMMISSIONERS

Joan McBride
Nina Balsamo
Yvonne Duryea
Cheryl Kent-Biccum
Secretary

#60034680 POLICE OFFICER

Dear Police Officer Applicant:

Your application for this test is part of the examination process. Incomplete application packages may be refused and may not be accepted unless fully completed and resubmitted prior to the close of the application acceptance period.

Please ensure that you have completely entered ALL of the following information on your APPLICATION for Examination/Employment:

_____ Exam Number & Title	_____ Social Security Number	_____ Full Name
_____ Legal Residence (street address)	_____ Telephone Number	_____ Residency
_____ E-Mail Address	_____ Veterans Credits	_____ Student Loans
_____ Education	_____ Description of Experience	_____ Signature/Date

Please ensure that you have enclosed copies of ALL of the following as part of your application package:

_____ Proof of high school graduation	_____ College Transcript
_____ NYS issued Driver's License	_____ Application/Examination Fee \$35.00
_____ Copy of Form DD-214 (if applicable)	_____ NYS issued Basic Course for Police Officers Certificate (if applicable)

"A Guide to Taking the Examination for Entry Level Police Officer Series" is available in the Civil Service Office or the New York State Department of Civil Service website www.cs.ny.gov/testing/localtestguides.cfm. If you do not have access to a computer or the internet you may request a copy from the Port Jervis Civil Service Commission, 14-20 Hammond St., Port Jervis, NY 12771; (845) 858-4000 ext. 4052 to obtain a copy.



MUNICIPAL CIVIL SERVICE COMMISSION
City of Port Jervis, New York
City Hall, 20 Hammond Street, Port Jervis, New York 12771
(845) 858-4052
cherylkentbiccum@portjervisny.gov

COMMISSIONERS

Joan McBride
Nina Balsamo
Yvonne Duryea
Cheryl Kent-Biccum
Secretary

**#60034680 POLICE OFFICER
OPEN COMPETITIVE**

.....

EXAMINATION DATE: September 20, 2025
LAST FILING DATE: August 21, 2025

Applications must be postmarked no later than August 21, 2025 midnight.

.....

Read this announcement in its entirety before filing your application and save for future reference.

Fill in all requested information clearly, accurately and completely. Application packages may be refused unless fully completed and submitted prior to the close of the application acceptance period.

A \$35.00 non-refundable application fee is required for each separately numbered examination for which you apply. The required fee must accompany your application. Send a personal check or money order payable to the CITY OF PORT JERVIS. **Do not send cash!!!** Write the examination number(s) and the applicant's name on the personal check or money order.

The eligible list established as a result of this examination will be used to fill vacancies in the City of Port Jervis Police Department under the jurisdiction of the Port Jervis Civil Service Commission.

Salary Range: Approximately \$50,000.00 per year.

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 the appointment, you must be a NYS resident and must establish residence in accordance with the Port Jervis City Charter. Preference in appointments may be given to residents 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. ***United States Citizenship is a requirement for permanent appointment***

Distinguishing Features of the Class: The duties consist primarily of routine patrol tasks, assisting in investigation of criminal offenses and the apprehension of criminals. A Police Officer whether on patrol work or special assignment works under the general supervision of a higher-ranking officer. However, there is considerable independent responsibility for exercise of sound judgment in emergencies.

Minimum Qualifications:

Education: Candidates must possess a high school diploma or a high school equivalency diploma and have

EITHER:

- A. Completion of sixty (60)* credit hours at a regionally accredited or New York State registered college or university;

OR

- B. Completion of thirty (30)* credit hours 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) and (B) above.

Age: Candidates must be at least nineteen (19) years of age on or before September 20, 2025 to be admitted to the written test. Eligibility for appointment as a police officer begins when the candidate reaches age twenty (20). Candidates who reach their forty-third (43rd) birthday on or before the date of the written examination (9/20/25) are not qualified except as follows:

- Exception to Age Requirement: Candidates may have a period of military duty or terminal leave up to seven (7) years, as defined in Section 243 (10-a) of the Military Law, deducted from their age for the purpose of meeting the age requirement.

--Effective 9/1/25, Section 58.1(a) of the Civil Service Law requires that applicants not be "more than forty-three (43) 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 are advised to contact the local civil service agency to discuss their request.

**** Anticipated Eligibility – Age and Educational Requirements:**

According to Civil Service Law, Section 54 which became effective September 4, 2024, applicants who are within twelve (12) months of meeting the minimum age requirement may take the civil service exam but will be restricted from certification until such a time that the minimum age requirement is met.

NOTE: *Completion of a Basic Police Officer Training Course as approved by the NYS Municipal Police Training Council will be accepted as the equivalent of 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's Basic Course for Police Officers, no more than fifteen (15) of such credits will be accepted toward qualifications for this examination.

Conviction of a felony will bar, and conviction of a misdemeanor or other offense may bar participation in examination and appointment.

A VERIFIABLE FORMAL COLLEGE TRANSCRIPT TO BE SUBMITTED WITH YOUR APPLICATION.

Calculator Statement: Candidates are **prohibited from** the use of a handheld, battery powered or light sensitive calculator.

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

1. **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.
2. **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.

3. **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.
4. **PROBLEM SENSITIVITY & 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, laws, 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.
5. **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.
6. **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.
7. **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 you would move to get to another location in the shortest (least distance) route.

Test Guide: A Guide for the Written Test for the **Entry – Level Law Enforcement Officer Series** is available 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 a copy of test guide from the municipal civil service office conducting this examination using the contact information found elsewhere on the announcement.

Physical Fitness Screening Test: Candidates must pass the written test in order to qualify to take the physical fitness screening test prescribed by the Municipal Police Training Council (MPTC). Requests for waiver of the MPTC mandated Physical Fitness Screening Test will not be entertained. Candidates who do not appear for, or who fail any element of, the physical fitness portion of the examination when scheduled (except as provided for under the Alternate Test Date Policy) will be eliminated from further testing and consideration for purposes of this competition. Candidates are further advised that appeals of the determinations of the qualified trainer shall not be entertained, and that there are no retests. The three (3) elements measured in the qualifying physical fitness screening test are muscular endurance, flexibility, absolute strength and cardiovascular capacity. A brief description of the test items used to measure each component (as revised effective 4/23/03) follows:

Muscular Endurance: The requirement is for a number of bent-leg sit-ups to be performed in one minute.

Push Up: This test measures muscular endurance of the upper body (anterior deltoid, pectoral's major and triceps). The requirement is for a number of full body repetitions that a candidate must complete without breaks. The requirement is for achievement of a score representing the fortieth (40th) percentile of fitness, depending upon age and sex, reflecting a ratio of weight pressed divided by body weight.

Cardiovascular Activity: 1.5mile run. The requirement is for the attainment of a score calculated in minutes and seconds.

CONSULT THE TABLE BELOW FOR YOUR AGE GROUP QUALIFYING NUMBERS.

<u>AGE/SEX</u>	<u>TESTING GROUPS</u>		
MALE	SIT-UPS	PUSH-UPS	1.5 MILE RUN TIME
20-29	38	29	12:38
30-39	35	24	12:58
FEMALE	SIT-UPS	PUSH-UPS	1.5 MILE RUN TIME
20-29	32	15	14:50
30-39	25	11	15:43

Military Personnel: Section 243-b of Military Law provides that any member of the armed forces of the United States who has duly filed an application to compete in scheduled competitive examination but was deprived of the opportunity to compete in the examination due to active military duty be provided with a special military makeup examination. Section 243-c of the Military Law provides that individuals on active duty or individuals discharged from the armed forces after the filing period for an examination has begun are permitted to file an application no later than the close of business on Thursday, November 1, 2012.

Veteran's Credit: Veterans or disabled veterans who are eligible for additional credit must submit their DD214 for review with their application for examination or at any time between the dates of application for examination and the date of the establishment of the resulting eligible list. The application for veteran's credit is reviewed by this office.

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 credit in 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 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.

Special Testing Arrangements: Applicants whose religious beliefs or military service prevent their taking examination on the scheduled date and disabled candidates who require special accommodations to take the test should indicate the need for special arrangements on their application. Candidates who are called to military service after filing an application should send requests for alternate test date to the **PORT JERVIS CIVIL SERVICE COMMISSION**, 20 Hammond Street, Port Jervis, NY 12771 as soon as possible before the test date.

Section 23.2: This examination will be prepared and rated in accordance with Section 23(2) of the Civil Service Law. The provisions of the New York State Civil Service Law, rules and regulations dealing with the preparations and rating of examinations will apply to this examination.

Cross-Filing: If you have applied for any other civil service examinations to be given on the same test date for employment with New York State or any other local government jurisdiction excluding New York City, you must make arrangements to take all the examinations at one (1) test site.

General Information/Instructions: Application forms may be obtained at the **PORT JERVIS CIVIL SERVICE COMMISSION OFFICE**, Tuesdays or Thursdays from 10:00 a.m. to 2:00 p.m., the **CITY CLERKS OFFICE**, 9:00 a.m. to 5:00 p.m. or by sending a stamped, self-addressed legal-size envelope to the **PORT JERVIS CIVIL SERVICE COMMISSION**, 14-20 Hammond Street, P.O. BOX 1002, PORT JERVIS, NY 12771. Applications received/postmarked after the filing deadline will not be accepted. The applicant should make sure EVERY question on the application is answered, and the application is complete in all respects. All statements made by candidates in their application are subject to verification. This department does not knowledge receipt of applications. Candidates will be notified of the disposition of their applications. The Port Jervis Civil Service Commission does not acknowledge receipt of applications and does not accept responsibility for non-delivery or postal delay.

Alternate Test Date: If an emergency prevents you from appearing for the examination, please notify this office no later than 1:00 p.m. on the Tuesday following the test date providing verifiable documentation of the reason. A decision will be made by the Commission if you will be scheduled for an alternate test date.

If you have not received notice to appear for the examination three (3) days before the test date, call the **PORT JERVIS CIVIL SERVICE COMMISSION** (845) 858-4000; ext.4052 Thursday between 10:00 a.m. and 2:00 p.m.

ISSUE DATE: July 1, 2025

Cheryl A. Kent-Biccum
CS Commission Secretary