

DEPUTY SHERIFF

The Sheriff is the Chief Law Enforcement Officer for the county. His time is devoted to crime prevention, law enforcement and criminal justice administration including court security, civil enforcement, community services and corrections. The Madison County Office of the Sheriff is an equal opportunity employer.

Positions within the Madison County Office of the Sheriff are based on the successful passing of a Madison County Civil Service Exam and their requirements. *For further information, contact the Madison County Personnel /Civil Service Office:*

***County Office Building
PO Box 636
Wampsville, NY 13163
(315)366-2341 / fax (315)366-2725***

Examination announcements are posted on the web at www.madisoncounty.ny.gov

Eligibility Requirements

Candidates must meet the following requirements on or before the date of the written test.

RESIDENCY: Candidates must have been legal residents of Madison County, Onodaga County, Cortland County, Chenango County, Otsego County, Oneida County, or Oswego County for at least one (1) month immediately preceding the date of the written test. Preference in certification may be given to successful candidates who have been legal residents of Madison County for at least one month prior to the date of certification.

MULTIPLE EXAMINATIONS SCHEDULED FOR THE SAME DAY: If you have applied to take a written test announced by either one or several local jurisdictions (county, town, city) scheduled to be held on the same test date as this written test, you must notify each of the local jurisdictions no later than two weeks before the test date, so they can make arrangements for taking all tests at one test site. All examinations for positions in State government will be held at a State examination center.

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for the protection of lives and property and the enforcement of laws and ordinances in the County. On an assigned shift, an incumbent assists in the investigation of offenses, the apprehension of violators, and conducts routine patrol operations in accordance with standard departmental operating procedures. The work is performed under the general supervision of a higher ranking officer who gives specific instructions and assistance when special problems arise. The incumbent does related work as required.

MINIMUM QUALIFICATIONS: Candidates must meet the following requirements by the written examination date:

EDUCATION: By the date of appointment, candidates must be a high school graduate or holder of a high school equivalency diploma issued by an education department of any of the states of the United States or a holder of a comparable diploma issued by any commonwealth, territory or possession of the United States or by the Canal Zone or holder of a report from the United States Armed Forces certifying successful completion of the tests of general educational development, high school level.

NOTE: Applicants who do not possess a high school or equivalency diploma are eligible to take the examination but will not be eligible for appointment until they obtain such diploma. For information on how to obtain an equivalency diploma, write to the New York State Education Department, Albany, NY 12234.

AGE: Candidates must be at least 19 years of age on or before a date specified in the test may admitted to the written test. Eligibility for appointment as a police officer begins when the candidate reaches age 20. 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 (10-a) of the Military Law, deducted from their age for the purpose of meeting the age requirement.

*Section 58.1(a) requires that applicants not be "more than thirty-five 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 military duty, Sabbath observance or for an alternate test date situation which meets the conditions of the agency's alternate test date policy) are advised to contact the Madison County Personnel/Civil Service Department to discuss their request.

CITIZENSHIP: United States Citizenship is required at the time of appointment. It is not necessary for admission to the examination.

DRIVERS LICENSE: Candidates must possess a valid New York State Operator's License at the time of appointment.

NOTE: Conviction of a felony will bar appointment, and conviction of a misdemeanor or other offense may bar appointment.

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. Candidates who pass the qualifying physical fitness test and who are given a conditional offer of employment will be scheduled to take the required medical examination.

STUDY GUIDES: For free copies of the booklets "*Civil Service Examinations - How to Take a Written Test*" and/or "*A Guide To Taking The Examination for Entry-Level Police Officer/Deputy Sheriff Series*" please call/write the Madison County Personnel/Civil Service Department, P.O. Box 636, Wampsville, NY 13163; (315) 366-2341 or you can download the publications from the Madison County Personnel Department's website(<http://www.madisoncounty.ny.gov>).

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

1. Apply Written Information (Rules, Regulations, Policies, Procedures, Directives, etc.) in Police Situations - These questions test how well you can apply written information in the form of rules to given situations similar to those typically experienced by police officers.

2. Memory for Facts and Information - These questions test how well you can remember facts and information presented in written form after you have been given a period to read and study the information.

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.

QUALIFYING PHYSICAL FITNESS TEST: The three elements measured in the qualifying physical fitness test are muscular endurance, absolute strength and cardiovascular capacity. The following is a brief description of the physical fitness test:

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, pectoralis major and triceps). The requirement is for a number of full body repetitions that a candidate must complete without breaks.

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

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 (40th) percentile of physical fitness as established by the Cooper Institute. Failure on a part of qualifying test will remove your name from further consideration for appointment.

QUALIFYING MEDICAL EXAMINATION: Candidates must meet the medical standards prescribed by the Municipal Police Training Council (MPTC). Copies of the physical fitness and medical standards are available upon request from the Madison County Personnel/Civil Service Department.

NOTE: *Bring positive identification to the written examination such as a driver's license, passport or student identification which contains a photo and your signature. Candidates will not be admitted without the proper identification.*

APPLICATIONS: May be obtained from and must be filed in the Madison County Personnel/Civil Service Department, County Office Building, P.O. Box 636, Wampsville, New York 13163. Phone (315) 366-2341. Applications can also be downloaded at the Personnel Department's website(<http://www.madisoncounty.ny.gov>). Applications must be received or postmarked no later than 5:00 p.m. on the last filing date.

TIME AND PLACE OF EXAMINATION: Accepted candidates will be notified by letter when and where to appear for this examination. If notice of acceptance or disapproval is not received at least three days prior to the examination date, please call this office at (315) 366-2341.

ADDITIONAL EXAMINATION CREDIT TO CHILDREN OF DEPUTY SHERIFFS AND POLICE OFFICERS KILLED IN THE LINE OF DUTY: In conformance with section 85-a of the Civil Service Law, children of deputy sheriffs and police officers killed in the line of duty shall be entitled to receive an additional ten points in 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 deputy sheriff 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 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.

VETERAN'S CREDIT: Veterans or disabled veterans who are eligible for additional credit must submit an application for veteran's credit with their application for examination or at any time between the dates of their application for examination and the date of the establishment of the resulting eligible list. Applications for veteran's credit are available from this office. Veteran's credit can only be added to a passing score on the examination.

Candidates currently in the armed forces may 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 credit.