



## CITY OF ITHACA

108 East Green Street Ithaca, New York 14850-5690

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### OFFICE OF HUMAN RESOURCES / CIVIL SERVICE

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# POLICE CAPTAIN PROMOTIONAL EXAM NO. 74855010

## APPLICATIONS ACCEPTED UNTIL:

October 3, 2024

## EXAMINATION WILL BE HELD:

November 9, 2024

**ACCEPTANCE OF APPLICATIONS:** Applications must be received by the City of Ithaca Human Resources Department no later than 4:30 PM EST on the last filing date indicated above. Applications must be submitted electronically through our online application program at <https://ithaca-portal.mycivilservice.com>. We do not accept paper applications, faxed applications, e-mailed applications or photocopies of applications.

**APPLICATION MATERIALS REQUIRED:** A City of Ithaca application and copy of driver license.

## **PROMOTIONAL QUALIFICATIONS:**

- A. Candidates must be permanently employed in the competitive class as a Police Lieutenant with the Ithaca Police Department, and must have served continuously on a permanent or contingent permanent basis as a Police Lieutenant with the Ithaca Police Department for one (1) year immediately preceding the date of the application, or have combined permanent or contingent permanent service as a Police Lieutenant and Police Sergeant with the Ithaca Police Department for three (3) years immediately preceding the date of application; or
- B. Candidates must be permanently employed in the competitive class as a Police Sergeant with the Ithaca Police Department, and must have served continuously on a permanent or contingent permanent basis as a Police Sergeant with the Ithaca Police Department for three (3) years immediately preceding the date of the application.

## **SPECIAL REQUIREMENTS:**

- A. Notwithstanding the provisions of any other section of law, general, special or local, in political subdivisions maintaining a police department serving a population of one hundred fifty thousand or less, no person shall be eligible for appointment nor shall he or she be appointed to any rank above the rank of Police Officer unless he or she has been appointed a Police Officer from an eligible list established according to merit and fitness as provided by Section 6 of Article V of the Constitution of the State of New York, or has previously served as a member of the New York State Police.
- B. Possession of a valid New York State Class D driver license or a valid driver license equivalent to a New York State Class D driver license at the time of appointment and maintenance of said license for the duration of employment.

**BACKGROUND INVESTIGATION:** Applicants may be required to undergo a State and national criminal history background investigation to determine suitability for appointment. Failure to meet the standards for the background investigation may result in disqualification.

**VACANCIES:** Currently, there is one (1) vacancy in the City of Ithaca Police Department. The eligible list established as a result of this examination may be used to fill this vacancy and any future vacancies that may occur during the life of the eligible list.

**SALARY:** \$127,570

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for assisting the Police Chief and Deputy Police Chief with the administration and supervision of the Ithaca Police Department. A Police Captain directs, manages, supervises and coordinates activities and operations for one or more assigned divisions of the Ithaca Police Department. A Police Captain is responsible for evaluating the work performance of subordinates, coordinating their training and development, and instructing them in new and improved police methods. A Police Captain also coordinates assigned activities with other divisions, departments and outside agencies. Police Captains assume command of the department in the absence of the Police Chief and Deputy Police Chief, or as assigned. Supervision is exercised over the work of Police Lieutenants, Police Sergeants, Police Officers, and assigned civilian staff. Does related work as required.

**SCOPE OF THE EXAMINATION:** A test designed to evaluate knowledge, skills and /or abilities in the following areas.

**1. Law enforcement methods and practices**

These questions test for knowledge of accepted police methods and practices and/or their application to situations in the police field. The questions are a sampling of the various knowledge that police personnel may be required to possess in the course of their day-to-day work-related activities.

**2. New York State Laws – Police**

These questions test for knowledge of the laws in effect on January 1, 2023 that law enforcement personnel may encounter in the course of their day-to-day work-related activities. The questions are a sampling of job-related sections of the Penal Law, Criminal Procedure Law, Vehicle and Traffic Law, Family Court Act and other laws relevant to law enforcement in New York State.

**3. Preparing written material in a police setting**

These questions test for the ability to prepare the types of reports and communications that police personnel write. The content is appropriate for the ranks/levels being tested. Some questions test for the ability to present information clearly and accurately. They consist of restatements of information given in note form. You must choose the best version from each set of four choices. Other questions test for the ability to organize paragraphs. They consist of paragraphs with their sentences out of order. For each of the paragraphs you must choose, from four suggestions, the best order for the sentences.

#### 4. Understanding and interpreting written material

These questions test how well you comprehend written material. You will be provided with brief reading selections and will be asked questions about the selections. All the information required to answer the questions will be presented in the selections; you will not be required to have any special knowledge relating to the subject areas of the selections.

#### 5. Planning, supervising and administering police programs and activities

These questions test for knowledge of the principles and practices involved in managing an organizational segment of a police department in New York State and directing the activities of subordinate staff, including subordinate supervisors. These questions cover such areas as planning, controlling, directing, organizing, and coordinating the activities of the organizational section. Questions also cover the personal interactions between an upper-level supervisor and subordinate supervisors in the accomplishment of objectives and deal with issues of work assignments, job performance, and training.

A Guide for the Written Test for **Second- and Third-Line Police Supervisors** 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 copy of the test guide from the municipal civil service office conducting this examination using the contact information found elsewhere on this announcement.

**NOTE:** Most Civil Service examinations do not require the use of a quiet, hand-held calculator or slide rule; however, candidates have the option of bringing a battery-operated or solar-powered calculator to the test room unless specifically notified that their use is prohibited. Devices with typewriter keyboards, spell checkers, Personal Digital Assistants, Address Books, Language Translators, Dictionaries, or any similar devices are prohibited. **USE OF CALCULATORS IS PROHIBITED FOR THIS EXAM.**

**SENIORITY POINTS:** Seniority points will be added to the grades of candidates who receive a passing score of 70 or higher. Seniority points will be computed in accordance with the following schedule:

##### LENGTH OF SERVICE

##### SENIORITY POINTS

Less than 1 year	0 points
1 year up to 6 years	1 point
Over 6 years up to 11 years	2 points
Over 11 years up to 16 years	3 points
Over 16 years up to 21 years	4 points
Over 21 years up to 26 years	5 points

#### **RELIGIOUS ACCOMMODATION - CANDIDATES WITH DISABILITIES - MILITARY MEMBERS:**

—— Applicants whose religious beliefs or military service prevent their taking examinations on the scheduled date and candidates with disabilities who require special accommodations to take the test should indicate the need for special arrangements on their application. Candidates who are

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called to military service after filing an application should send requests for an alternate test date to the City of Ithaca Human Resources/Civil Service Department before the test date.

\_\_\_\_\_ Military Service Members: If you apply for an examination during the filing period but are on active military duty on the date the examination is scheduled, you may request a military makeup examination. Contact the City of Ithaca Human Resources/Civil Service Department for more information. If you are on active duty or discharged after the filing period has begun, you may apply for the examination up to ten days before the test date.

**SECTION 23.2 STATEMENT:** This examination will be prepared and rated in accordance with Section 23(2) of the Civil Service Law. The provisions of New York State Civil Service Law, Rules and Regulations dealing with the preparation and rating of examinations will apply to this examination.

**TIME AND PLACE OF THE EXAMINATION:** Approved candidates will be notified by mail regarding the time and place of the examination. If notice of approval or disapproval is not received three (3) days prior to the exam date, please call the City of Ithaca Human Resources/Civil Service Department at (607) 274-6539.

**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.

**VETERANS CREDIT:** Veterans or disabled veterans who are eligible for additional credit must submit an application for veterans 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 veterans credit are available from this office. Veterans 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 veterans 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 of military service, and verification that the candidate received an honorable discharge or was released under honorable conditions in order to be certified at a score including veterans credits.

**ADDITIONAL CREDIT FOR CHILDREN OF FIREFIGHTERS AND POLICE OFFICERS KILLED IN THE LINE OF DUTY:** In conformance with section 85-a of the Civil Service Law, children of firefighters 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 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 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.

**GENERAL INSTRUCTIONS AND INFORMATION**

1. Falsification of any part of your employment application will result in disqualification.
2. Applicants must answer every question on the application and make sure that the application is complete in all respects. Incomplete applications will be disapproved.
3. Candidates who wish to take more than one examination must submit an application for each examination. If you are cross-filing for another examination to be held on the same date, please indicate this on the application and specify the examination title and number, and the jurisdiction offering the other examination.
4. Appointments from an eligible list must be made from the top three candidates willing to accept appointment. The duration of an eligible list may be fixed for a minimum period of one (1) year and a maximum period of four (4) years.
5. It is the responsibility of the candidate to notify, in writing, the City of Ithaca Human Resources/Civil Service Department -108 East Green Street - Ithaca, NY 14850 of any change in address. No attempt will be made to locate candidates who have moved.

Issued by: City of Ithaca Civil Service Commission  
August 7, 2024

The City of Ithaca is committed to Equity and Inclusion. We encourage those with similar values to apply.