



DUTCHESS COUNTY DEPARTMENT OF HUMAN RESOURCES ANNOUNCES AN OPEN COMPETITIVE **TRAINING AND EXPERIENCE** EXAMINATION FOR:

Title: Correction Officer

Number: 88989010

Salary: \$60,680 – Dutchess County Sheriff’s Office – Corrections Division

***Final Application Filing Date: 10/02/2024**

Applications postmarked 10/02/2024 will be accepted.

Applications accepted until 4:30 p.m. Monday through Friday.

Administration of an exam does not imply a vacancy exists.

***There is no written multiple-choice test. This is an online examination questionnaire that asks questions about your education, training, and work experience. See page 2 for further information regarding the online questionnaire.**

A \$25.00 fee and examination application are required for each separately numbered examination: Application processing fee is payable by check, money order or credit card. Cash is **NOT** accepted. Check or money order must be made payable to “Commissioner of Finance” with the examination number and title indicated on the check or money order. The fee may be waived for candidates meeting certain criteria. See application for more details regarding fee waiver. **Read the announcement carefully; the application processing fee will NOT be refunded to disapproved applicants.**

VACANCY: The eligible list established as a result of this examination will be used, when appropriate, to fill vacancies as they occur in the Dutchess County Sheriff’s Office - Corrections Division.

NOTE: Pursuant to Section 23.4a of Civil Service Law, preference in appointment from open competitive eligible lists may be given to candidates who are residents of Dutchess County for at least 30 days prior to certification of the eligible list. **DUTCHESS COUNTY RESIDENTS WILL BE CERTIFIED FOR APPOINTMENT FIRST. ONCE DUTCHESS COUNTY RESIDENTS ARE DEPLETED ON THE ELIGIBLE LIST, NON-COUNTY RESIDENTS WILL BE CERTIFIED.** For appointment you may be required to become a resident thereof in accordance with law or resolution.

MINIMUM QUALIFICATIONS: Candidates must meet the following requirements on or before October 2, 2024: Graduation from high school or possession of a high school equivalency diploma.

SPECIAL REQUIREMENTS:

1. **Convictions:** *A felony conviction bars* a candidate from appointment as a Correction Officer. Misdemeanors, violations and other offenses will be evaluated on a case-by-case basis and *may bar* the candidate from appointment.
2. **Fingerprinting** - An appointing authority may require a fingerprint supported background investigation before appointment. The candidate may be responsible for paying any associated fees with this service.
3. **Age** - Eligibility for appointment begins when a candidate reaches age 20. Applications will be accepted from persons who have reached their 18th birthday. **DATE OF BIRTH MUST BE INDICATED ON YOUR APPLICATION.**
4. **Driver’s License** - Possession of a valid Driver License to operate a motor vehicle in New York State is required at the time of application, appointment, and to maintain position.
5. **Citizenship** - United States citizenship is required. (By New York State Law, a Correction Officer is a peace officer and must be qualified to hold such office and must be a U.S. citizen.) If you are currently not a United States citizen, you will be restricted on the eligible list until you notify this department in writing that you have obtained your citizenship.

DUTIES: Employees in this class are responsible for the custody and supervision of prisoners, seeing that their personal needs are attended to, and maintaining security and order in the jail during an assigned shift. Assignments may involve the supervision of inmates on a jail floor, in a kitchen, laundry room, recreation yard, I.D. room, transportation, hospital, or transition programs, both within and outside of the facility. Work is performed under direct supervision philosophy; as such, Correction Officers must be adept at communication and effectively interact with inmates, including participating in organizational efforts designed to reduce recidivism.

Employees in this class must have the ability to work varying shifts and overtime.

EXAMPLES OF WORK (Illustrative Only): Maintains security and order; provides inmates with necessary cleansers and equipment, and directs cleaning operations and other work assignments; distributes mail to prisoners on the floor; distributes linen, bedding and personal supplies such as toothpaste and soap; makes floor inspection rounds at designated intervals and confirms with security check calls to main desk; maintains log book indicating any person entering or leaving floor and the destination, and any incidents which occur; calls main desk for assistance in case of fight, self-inflicted wound by inmate, or other incident; searches inmates for contraband when directed; watches inmates during recreation periods; assists in transportation of inmates to court, hospital and dental appointments; supervises inmates outside of the jail setting; may fingerprint and photograph inmates for identification and maintains such data in appropriate files; may actively participate in programs designed to give guidance and direction to inmates in areas related to behavioral issues and recidivism; does related work as required.

SCOPE OF THE EXAMINATION: There is no written multiple-choice test. This is an online examination questionnaire that asks questions about your education, training, and work experience. This online questionnaire IS YOUR EXAMINATION. If you meet the minimum qualifications, you will receive a rating based upon an evaluation of your training and experience against the duties of the position being tested.

Candidates must complete an examination application and submit it to the Dutchess County Department of Human Resources on or before the last filing date of **October 2, 2024**.

Approved candidates will be sent a notice containing directions to a website address needed to complete a Training and Experience Questionnaire.

The Training and Experience (T&E) Questionnaire will be available on **November 1, 2024**, and approved candidates will be required to complete and submit this questionnaire between **November 1, 2024**, and midnight **November 30, 2024**. Candidates will not be able to claim any credit for training and experience to be gained after the application filing deadline of **October 2, 2024**.

Candidates who fail to submit their questionnaire by **November 30, 2024**, will receive the minimum rating of 70 on the eligible list.

Note: Individuals can participate in Correction Officer examinations for other municipal civil service agencies to maximize their opportunity for appointment. Interested candidates will need to separately apply, be registered, and complete the T&E questionnaire for each municipal civil service agency according to each agency's guidelines. In addition, the application and T&E questionnaire process for the NYS Correction Officer Trainee exam program is separate from the Correction Officer T&E exam program for municipal civil service agencies. Visit cs.ny.gov for more information on applying to State exams.

TAKING THE ONLINE T&E EXAMINATION AND PERSONAL NY.GOV ID ACCOUNTS:

Approved applicants will need to access the T&E examination on the Department of Civil Service website. Each applicant will need a personal NY.GOV ID to participate in the examination. Applicants may already have a personal NY.GOV ID account if they have used online services for other agencies, such as the Department of Motor Vehicles. They should use the same personal NY.GOV ID for civil service examination purposes.

Don't have an NY.gov account?

Sign in to your existing NY.gov account

Create Account

Sign In

Applicants should not create a new personal NY.GOV ID. More information about personal NY.GOV ID's is available at: <https://www.cs.ny.gov/home/myaccount/>. There is a helpful video for applicants at this link. Applicants that require technical assistance with their personal NY.GOV ID can contact New York State Office of Information Technology (ITS) Service Desk directly at 844-891-1786 or at fixit@its.ny.gov.

QUALIFYING PHYSICAL FITNESS EXAMINATION: Candidates who pass the training and experience exam will be notified of the date for a qualifying physical fitness exam (see below). Candidates should be prepared to take the physical fitness exam within 3 weeks from the time they are contacted for interest by the appointing authority. Failure to pass this exam will result in the candidate being disqualified. While retesting is generally not allowed, the County reserves the right to offer retesting to candidates who fail the physical fitness exam should the eligible list become exhausted before the establishment of another eligible list.

OTHER SCREENING PROCEDURES: The appointing authority will run a series of screening evaluations which may include the following: interviews, background investigations, substance abuse screening, polygraph examination, psychological examination and full medical evaluation. Candidates may be required to pay for any associated fees. Failure of the drug screening test will result in disqualification. Failure in any other area of the screening procedures will result in the candidate being listed as "not selected." However, based on the screening process the appointing authority may seek to remove a candidate from the eligible list in accordance with Rule VIII of the Rules of the Classified Civil Service of Dutchess County for a "record of disrespect for the requirements and processes of law."

PHYSICAL FITNESS STANDARDS AND PROCEDURES FOR CORRECTION OFFICER CANDIDATES:

1. **Five Minute Step Test**

The candidate will lift one foot at a time while stepping on and off a 12-inch bench/step. The candidate must maintain consistent movement on and off the bench/step for the entire duration of the five (5) minute testing period.

Fail: A candidate is unable to maintain consistent stepping movement on and off the bench/step for the duration of the five (5) minute testing period.

2. **Body Transport Test**

The candidate will lift and pull a 140 pound dummy a distance of thirty (30) feet.

Fail: A candidate is unable to lift and pull the dummy the designated distance of thirty (30) feet.

3. **Door Operation and Stair Climb Test**

The candidate must properly operate (lock/unlock) a standard use security door, using the assigned key. The candidate will then ascend and descend three (3) flight of stairs. The candidate must again properly operate a standard use security door.

Fail: The candidate is unable to operate a standard use security door and/or cannot ascend and descend three (3) flights of stairs.

4. **Suspended Dummy Raise**

The candidate must lift a 140-pound hanging dummy (using a bear hug) high enough to relieve rope tension (thereby taking pressure off the neck) and hold for five (5) seconds.

FAIL: The candidate is unable to relieve rope tension and/or is unable to hold for five (5) seconds.

NOTE: The qualifying medical examination will be administered to a candidate as a condition of employment and only to candidates who have taken and passed the physical fitness screening test.

DUTCHESS COUNTY IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER.

APPLY ONLINE AT <https://dutchess-portal.mycivilservice.com/>

ISSUED: 08/22/2024

**FOR ADDITIONAL EXAMINATION INFORMATION OR TO APPLY ONLINE VISIT OUR WEBSITE
AT <https://dutchess-portal.mycivilservice.com/> or www.dutchessny.gov**

When the examination is prepared and rated by the New York State Department of Civil Service in accordance with Section 23.2 of the Civil Service Law, the administration of this examination, including rating and review, is governed by the provisions of the New York State Civil Service Rules and Regulations.

RETURNED CHECK FEE: A \$20.00 fee will be required for all returned checks. Failure to submit the returned check fee will disqualify you from the exam in which you participated.

FINGERPRINTING: An appointing authority may require a fingerprint supported background investigation before appointment. The candidate may be responsible for paying any associated fees with this service.

WEATHER: In case of inclement weather the morning of the examination, please call the Examinations Hotline at 845-486-2167 and select option 3. You may also listen to the following radio stations for possible delays or other updates:

WEOK/WPDH	WKIP/Q92	WBNR/WSPK	WCZX	WGNY	WRWD/WBWZ
1390AM	1450AM	1260AM	97.7FM	1220AM	107.3FM/93.3FM
101.5FM	92.1FM	104.7FM		103.1FM	

ALTERNATE TEST DATES may be arranged upon review of documented circumstances in accordance with established policy. Such arrangements must be made prior to the exam except for emergency situations or active military service.

RELIGIOUS ACCOMMODATION: – If you cannot take the test on the announced test date (most written exams held on Saturdays) due to a conflict with a religious observance or practice, indicate this on your application. Documentation will be required. You will be granted an alternate test date, usually during the following week.

SPECIAL ACCOMMODATION: If you require an accommodation or special assistance in taking an exam, indicate this on your application. Documentation will be required.

COLLEGE CREDITS AND/OR DEGREE: 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 college credits and/or degree were awarded by an educational institution outside the United States and its territories, you must provide independent verification of degree and course-by-course (including grades) equivalency. You can contact the Dutchess County Department of Human Resources for a list of acceptable companies who provide this service. You must pay the required evaluation fee. The proof of independent verification of equivalency can be submitted in person, by email to HRExams@DutchessNY.gov or by postal mail to Dutchess County Human Resources, Exams Unit, 22 Market Street, 5th Floor, Poughkeepsie, NY 12601.

VETERANS: Military personnel who are either in the service at time of examination or who have already been discharged may apply for disabled or non-disabled veterans' credits if they meet established criteria. Candidates who are interested in these additional credits should request an application and information sheet from the Dutchess County Department of Human Resources. Veterans' application forms will also be available on the website and upon request at the examination center. The completed forms and DD-214 must be received in the office as soon as possible after the examination date or before the eligible list for this examination is established.

CALCULATORS: Unless otherwise notified, 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 or any similar devices are prohibited.

ADMISSION TO EXAMINATION: Do not interpret a notice to appear for, or actual participation in the examination to mean that you have been found to meet fully the announced requirements.

Depending on the time available before an examination, *applicants may be admitted to the examination on the basis of statements made on the application or conditionally, without prior review of the application. Such statements may not be reviewed and/or verified until after the examination is held.* At that time, those candidates not meeting the requirements are disqualified. Candidates who are subsequently disqualified after taking the test will NOT be notified of their score.

If you do not receive a notice three days prior to the date of examination informing you whether or not you are to be admitted to the examination, call the Dutchess County Department of Human Resources immediately at 845-486-2169.

CHANGE OF ADDRESS: Notify this office immediately of any change of address. The appropriate change of address form is available on the website, in the Dutchess County Department of Human Resources, and will be available at the examination center.

RESIDENCE PREFERENCE: Pursuant to Section 23.4a of Civil Service Law, preference in appointment from open-competitive lists may be given to candidates who have been residents in a locality or school district in which appointment is to be made for at least 30 days prior to certification of the eligible list. For appointment in some jurisdictions you may be required to become a resident thereof in accordance with law or resolution.

MULTIPLE EXAMINATIONS: If you have applied for any other Civil Service examinations for employment with New York State or any other local government jurisdiction, you must make arrangements to take all the examinations at one test site **no later than two weeks before the test date**. Call 845-486-2169 for further information regarding multiple examinations on the same date.

NOTE: 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.

APPLICATIONS: May be obtained online at www.dutchessny.gov, by sending a legal-sized, self-addressed, stamped envelope or visiting the Dutchess County Department of Human Resources, 22 Market Street, Poughkeepsie, NY 12601 (9 a.m. - 5 p.m., Monday through Friday).

“HOW TO TAKE A WRITTEN TEST” and questions and answers about **MUNICIPAL CIVIL SERVICE EXAMINATIONS** publications are available on and can be fully downloaded from the New York State Department of Civil Service website www.cs.ny.gov/testing/localtestguides.cfm.