



POST CONSPICUOUSLY
 Municipal Civil Service Commission
 420 Broadway, Kingston, NY 12401
 (845) 334-3921 Office
 (845) 334-3946 Fax
 Office Hours: Monday – Friday 8:30am – 4:30pm



NEW FOR 2024

POLICE OFFICER PHYSICAL AGILITY EXAMINATION CONTINUOUS RECRUITMENT

**FORMS OF PAYMENT: CHECK OR MONEY ORDER ONLY
 MADE PAYABLE TO CITY OF KINGSTON COMPTROLLER**

EXAM NUMBER

87231

STARTING SALARY

\$56,806 - \$63,118

EXAMINATION DATE

7/27/2024

FILING DEADLINE

7/12/2024*

LOCATION OF PHYSICAL AGILITY EXAM

TO BE DETERMINED

EXAM FEE

\$20.00*

**Waived for Military*

The City of Kingston Civil Service Commission will be offering the Police Officer Physical Agility examination on a continuous recruitment basis starting in January. Anyone interested in participating in the physical agility exam may do so provided you meet minimum qualifications and are at least 20 years old but not over the age limit set by New York State Civil Service Law § 58. Once you pass the physical agility exam, you will be accepted into the next scheduled written examination for Police Officer.

*Applications received after the filing deadline in July will be allowed to sit for the written examination, however, will be restricted on the eligible list. Restricted candidates will be expected to participate in the physical agility exam being offered in January and cannot be considered for employment unless they pass the physical agility examination. Candidates are only allowed to participate in two (2) physical agility exams in a twelve (12) month period.

By giving physical agility exams on a continuous basis, candidates will have the opportunity to retest if they don't pass the first time. The results from the physical agility exam are good for one year from the date candidates pass the exam.

ALL APPLICATIONS MUST BE FILED WITH THE CITY OF KINGSTON CIVIL SERVICE OFFICE BY THE FILING DEADLINE NO LATER THAN 4:00PM TO BE ELIGIBLE FOR THE JULY PHYSICAL AGILITY EXAM.

MAILED APPLICATIONS RECEIVED AFTER THE DEADLINE WILL BE ADDED TO THE NEXT PHYSICAL AGILITY EXAM SIX (6) MONTHS LATER.

RESIDENCY REQUIREMENT

Candidates must be a legal resident of Ulster, Columbia, Delaware, Dutchess, Greene, Orange or Sullivan County at the time of examination and for at least one (1) month immediately preceding the date of exam and at the time of appointment.

PHYSICAL AGILITY EXAMINATION

CANDIDATES PASSING THE PHYSICAL AGILITY EXAM IN JANUARY OR JULY WILL BE ADMITTED TO THE WRITTEN EXAM IN SEPTEMBER*

**CANDIDATES MUST BE AT LEAST 20 YEARS OLD TO PARTICIPATE IN THE PHYSICAL AGILITY EXAMINATION.*

WHERE TO GET AN APPLICATION:

Applications can be downloaded from www.kingston-ny.gov/Employment OR applicants can pick them up in the Kingston Civil Service Office at 420 Broadway, Kingston, NY.

WHERE AND HOW TO FILE AN APPLICATION

Department of Civil Service, 420 Broadway – ground floor next to the elevator. Hours are 8:30am to 4:30pm Monday through Friday. Summer hours begin July 1st and are 9:00am to 4:00pm Monday through Friday.

ONLY CHECK OR MONEY ORDER WILL BE ACCEPTED FOR PAYMENT MADE PAYABLE TO: [CITY OF KINGSTON COMPTROLLER.](#)

MINIMUM QUALIFICATIONS: On the date of the WRITTEN examination, candidates must meet the following requirements:

AGE: Candidates must be at least 20 years old. CSL Section 58 established a maximum age limitation of 35 years of age as of the date the individual takes the written examination (eligibility ceases upon a candidates 35th birthday). Time spent on military duty, not exceeding a total of six (6) years (Volunteer service after July 1, 1970 is limited to a total of four (4) years unless performed during a period of war or national emergency, shall be subtracted from the age of any applicant who has passed his/her 35th birthday.

Section 58.1(a) of Civil Service Law requires that applicants not be “more than 35 years of age as of the date the individual 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 City of Kingston’s alternate test date policy) are advised to contact the City of Kingston Civil Service Personnel to discuss their request.

EDUCATION: Candidates must be a high school graduate or possess a high school equivalency diploma issued by an education department of any of the states of the United States of a comparable diploma issued by any territory, commonwealth, or possession of the United States or by the Canal Zone or holders of a report from the United States Armed Forces certifying successful completion of the tests related to general education development, high school level at time of appointment.

AT TIME OF APPOINTMENT THE FOLLOWING REQUIREMENTS MUST BE MET:

CITIZENSHIP: Candidates must be citizens of the United States at time of appointment.

LICENSE: Possession of a valid New York State driver’s license at time of appointment.

DUTIES: The work involves the enforcement of all laws and ordinances in an assigned district during a specific period. The work consists primarily of routine patrol tasks where the incumbent is responsible for the protection of lives and property in an assigned area during specified periods, assisting in the investigation of criminal offenses and the apprehension of

criminals. Work is performed under the direct supervision of a higher-ranking officer with leeway allowed for exercise of judgment and action in emergencies.

QUALIFYING PHYSICAL FITNESS SCREENING TEST

Location TBD. Date of the exam will be on July 27, 2024. The exam will take place on a first come, first serve basis. Applicants **MUST** bring the **RELEASE OF LIABILITY FORM AND RELEASE TO PARTICIPATE IN THE FITNESS SCREENING TEST FORM*** with them to the exam in order to participate. Failure to bring the completed Release of Liability Form notarized by a Notary and Release to Participate in the Fitness Screening Test form signed by a Physician will result in disqualification from the physical fitness examination as well as the written examination.

Applicants must be at least 20 years of age to participate in the physical agility examination.

*Forms can be found on the website at www.kingston-ny.gov/Employment

PHYSICAL FITNESS TEST STANDARDS

The 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.

SPECIAL REQUIREMENT FOR APPOINTMENT: Candidates must retake the physical fitness examination prior to being appointed off the eligible list if appointed after one year of passing the initial physical fitness exam. Physical Fitness examination results are good for **one year only**.

The City of Kingston will accept Physical Fitness examination results from other agencies, provided they have been witnessed by a Civil Service agency and completed within twelve months of the written examination. Results must be sent via email to jdecicco@kingston-ny.gov by the agency who witnessed the exam.

ELIGIBLE LISTS: After the written portion of the exam, the names of successful candidates will be placed on an eligible list in rank order of final scores. The list will be established for at least one year.

INSTRUCTIONS FOR COMPLETING THE REQUIRED FORMS NEEDED TO PARTICIPATE IN THE PHYSICAL AGILITY EXAM

RELEASE OF LIABILITY FORM

This form is completed by the **applicant**. This must be signed in front of a notary and the notary will witness the applicant signing the form and stamp the form with their notary certification. A notary can be found at local banks, the post office or the Kingston Civil Service Office (call ahead of time to confirm the notary will be in the office upon your arrival).

RELEASE TO PARTICIPATE IN THE PHYSICAL FITNESS SCREENING TEST

This form is completed by a physician or a physician assistant. This can be done by scheduling an appointment with a physician or by scheduling an appointment with an Urgent Care facility.

This must be done prior to arriving at the physical agility examination.
BRING THE FORMS WITH YOU TO THE PHYSICAL AGILITY EXAM!