Issued: March 9, 2026

CITY OF AUBURN
MUNICIPAL CIVIL SERVICE COMMISSION
AUBURN, NY 13021

Announcement of open-competitive

POLICE OFFICER

EXAMINATION #60-062-590

EXAMINATION DATE: May 9, 2026
LAST FILING DATE: April 9, 2026
APPLICATIONS MUST BE POSTMARKED
NO LATER THAN: April 9, 2026

SALARY: $62,880 - $93,616

MINIMUM QUALIFICATIONS:
Applicants must be high school graduates or possess an equivalency certificate issued by the New York State Education Department.

NOTE: PROOF OF EDUCATION MUST ACCOMPANY YOUR APPLICATION.

SPECIAL REQUIREMENTS FOR ACCEPTANCE OF APPLICATIONS/APPOINTMENTS:
Candidates must be at least 19 years of age and less than 43 years of age at the time of examination. Candidates who reach their 43rd birthday on or before the date of the written exam are not qualified except as follows: Candidates may have a period of military duty or terminal leave, up to seven years as defined in Section 243(10-a) of the Military Law, deducted from their age for purposes of determining whether they meet the age requirement.

DRIVER'S LICENSE:
Candidates must possess a valid New York State Operator's license at time of appointment.

NOTE: A COPY OF YOUR CURRENT LICENSE MUST BE SUBMITTED WITH YOUR APPLICATION.

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

VACANCY:
The eligible list established as a result of this examination will be used to fill vacancies as they occur.

RESIDENCY REQUIREMENT FOR EXAMINATION:
None.

RESIDENCY REQUIREMENT FOR APPOINTMENT:
In accordance with the policies of the City of Auburn, you must comply with the residency requirements outlined in your contract. All employees shall reside within a 35-mile radius of the City of Auburn. In no event shall any employee reside outside of 35 miles from the City of Auburn. Preference in certification for appointment may be given to residents of the City of Auburn under section 23-4A of civil service law.

APPLICATION FEE:
The fee of **$25.00** is required for each separately numbered examination for which you apply. This must accompany your application.

Send Check or Money Order payable to the **CITY TREASURER**
Write the Exam Number on the Check or Money Order - **DO NOT SEND CASH**
Pay online here: https://pay.xpress-pay.com/org/A4565D4541A1475

As no refunds will be made if your application is disapproved, be sure to check your qualifications carefully with the requirements for admission and file for this exam only if you are clearly qualified.

APPLICATION FEE WAIVER:
A waiver of application fee will be allowed if you are unemployed and primarily responsible for the support of a household. In addition, a waiver of application fee will be allowed if you are determined eligible for Medicaid, or receiving Supplemental Security Income payments, or Public Assistance (Temporary Assistance for Needy Families/Family Assistance or Safety Net Assistance) or are certified Job Training Partnership Act/Workforce Investment Act eligible through a State or local social service agency. All claims for application fee waiver are subject to verification. If you can verify eligibility for application fee waiver, complete a "Request for Application Fee Waiver and Certification" form and submit it with your application by the close of business on the Application Deadline as listed on the Examination Announcement.

DISTINGUISHING FEATURES OF THE CLASS:
This position exists within the City of Auburn Police Department and is responsible for the protection of life and property within the City's jurisdiction through the enforcement of Vehicle and Traffic Law, New York State Criminal Procedure Law and local ordinances. This work involves responsibility for the enforcement of laws and ordinances and the protection of lives and property in an assigned area during a specific shift. The duties consist primarily of routine patrol tasks, assisting in investigation of criminal offenses and the apprehension of criminals. Direct supervision is received from a higher-ranking officer. Does related work as required.

SUBJECT OF EXAMINATION:

There will be a written test which you must pass in order to be considered for appointment. Only the 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 to be scheduled for the qualifying physical fitness test. Candidates who pass the fitness test and who are given a conditional offer of employment will be scheduled to take the required medical 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 and 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, or 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 (for all municipalities except White Plains) 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.

QUALIFYING PHYSICAL FITNESS TEST:

Candidates who successfully completed the written exam MAY be invited to participate in the qualifying physical fitness test at some point in the future.

NOTE: THERE WILL BE NO QUALIFYING PHYSICAL FITNESS TEST ON THE DAY OF THE WRITTEN EXAM.

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:

1. Sit up — Muscular Endurance – The score indicated below is the number of bent-leg sit-ups performed in one minute.

2. Push-up — Muscular endurance (Upper Body) – The score below is the maximum number of full body repetitions that a candidate must complete without break.

3. 1.5 Mile Run Cardiovascular Capacity – The score indicated below is calculated in minutes:seconds.

MALE	SIT-UP	PUSH-UP	1.5 MI RUN
20-29	38	29	12:29
30-39	35	24	12:53
40-49	29	18	13:50

FEMALE	SIT-UP	PUSH-UP	1.5 MI RUN
20-29	32	15	15:05
30-39	25	11	15:56
40-49	20	9	17:11

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 your age and sex, represent the fortieth (40th) percentile of physical fitness as established by the Cooper Institute.

NOTE: FAILURE ON ANY PART OF THE QUALIFYING TEST WILL REMOVE YOUR NAME FROM FURTHER CONSIDERATION FOR APPOINTMENT.

BACKGROUND INVESTIGATION:

As stated in Section 58 of the Civil Service Law, there will be a background investigation conducted in accordance with the standards of the municipal police training council (MPTC). Derogatory information will be evaluated and may result in disqualification. All convictions must be reported. Conviction of a felony or misdemeanor, or any falsified or omitted information, may bar appointment or result in removal after appointment, depending upon the relationship of the violation or omission to the duties of the position. Applicants will be required to undergo a State and national criminal history background investigation, which may include a fingerprint check, to determine suitability for appointment. Failure to meet the standards for the background check may result in disqualification. Candidates who pass the fitness test and are given a conditional offer of employment will be scheduled to take a required medical, psychological, and polygraph examination.

NOTE: CONVICTION OF A FELONY WILL BAR APPOINTMENT AND CONVICTION OF A MISDEMEANOR OR OTHER OFFENSE MAY BAR APPOINTMENT.

If you successfully complete the background check, you will be issued a conditional offer of employment and scheduled to take a polygraph examination. Successful completion of a polygraph examination and psychological evaluation are mandated by the Department of Justice

Polygraph Examination: Applicants shall undergo a polygraph examination by a certified polygraph examiner according to the standards set forth by the New York State Department of Criminal Justice.

Psychological Evaluation: Applicants will undergo a psychological evaluation by a licensed psychologist or licensed psychological examiner designed to comply with the guidelines established by the Psychological Services section of the International Association of Chiefs of Police and the guidelines published by the NYS Division of Criminal Justice Services. The testing includes a detailed history questionnaire covering employment, education, driving, finances, arrests, substance abuse, relationships, and mental health treatment as well as other topics. This questionnaire then forms the structure of a face-to face interview in the second phase of the evaluation.

If you pass the psychological test, you will be scheduled to take a medical examination. You must successfully pass the medical exam to advance to the next round of testing.

Medical Examination: The applicant's medical condition will be evaluated by a licensed physician who will conduct a battery of exams of the applicant's overall health to include hearing, dental condition, height/weight proportions, visual acuity and heart and pulmonary function. The applicant's general ability to perform the essential related job functions will also be evaluated.

DRUG POLICY FOR ALL APPLICANTS FOR THE POSITION OF POLICE OFFICER**:**
An applicant for any position may not have illegally used any Schedule I through Schedule V controlled substance within the preceding three (3) years from the time of application for the position of Police Officer. (Schedules I through V as defined in the Controlled Substances Act, 21 U.S.C., Section 812, include but are not limited to, cocaine, crack, lysergic acid diethylamide (LSD), amphetamines, methamphetamines, heroin, MDMA, GHB and anabolic steroids.) Although Schedule I includes marijuana, APD's drug policy on marijuana usage is set forth separately below.

The applicant for any position may not have unlawfully used or sold marijuana within the preceding (1) year from the time of application for the position of Police Officer. The various forms of marijuana include cannabis, hashish, hash oil, and tetrahydrocannabinol (THC) in both synthetic and natural forms.

No applicant will be considered for employment if he / she have a pattern of illegal usage of controlled substances (including marijuana) in his or her lifetime. Experimental usage will be evaluated on the basis of circumstance of involvement, use, length of use and quantity of use. Any applicant may not have illegally used a controlled substance (including marijuana) while employed as a law enforcement or corrections officer or while employed in a position of public safety.

Except as provided above, any applicant may not have violated any provision of the Controlled Substances Act, including but not limited to, the illegal sale, delivery, or manufacture of a controlled substance. An applicant will not be considered for employment if he/she has been convicted of any DWI in the preceding three (3) years, or a DWAI more than a year prior to the time of application, or more than one incident in the applicant's lifetime from the time of application for the position of Police Officer.

CALCULATOR:
Use of calculators is **PROHIBITED** for this exam. No electronic communication devices (cellular phones, smart watches, tablets, etc.) are allowed in the examination room.

MULTIPLE EXAMINATIONS ON SAME DAY (CROSS FILERS):
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.

RELIGIOUS OBSERVER:
If you need special arrangements to take this Examination because you are a religious observer (for religious reasons you cannot be tested on the scheduled examination date), please note on the application. We will send you an admission notice with special arrangements for the time, date and place of your examination.

SPECIAL ACCOMMODATIONS:
If you are a person with a disability and need accommodation in order to participate in the examination, please note on the application. Then, on or before the last filing date of the examination, you should describe the accommodations you need in a separate letter to the Auburn Civil Service Commission.

MILITARY/ACTIVE DUTY:
A candidate who is approved to take this examination and who is serving on active duty on the date of this exam may be eligible for a military make-up exam at a later date.

VETERANS CREDITS:
Veterans or Disabled Veterans who have served on active duty during creditable periods of war will be eligible for veteran's credits. The applications for veteran's credits are available in the Auburn Civil Service Office. All veteran's credits applications must be notarized and accompanied by a certified copy of your DD-214. Both forms must be submitted to the Auburn Civil Service Office before the eligible list is established.

ADDITIONAL CREDITS 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 (10) 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 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.

This written examination is being prepared and rated by the N.Y.S. Department of Civil Service in accordance with Section 23.2 of Civil Service Law. The provisions of N.Y.S. Civil Service Rules and Regulations dealing with the rating of examinations will apply to this written test.

HOW TO APPLY:
You may obtain applications from the Auburn Civil Service Office at Memorial City Hall between the hours of 8am and 4pm. To request by mail send a self-addressed ($1.38 postage) envelope to:

Auburn Civil Service Commission
Memorial City Hall, Room 208
24 South Street
Auburn, NY 13021

Applications are available online. Website for the City of Auburn Civil Service office is: www.auburnny.gov under Job opportunities.
Application fees can be paid online here: https://pay.xpress-pay.com/org/A4565D4541A1475

TIME AND PLACE OF EXAMINATION:
Approved candidates will be notified by mail regarding the time and place of the exam in Auburn. Candidates will not be admitted to the examination unless they have an admission letter and photo id.
If notice of approval or disapproval is not received seven (7) days prior to the exam date, please notify the Auburn Civil Service Office – 315-255-4141.

GENERAL INSTRUCTIONS AND INFORMATION:

1. Falsification of any part of the "Application for Examination" will result in disqualification.
2. Applicants must answer every question on the application and make sure it is complete in all respects. Incomplete applications will be disapproved.
3. Appointments from an eligible list must be made from the top three candidates willing to accept the appointment. The duration of the eligible list must be fixed for a minimum period of one (1) year and a maximum period of four (4) years.
4. It is the responsibility of the candidate to notify the Auburn Civil Service Office of any changes of name and/or address. No attempt will be made to locate candidates who have moved. The Civil Service Commission Office does not make any formal acknowledgement of the receipt of an application or take any responsibility for non-delivery mail or postal delays.
5. The passing grade for this examination is 70.0
6. If you are taking another civil service exam scheduled for the same day as this exam, please note this on your application. Include the exam number, title and the Civil Service agency that is holding the exam. (See Cross-Filers)

Auburn Civil Service Commission:

John C. Hardy
Mikel E. Zank
Christina Tomasso

An equal opportunity employer