

A D D E N D U M

POLICE OFFICER, O.C. #60065-380

The VACANCY information has changed:

VACANCY: The City of Batavia has one (1) full-time vacant position. This examination is also being held to establish an eligible list to fill future vacancies, which may occur during the life of the eligible list. An eligible may receive only one permanent appointment from this list. Once appointed, there will be a Probationary Period of 8-78 weeks where candidates will be evaluated based on performance of duties.

**THE DEPUTY SHERIFF, O.C. #60065-390 EXAMINATION IS ALSO BEING GIVEN ON THIS DATE.
YOU WILL NEED A SEPARATE APPLICATION TO APPLY FOR THAT EXAM.**

GENESEE COUNTY HUMAN RESOURCES
COUNTY BUILDING I, BATAVIA, NEW YORK
ANNOUNCES

A CONTINUOUS RECRUITMENT

OPEN COMPETITIVE EXAMINATION FOR:

POLICE OFFICER, O.C. #60065-380

SALARY: City of Batavia- \$64,663 - \$87,768 annually (2026)
Village of LeRoy - \$18.00 - \$39.71 per hour (2026)

VACANCY: The City of Batavia has three (3) full-time vacant positions. This examination is also being held to establish an eligible list to fill future vacancies, which may occur during the life of the eligible list. An eligible may receive only one permanent appointment from this list. Once appointed, there will be a Probationary Period of 8-78 weeks where candidates will be evaluated based on performance of duties.

This examination is being held on a continuous recruitment basis. The written exam will be held periodically. Candidates who meet the qualifications and pass the exam will have their names placed on the eligible list in the order of final scores, regardless of the date on which they filed or took the test. Generally, the names of qualified candidates will remain on the eligible list for one year. Any qualifying tests (pass/fail) will be scheduled as needed. **Candidates may apply to take this exam once in a six-month period.** This civil service agency or the Department of Civil Service reserves the right to terminate this special recruitment program.

LAST FILING DATE-----SEPTEMBER 9, 2026

EXAMINATION DATE-----OCTOBER 17, 2026

Residency Requirements to Participate in the Examination

Candidates must be legal residents of Erie, Genesee, Livingston, Monroe, Niagara, Orleans or Wyoming County at the time of examination and for at least two months prior to the date of the examination.

Preference in Certification for Residents for Appointment – Section 23(4-a) of the Civil Service Law

When preference in certification is given to residents of a municipality pursuant to subdivision 4-a of Section 23 of the Civil Service Law, an eligible must have been at least two months prior to the date of the certification, a resident of the City of Batavia, the Village of LeRoy or the Village of Corfu in order to be included in a certification as a resident of such municipality. An eligible must also be a resident of such municipality at the time of appointment.

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MINIMUM QUALIFICATIONS: On or before the examination date, to be eligible for this examination, applicants must meet the following minimum qualifications:

EDUCATION: Possession of a high school diploma or an equivalency diploma recognized by the New York State Department of Education.

Anticipated Eligibility – Age and Educational Requirements: According to Civil Service Law, section 54 which became effective September 4, 2024, applicants who are within 12 months of meeting the minimum age requirement may take the civil service exam but will be restricted from certification until such a time that the minimum age requirement is met.

AGE: Candidates must be at least 19 years of age on or before October 17, 2026 to be admitted to the written test. Eligibility for appointment as a Police Officer begins when the candidate reaches age 20. Candidates who reach their 43rd birthday on or before the date of the written examination (October 17, 2026) 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 the purpose of meeting the age requirement.

Effective September 1, 2025, Section 58.1(a) of the Civil Service Law requires that applicants not be “more than forty-three 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, religious accommodations or for an alternate test date situation which meets the conditions of the agency’s alternate test date policy) are advised to contact Genesee County Human Resources to discuss their request.

NOTE: PHOTO ID WILL BE REQUIRED ON THE DAY OF THE EXAMINATION

PHYSICAL AND MEDICAL: Candidates should be aware that an offer of employment will be contingent upon the passing of an appropriate medical and physical fitness examination as set forth by the Municipal Police Training Council.

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.

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QUALIFYING PHYSICAL FITNESS TEST, Cont'd:

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. **Copies of the physical fitness and medical standards are available upon request from Genesee County Human Resources or from our website at www.geneseeny.gov.**

PSYCHOLOGICAL EVALUATION:

As stated in Section 58 of the Civil Service Law, you will be required to participate in a psychological evaluation to determine your fitness to perform the essential duties of the position prior to appointment. Failure to meet the standards may result in your offer of employment being rescinded or in your disqualification. An eligible will be called for a psychological assessment as needed to fill existing and anticipated vacancies.

INVESTIGATIVE SCREENING:

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.

NOTIFICATION: Please be advised that in some municipalities, in order to be considered for a position as a Police Officer, all potential candidates will be required to submit to a polygraph examination as part of their background investigation.

DRIVER'S LICENSE: To be eligible for appointment, candidates must possess a valid New York State Driver's License. **(PLEASE PROVIDE US WITH YOUR NYS DRIVER'S LICENSE NUMBER, EXPIRATION DATE AND CLASS OF LICENSE).**

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

CONVICTION OF A FELONY WILL BAR APPOINTMENT. CONVICTION OF A MISDEMEANOR OR OTHER OFFENSE MAY BE SUBJECT TO EVALUATION AND MAY BAR APPOINTMENT.

If you are offered employment, you must be willing to submit to criminal history checks by both the Division of Criminal Justice Services (DCJS) and the Federal Bureau of Investigation (FBI).

CANDIDATES, PLEASE NOTE: It is vital that you submit, with your application, all information necessary to show your qualification for examination. APPLICATIONS WHICH DO NOT SHOW TRAINING AND/OR EXPERIENCE TO MEET MINIMUM QUALIFICATIONS WILL BE DISAPPROVED, AND WE WILL NOT REFER TO OTHER APPLICATIONS ON FILE FOR ADDITIONAL INFORMATION.

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NOTE – FILING FEES: Genesee County Human Resources has temporarily waived the collection of examination fees for all candidates beginning with Civil Service examinations scheduled after June 1, 2022 through December 31, 2027.

TYPICAL WORK ACTIVITIES:

Patrols a specific district or beat on foot, on a motorcycle or in a radio cruising car;
Checks doors and windows of unoccupied business and residential property;
Investigates suspicious activities and makes arrests for violations of Federal and State and Local ordinances;
Escorts prisoners to jail and to court and has them booked on charges;
Watches for and makes investigations of wanted and missing persons and stolen cars and property;
Directs traffic and maintains order in crowds, parades and other public gatherings;
Directs the public and answers questions;
Reports serious defects in streets and in related matters requiring the attention of the public works department;
Sends and receives radio and teletype messages;
Assists in criminal investigations and apprehension of criminals;
Makes daily reports of activities;
May perform public speaking engagements to various groups on juvenile and/or adult crime prevention programs;

SUBJECT OF EXAMINATION: A test designed to evaluate knowledge, skills and/or abilities in the following areas:

1. Situational Judgment
2. Language Fluency
3. Information Ordering and Language Sequencing
4. Problem Sensitivity and Reasoning
5. Selective Attention
6. Visualization
7. Spatial Orientation

USE OF CALCULATORS IS PROHIBITED FOR THIS EXAMINATION.

EXPANDED SUB-TEST DESCRIPTION:

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.

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.

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EXPANDED SUB-TEST DESCRIPTION, Cont'd:

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.

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, which will be 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.

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.

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.

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 in which you would move to get to another location by the shortest (least distance) route.

Test Guide:

A Guide for the Written Test for **Entry-Level Law Enforcement** 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.

CROSS-FILING: If you have applied for other local government or state examinations, call or write to each civil service agency to make arrangements no later than **two weeks** before the date of the examinations. You must notify all local government civil service agencies with whom you have filed an application of the test site at which you wish to take your examinations. The "Cross-filer Form" for Genesee County can be obtained at Genesee County Human Resources, 15 Main St., Batavia, NY 14020 or from our website, www.geneseeny.gov.

NOTE: Religious Accommodations, Persons with Disabilities or Active Military: If special arrangements for testing are required, please indicate this on your application. An explanation of your need for special testing accommodations must be attached to your application. If due to disability – medical documentation must be provided.

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ACTIVE MILITARY MEMBERS: Any member of the armed forces of the United States who has duly filed an application to compete in a scheduled competitive examination but was deprived of the opportunity to compete in the examination due to active military duty could be provided with a special military make-up examination.

Current members of the Armed Forces may apply for Veteran's credits by filing an "Application for Veteran's Credits" (Form VC-1). The "Application for Veteran's Credits" can be obtained at Genesee County Human Resources, 15 Main St., Batavia, NY 14020 or from our website at, www.geneseeny.gov. Proof of military status must also be presented and verified in order for consideration of granting of "conditional" Veteran's credit. Acceptable proof may include a military I.D. card, military orders, or other official military document that substantiates active military service at time of exam. This documentation and VC-1 Form must be received prior to the establishment of the Eligible List for this examination. The "conditional" status of the additional credits will remain until proof is provided indicating that the service was in time of war and that the veteran received an honorable discharge, or was released under honorable circumstances.

VETERANS: Additional credits are available to veterans who meet certain established requirements. Veterans who have not exhausted their credits should make application for their use, if desired. A COMPLETED APPLICATION FOR VETERANS CREDITS (FORM VC-1) AND a COPY OF SEPARATION PAPERS (FORM DD-214) MUST BE RECEIVED BEFORE THE ELIGIBLE LIST FOR THIS EXAMINATION IS ESTABLISHED IN ORDER TO UTILIZE ADDITIONAL CREDITS. DISABLED VETERANS MUST SUBMIT, IN ADDITION, A COPY OF FORM VC-3 (AUTHORIZATION FOR DISABILITY RECORD). The "Application for Veteran's Credits" can be obtained at Genesee County Human Resources, 15 Main St., Batavia, NY 14020 or from our website at, www.geneseeny.gov.

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 must provide the necessary documentation to verify additional credit eligibility within thirty (30) days of the examination date. No credit may be added after the eligible list has been established.

PUBLIC SERVICE LOAN FORGIVENESS: College graduates with student loans may be eligible to have part of their loan paid for after being employed in a full-time position at Genesee County. Additional information is available at <https://studentaid.ed.gov/sa/sites/default/files/public-service-loan-forgiveness.pdf>.

PLACE TO FILE: To get an application, come in or send a stamped, self-addressed envelope to: Genesee County Human Resources, County Building I, 15 Main Street, Batavia, NY 14020 or download from website: www.geneseeny.gov. Phone 344-2550, Ext. 2221.

Applications mailed to us must be postmarked with a date no later than the last filing date indicated on this announcement.

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PLACE TO FILE, Cont'd:

To apply online, please use the following link: <https://genesee-county.docuware.cloud/docuware/formsweb/police-sheriff-exams-application>

Online applications must be submitted no later than 5:00 p.m. on **September 9, 2026**.

All correspondence will be sent only to the address provided on the application for examination. It is your responsibility to inform the Genesee County Human Resources office of any change of address. Correspondence returned for incorrect address will not be forwarded. All address changes must be submitted to the Genesee County Human Resources office in writing.

APPLICANTS: Please contact this office three days prior to examination if you have not been notified by us, as to your eligibility to participate in this examination.

This written examination was prepared and rated in accordance with Section 23(2) of the Civil Service Law. The provisions of the New York State Civil Service Law, rules and regulations dealing with the preparation and scoring of examinations apply to this test. No review is available for the written exam as the opportunity for retest exists.

All qualified applicants will be afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex, age, disability or marital status.