

The City of Buffalo now offers online filing. You may complete and submit your application online at the City of Buffalo website: www.city-buffalo.com. Click the "APPLY HERE" link and follow the instructions.

POLICE LIEUTENANT - No. 2240012 (\$73,312/Yr)

A NON-REFUNDABLE APPLICATION PROCESSING FEE OF \$25.00 MUST ACCOMPANY YOUR APPLICATION. CASH OR MONEY ORDER ONLY. PERSONAL CHECKS NOT ACCEPTED.

MINIMUM QUALIFICATIONS: The following qualifications must be met at time of filing application.

(A) Applicants must have continuous and permanent status or contingent permanent status or a combination of both in the City of Buffalo Department of Police as a **Police Officer** for at least **three years**;

OR

(B) Applicants must have continuous and permanent status or contingent permanent status or a combination of both in the City of Buffalo Department of Police as a **Detective or Detective Sergeant** for at least **one year**;

OR

(C) Applicants must have continuous and permanent status or contingent permanent status or a combination of the titles in the City of Buffalo Department of Police as a **Police Officer, Detective, or Detective Sergeant** for at least **one year**.

SPECIAL REQUIREMENT:

- Possession of a current NYS Drivers License which must be presented at time of appointment and maintained during length of employment.
- Successful candidates must meet the provisions of Section 209-q of the General Municipal Law.

THIS EXAMINATION WILL TEST FOR KNOWLEDGE, SKILLS AND ABILITIES AS FOLLOWS:

1. Written Examination
2. Structured Oral Assessment

I/O Solutions has set up a section on their company website devoted to candidates taking the Buffalo Police promotional testing components. This "landing page" will house information related to the promotional process that is furnished by I/O Solutions. This information may include several components, including a written examination preparation guide, a videotaped candidate preparation/orientation session (pertaining to the written examination), a link to purchase the police management/leadership textbook and other information of note (i.e., appeal rules/guidelines, preliminary test results, summary information about the secondary assessment process (SOI, AC, etc.), preparation material for the secondary assessment, etc.).

To access this landing page, please follow these steps:

- Go to www.iosolutions.org
- Click "sign in" at the top right-hand corner of this home page
- A new page will appear with a field indicating "account log in". There are two fields where information must be entered. In the field "username/e-mail address", please enter the following username: `buffalopolice` The second box asks you to provide the pre-determined password. This password is `buffalopolicepromo12`
- Hit enter or account sign-in to proceed
- Then, go to the dropdown menu located in the top portion of the page. From this embedded drop down menu you should navigate through the following menus: Click the drop down for "Research & Resources", then "Agency Resources, then "Resources for Promotional Processes", then "Buffalo PD Promotional Testing 2012".
- This will take you to the Buffalo Police promotional testing landing page.

March 1, 2012

Written Exam: March 26, 2012
Structured Oral Assessment: Week
of April 30, 2012 (2/7/12)

- **SUBJECT OF EXAMINATION –** Phase I: Written Job Knowledge Exam... ..Weight.....30%
- Phase II: Structured Oral Assessment.....Weight.....70%
- Cut scores will be utilized for Phase I and Phase II. Candidates must receive a passing score on both tests to be placed on the Eligible List.
- Points will be added to a successful candidate's score as follows:
- **SENIORITY**.....For Each Year 0. 2
- Rating of Seniority is based on the length of continuous and permanent status in the classified civil service up to a maximum of twenty years.
- =====

A paper copy of the **Candidate Preparation Guide** is available in Room 1001 City Hall, or you may obtain a PDF of the study guide on the I/O Solutions website located on the Buffalo Police promotional testing landing page discussed above. Remember you will need to sign-in to this site to obtain this information.

A **Candidate Preparation/Orientation Session** will be offered for the promotional testing processes. The preparation session is designed to help candidates prepare for the initial stage of the promotional process—the written examination. In addition, general information about the promotional process will be provided during this session. This preparation session will focus on the written examination. A separate session may be conducted in early April to provide information about the secondary assessment processes. More information about this second session will be available to those who are successful on the written examination and will be presented at the written examination administration.

The candidate preparation session is presented via the web on a video (PowerPoint presentation with sound). This video will be available starting on Thursday February 2nd at 6 p.m. Eastern Time. The video will be available for viewing until March 26th, 2012. To access this video (starting on 2-2-12), please go to <https://orientations.iosolutions.org/?COID=2> On this page you will be prompted with further instructions.

Police Lieutenant – No. 2240012 (cont'd.)

Written Job-Knowledge Exam Source Allocation and Examination Plan: Rank of Lieutenant Source Allocation

Source Material	% of Exam*
Core Concepts for Law Enforcement Management Pearson Custom Publishing (ISBN- 13: 978-0-558-04174-8) <i>Available <u>only</u> through Public Safety Recruitment at www.publicsafetyrecruitment.com or 1-800-343-HIRE (Ext. 616) for \$120 + shipping</i> <i>On the website this is listed under study guide link, then law enforcement study guide sub link and titled as "The Buffalo Police Promotional Examination Textbook"</i>	25-30%
Buffalo Police Department—Manual of Procedure	45-60%
Penal and Criminal Procedure Law of the State of New York, 2011 Ed. Available from LexisNexis (ISBN- 13: 978-1-422-46853-1) at www.lexisnexis.com or 1-877-394-8826 for approximately \$27.00**+ shipping	10-15%
Vehicle and Traffic Law of the State of New York, 2011 Ed. Available from LexisNexis (ISBN-13: 978-1-422-48499-9) at www.lexisnexis.com or 1-877-394-8826 for approximately \$25.00** + shipping	6-10%
TOTAL	100%

Note: When specified, examination questions will be drawn directly from the above sources. Correct answers to test items are also identified directly from the above source material.

* The above percentages are approximations of the final items totals. The final number of items drawn from the source is subject to change.

** Please note that availability for this particular source book may be limited. We will write from the 2011 source editions as this is the edition projected to be available both at the time of the unofficial reference list release and the official announcement of the examination. That said, the publisher has indicated that the 2012 editions will be available in mid-January and early February respectively. Again, please note we will not include the updated 2012 material. That said, you may purchase a 2012 edition and note the laws updated from 2011 or you may obtain this information from several other sources (this is compiled information from statutes and is widely available).

Core Concepts for Law Enforcement Management

The following chapters will be covered for the promotional examination.

- Chapter 1 Planning & Decision-Making
- Chapter 3 Stress & Police Personnel
- Chapter 4 Legal Aspects of Police Administration
- Chapter 5 Motivation: The Force Behind Behavior
- Chapter 6 Managerial Communication: The Vital Process
- Chapter 9 The Supervisor's Function in the Organization, Administration and Management
- Chapter 10 Leadership, Supervision and Command Presence
- Chapter 12 Employee Dissatisfaction and Grievances
- Chapter 13 Distribution and Deployment of Field Forces
- Chapter 15 Multicultural Communities: Challenges for Law Enforcement
- Chapter 18 Empowerment
- Chapter 21 New Policing Philosophies and Strategies
- Chapter 23 Police Misconduct

Penal and Criminal Procedure Law of the State of New York, 2011 Ed.

The following sections will be covered for the promotional examination.

From Penal Law

- Assault and related offenses
- Sex offenses
- Kidnapping
- Burglary
- Arson

Police Lieutenant – No. 2240012 (cont'd.)

Penal and Criminal Procedure Law of the State of New York, 2011 Ed. (Cont'd)

Larceny
Fraud
Offenses involving computers
Forgery
Controlled substances offenses
Prostitution
Offences relating to children, disabled or elderly
Firearms
Terrorism

From Criminal Procedure

Standards of Proof
Arrest
Summons
Search Warrants

Vehicle and Traffic Law of the State of New York, 2011 Ed.

The following sections will be covered for the promotional examination.

Registration of motor vehicles / motorcycles
Accidents and accident reports
Obedience to and effect of traffic laws
Traffic Signs
Right of way
Pedestrians' rights and duties
Speed restrictions
Alcohol and drug-related offenses
Stopping, standing and parking
Operation of motorcycles
Traffic control devices

Buffalo Police Department—Manual of Procedure

All sections will be covered for the promotional examination, including:

Chapter 1 Organization
Chapter 2 Aided and Accident Cases
Chapter 3 Arrest
Chapter 5 Evidence
Chapter 6 Courts
Chapter 7 Traffic
Chapter 8 Patrol
Chapter 9 Communications and Records
Chapter 10 Work Hours, Vacations, Time Off and Record Keeping
Chapter 11 Public Assemblages and Emergencies
Chapter 12 Uniforms and Equipment
Chapter 13 Leaves and Injured On-Duty
Chapter 14 Cooperation With Other Agencies
Chapter 15 Discipline and Discharge
Chapter 16 Courtesies and Recognition
Chapter 17 Investigations
Chapter 18 Budget, Supplies, Property and Travel

Police Lieutenant – No. 2240012 (cont'd.)

The **Written Test** is scheduled to be administered on **March 26, 2012**. The **Structured Oral Assessment Test** is tentatively scheduled for the week of April 30th. No site has been secured for the secondary assessment and thus this date is subject to change. Candidates will receive admission notices under separate cover for the written examination and structured oral assessment. Please note that your participation in the Phase II component (if you meet the qualifying or passing score on the written exam) will take a minimum of two consecutive days during this week with a possible maximum of three days.

Orientation Session

I/O Solutions will provide a test preparation/orientation session for the promotional process in early February as described previously. This session will focus on the written examination and will cover general aspects of the promotional process as a whole.

The orientation session will cover the content of the written examination, how I/O Solutions develops job-knowledge exams and how to study for this test. A session covering the secondary assessment component may be available to those passing a respective examination. This session will not be available until after the written examination has been conducted (it will be available in early April).

I/O Solutions does not support or endorse any outside test preparation firms—unfortunately, no outside agency has any credible knowledge or understanding of this particular process.

Promotional Job Knowledge Examination

The job knowledge examination is a written tool that is specifically designed to assess essential, job-related knowledge. This examination will be a multiple-choice test, where one must determine the “BEST” answer from among the four response options. Typically, these exams are 100 items in length (though they could vary between 60 and 120 items). Item content and the correct answer (and often, material to support the distracters or incorrect answers) are drawn directly from the pre-specified source materials. The source material is considered the “governing body of knowledge” for the examination. Thus, items are correct according to the source material and source material only. The source material, including the specific sections (i.e., chapters, etc.) chosen for study, are provided to candidates in advance of the test administration to allow candidates to prepare. Preparation and study (i.e. reading the source material) is absolutely necessary for successful performance on such an examination. The examination will be custom developed for the Buffalo Police Department—this is not an off-the-shelf examination similar to previously utilized “state” tests. Hence, a portion of the examination will come from internal documents such as the department’s procedural manual. The job knowledge exam will be supported by content validity evidence. This evidence will be established through a thorough linkage of the job description/job analysis to the measurable dimension of the exam and through subject matter expert involvement in the development of the exam plan.

Structured Oral Assessment (Detective-Sergeant and Lieutenant)

The second component of the promotional process is a structured oral assessment (SOA). An SOA is a hybrid between a structured oral interview and an assessment center, whereby several “exercises” are administered. These exercises could be interview-type exercises or assessment exercises. The exercises utilized may be administered over the course of one or more days to ensure security of the process (i.e., your participation may occur over the course of several days). Please see the description below for each type of component. Typically, a SOA consists of several separate interview sessions (concerning separate topic areas with separate panels) and one or two assessment style exercises.

The dates of the Structured Oral Assessment have not been finalized and candidates will be notified of the exact dates at the written exam. It is advised that you be mindful of your availability to participate in this test as no alternate test dates will be permitted, except as required by law.

Police Lieutenant – No. 2240012 (cont'd.)

Structured Oral Interview

This exercise may consist of a single interview or a series of structured interviews over the course of one or more days. Each structured interview will consist of a series of pre-determined questions. An interview is considered “structured” when the interview content is consistent across all candidates in the process, formal pre-determined job-related rating criteria exist to ensure assessors can consistently and fairly evaluate your performance, and when the interview administration is consistent, structured and follows professional guidelines. The content of the interview questions may vary significantly depending on the rank in question but could include (though are not limited to) the following general topics: Tactical issues (how you would handle certain job-related situations that are technical or tactical in nature); management and supervisory issues (Mgmt. ranks); issues concerning leadership, ethics and best practices; background knowledge, skills and abilities related to the position; Community policing, community relations and customer service; Problem-solving and analysis and decision-making, etc. Interview questions may be situation in nature (presenting you with situations and asking how you would respond), based on previous experiences (asking you what you have done to handle similar circumstances in the past and what knowledge, skills and abilities you might have developed to handle similar situations in the future), or self-report (describing your skills and abilities; work you have done in preparing for promotion, your job-related background, etc.).

Assessment Center

An I/O Solutions’ assessment center is a battery of job simulations/exercises geared toward measuring essential skills and abilities of promotional candidates. Common exercises include one-on-one role-plays, group presentations, tactical simulations, in-basket/in-box simulations, management interviews, and written problem solving exercises. In any “role-play” exercise, you will be provided with detailed and specific instructions and you will play the assigned role for the duration of the exercise (e.g., a new lieutenant meeting with a subordinate experiencing work-related performance problems). For example, you might conduct a one-on-one role play exercise where you meet with a citizen (requesting to speak with a police supervisor) whom is unhappy regarding police services and wishes to better understand the department’s actions. In such an exercise you will “role-play” with a professional actor (recruited by I/O Solutions and trained specifically for this role). Another role-play exercise might place you at a community meeting to discuss a problematic issue with a particular community group. Another role-play might require you to conduct a shift briefing/line-up/roll-call with your subordinate officers. In such a meeting you would make assignments, discuss relevant issues and introduce yourself to new staff members (based on the instructions for the exercise). Similarly, you might be required to make a formal presentation as part of the assessment center process. This presentation could be on your background, qualifications, skills, abilities and preparations for promotion. In a completely different vein, you might be asked to prepare and present recommendations for changes in police services and protocols. Tactical exercises may require to you discuss how you would handle critical tactical situations—such exercises could actually require you to interact with role-players or simply provide verbal responses to scenarios (similar to interview questions). Finally, there are a myriad of written exercises that are employed in police assessment centers including in-basket exercises and written problem-solving exercises. Such exercises will be presented in more detail during the I/O Solutions sponsored orientation sessions.

In any assessment, you will be evaluated by assessors from outside the agency that are unknown to you to insure the fairest and most consistent process. Candidates are rated according to their adherence to the pre-determined rating criteria in the various exercises and/or interviews. Similar to the written examination, this exercise will be custom developed for the Buffalo Police Department (including the rating guidelines). I/O Solutions will oversee the process including the development, validation, assessor recruitment, assessor training, assessment administration and rating, and the tabulation of results.

General Information on Secondary Assessments

In any assessment, you will be evaluated by assessors from outside the agency that are unknown to you to insure the fairest and most consistent process. Candidates are rated according to their adherence to the pre-determined rating criteria in the various exercises and/or interviews. Similar to the written examination, this exercise will be custom developed for the Buffalo Police Department (including the rating guidelines). I/O Solutions will oversee the process including the development, validation, assessor recruitment, assessor training, assessment administration and rating, and the tabulation of results.

Police Lieutenant – No. 2240012 (cont'd.)

Written Examination Post-Test Scoring, Review and Appeal Process

Immediately after the examination is completed, post-test processes will commence. The post-test processes include two optional sessions. In the first session, you will be allowed an opportunity to conduct a *preliminary grading* of your examination. In the second optional session, you will be given an opportunity to review an examination and a copy of your answer sheet. At this time you may file any examination or item-level appeals. The following section will describe the post-test scoring, review and appeal process conducted by I/O Solutions. All procedures will be explained on the day of the test and minor modifications may be made to the procedures.

Post-Test Scoring: Preliminary Grading Process

An unofficial grading process is utilized. This is considered a preliminary or unofficial grading of the examination as the machine scoring, after appeals, will be considered the final and official examination score. The following steps outline the post-test scoring process.

1. If you choose to stay for the post-test procedures, you will turn in your examination materials and check-out with the examination administrator. You will leave the testing area and you should ensure that your communications do not interfere with those still working on the examination. You must be available to the examination administrator as the post-test process will begin shortly after the last candidate completes the examination or at the end of the examination's timed period.
2. Once the last candidate completes their examination (or once time expires) there will be a 30 minute administrative break. After approximately 30 minutes, all interested candidates will reconvene in the testing room. Candidates will be provided with a photocopy of their answer sheet and in some circumstances, a copy of the answer key will be provided.
3. The test administrator will orally review the answer key, providing the correct answer for each item in the examination. Candidates are asked to conduct an unofficial and preliminary grading of their test at this time and to document their score.
4. Candidates are allowed a pre-specified time period (10 minutes) to add up the incorrect answers and determine their preliminary score.
5. At this time, examination materials are collected from candidates not wishing to attend the post-test review and appeal session (the second optional session). This session starts immediately after the scoring session.

Post-Test Review and Appeal Process

After the preliminary grading process, a second optional session will be held. In this session, examinees may review a copy of an examination along with a photocopy of his/her answer sheet. At this time, and this time only, candidates are allowed to submit appeals to the examination and/or examination items. I/O Solutions will only respond to written appeals collected during this session. In addition, you will not be allowed to review your examination at a later date and file appeals at any other time. The appeals process is conducted at this time to allow for administrative efficiency. The following steps outline the post-test review and appeal process.

1. After other candidates have been checked out of the post-test scoring session, post-test review and appeal procedures will be presented by the examination administrator and an examination booklet will be provided. Please note that the post-test review and appeal process is considered part of the examination administration and thus is an individual process. You may not work with others during this process and you may not talk. If you collaborate with others during this time period, no appeals will be accepted from you OR the any individuals you converse with.
2. You will have a predetermined period of time (typically 60 minutes) to review an examination booklet and answer sheet. During this time you may file examination appeals.
3. All appeals are collected in written form and no 'verbal' appeals will be accepted.
4. You may bring your examination sources with you on the day of the test. While you may not bring the sources into the examination room during the actual test administration (you should leave them in your vehicle or outside the

Police Lieutenant – No. 2240012 (cont'd.)

Post-Test Review and Appeal Process (cont'd.)

5. room), you may be allowed to bring sources into the post-test review process. An announcement will be made on this matter during the examination administration instructions.
6. Please note that you may not take out any written documentation from the post-test review process. This includes both documentation provided to you and notes that you generate. Thus, if your personal source materials are allowed into the post-test review process, you are forbidden from writing in these documents. While this may seem somewhat intrusive, this is the compromise you must agree to in order to have the convenience of using your own materials.
7. At the end of this session you will turn in any appeals or other writing you have generated during this session. I/O Solutions will only respond to appeals generated during the official test review and appeal session. I/O responds to all appeals in writing and provides these responses to the agency contact.

The material described above refers only to the written examination.

Appeal guidelines are presented in the study guide furnished by I/O Solutions. Please read this information.

Note: Examinations will be scored (after receiving, reviewing and making a determination on appeals) after the written examination by I/O Solutions at their offices in Illinois. Results will be forwarded to Buffalo Human Resources whom will mail out your results before the Phase II component.

Secondary Component (Structured Interview, Structured Oral Assessment and/or Assessment Center) Appeals

By rule, and similar to other municipalities, there is no right of appeal regarding the secondary phase of testing—including interviews and other assessments. Thus, you are unable to view the exercise instructions, rating criteria, specific rating packets used by the assessors in scoring your interview/exercise or any other proprietary assessment material associated with the administration phase of the secondary component (e.g., day of test materials). That said, our assessment consultant will collect formal feedback surveys at the end of the assessment process (upon check-out). You may document concerns in this survey and all documentation will be reviewed by I/O Solutions.

Cut Scores Utilized

Cut scores are utilized on both the written examination and the secondary assessment. Cut scores are put in place to ensure that only those meeting the minimum qualifications are placed on the final eligibility list. Cut scores for the written examinations will be set by some combination of a modified Angoff Method (used in the 2008 examinations) and a normative-based cut score (i.e., based on a percentile rank or something similar). Raw scores are often then statistically transformed to ensure a final cut score that complies with local and state Civil Service Rules (i.e., transformed to equate the passing score with a 70, to meet Civil Service requirements).

For a written job-knowledge-based examination, I/O Solutions often uses a modified Angoff procedure (an accepted procedure in the development of examination cut off scores where field-testing of the examination cannot be conducted) to determine the raw score equivalent to minimally qualified for the rank and this raw score would be announced the day of the written examination (e.g., a raw score of 55 points on a 100-point scale may be determined to be minimally qualified from the Angoff procedure—this score will be statistically adjusted to 70% and will represent the passing score).

Also note that it is important that the BPD have an adequate number of candidates moving forward in the promotional process and that the tests are screening for minimum qualifications (not just top performers). Thus, a decision-rule may be put in place such either the Angoff-derived cut score is utilized or the score at a particular percentile. For example, the Angoff may result in a recommendation for a cut score at the raw test score of 64. We may also have a normative decision-rule in place that indicates that the cut score will be either the Angoff-derived cut score or the score at the 50th percentile (for example). Whichever score results in more candidates passing will be utilized. Thus, if 200 people test and only 86 (43%) score at or above a raw score of 64 (which is the Angoff-derived cut score in this example), the score most closely approximating the 50th percentile would be used. Thus, percentiles would be calculated for each score and the cut score would be selected that approximates the 50th percentile.

Cut Scores Utilized (Cont'd)

To define this further, consider the following example. In the example listed above, assume that 13 people receive a raw score of 65 (1 raw score point above the Angoff-derived cut score) and thus 99 out of 200 candidates have a score of 65 or greater (essentially the 49.5% of the distribution). In this case, the next cut score would be considered as this score did not result in a score at the 50th percentile (however close this result was). Now assume 11 people score 66 on the examination and thus 110 out of 200 score at or above a 66 on the test. Since the 50th percentile was not achieved with a score of 65, the raw score of 66 would be utilized. Subsequently, per New York state civil service rules, this score would be transformed statistically such that a 66 (or whatever was the chosen cut score) was equal to 70

At the time of writing, either an Angoff-derived cut score will be considered or a combination of the Angoff and percentile-based cut scores as described above. The percentile recommendations would include the 50th percentile for the first-level supervisory ranks and any “initial promoted rank.” Thus, the 50th percentile could be utilized for lieutenant, detective-sergeant and detective, assuming that the Modified Angoff did not result in these numbers being achieved. For the middle management ranks, the 75% percentile would be suggested.

The cut scores on the secondary assessment are based on the rating scale used to evaluate candidates in the particular components. For example, if a rating of “7” is indicative of “minimally qualified performance” for a particular dimension/questions, this scale point will then serve as the passing point. In this example, an average of 7 in the secondary assessment (or 70.0000 out of 100 points) would be set as the cut score for the secondary assessment.



Testing Policies

Prompt Arrival—Please note that it is essential that you arrive on time for both the written examination and the secondary testing component (interview, assessment, etc.). It is your responsibility to account for unusual circumstances that may affect your ability to arrive on time, such as weather, traffic conditions, etc. Failure to appear on time for a scheduled testing, interview or assessment session will disqualify you from participation in the promotional process.

Confidentiality of testing and/or cheating—Please note that all content and material associated with both the written examination and the secondary promotional process are secure and confidential material, and should remain so for a period of 18 months after a given examination has concluded. This material is critical to the future of the city, the Buffalo Police Department and the individuals participating in the process. You must not breach the confidentiality of this process. This means that you should not discuss any testing content with any current or former member of the department, citizens of the metropolitan area, agents of test preparation firms, or any other person who has the potential to communicate this secure information to any other person. The information to be held secure and confidential includes (but is not limited to) the following: 1) the specific questions used in the written examination and the answers to the specific questions; 2) the specific sections (e.g., page numbers; specific policies, etc.) where written items were drawn for examination questions; 3) the types of interview or assessment exercises utilized; 4) the specific interview or assessment exercise instructions, material, or requirements; 5) any specifics or generalities regarding your participation in the promotional process including how you handled any interview or assessment exercise and what was said, done or performed by you, the assessors or the actors. Furthermore, you must not divulge any potential criteria or information that may be helpful to others in preparing for this event. In discussing the contents of this promotional process before the expiration of the 18 month period, please understand that you have breached the confidential nature of this testing process and that you may be subject to disciplinary action in accordance with policies and rules and regulations of both the city and the police department. Please understand that USERRA laws require municipalities to provide testing opportunities to department members on active military duty and thus a required military make-up could be administered at any time after your process has been administered.

In addition, please understand that any unethical behavior (i.e., cheating) associated with the entire promotional process will result in the disqualification of that candidate and possibly, further disciplinary action. This behavior includes (but is not limited to) bringing in unauthorized material to any examination (written, interview, or assessment, etc.), including cheat sheets, source materials, electronic devices, recording devices, etc.; trying to photograph, remove or otherwise take any testing content; or, in any way providing test content to any other individuals (this includes, but is not limited to other test participants, members of test preparation firms, etc.).

Police Lieutenant No. 2240012 (cont'd.)

EXAMPLES OF WORK (Illustrative Only)

Has complete charge of a patrol section and/or geographical area within a police district or of a unit or function within the department or on an assigned shift;

-briefs and/or advises Detectives, Acting Detectives, Detective Sergeants and Police Officers on general and special tasks or assignments to ensure they are informed of current crime information and departmental regulations;

-inspects personnel for compliance with the rules and regulations;

-supervises the patrol response within assigned areas/shift and visits with personnel and inspects equipment and readiness;

-inspects radios and vehicles at the beginning and end of each shift;

-supervises and instructs officers and support personnel concerning police activities;

-monitors CAD during the shift to insure delivery of effective police activities;

-enforces all released regulations of the Buffalo Police Department and takes action commensurate with authority;

-when necessary, provides administrative supervision of those subordinates not directly under their command, takes action commensurate with authority and ensures that the individuals chain-of-command is notified when this occurs;

Responds to and directs police activities at scenes of serious accidents, crimes, fires, civil disturbances or disorders until relieved by a superior officer;

Makes recommendations to Commanding Officer or takes action within scope of authority for more efficient use of police personnel and for improvement of police service;

-is responsible for taking action within scope of authority regarding incidents of misconduct and that superior officers are properly notified and thorough, accurate and timely reports are completed and forwarded;

Prepares work schedules to ensure adequate staffing and approved vacation and other time off taking into account budgetary considerations in these areas;

Reviews use of sick time by subordinate personnel and takes action as necessary commensurate with Police Lieutenant's authority;

-reviews and thoroughly investigates reports of injury by subordinate personnel;

Prepares and/or supervises the preparation of records and reports relating to activities of section, unit or geographical area;

Performs related work as required.

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IMPORTANT INFORMATION REGARDING WEATHER CONDITIONS ON THE DAY OF THE EXAMINATION –

In the event of severe weather conditions on the day of the examination, please listen to the following radio/tv stations for postponement or delay in the starting time of the administration of the examination: WBEN 550, WGR 930, WWW 1400, WWKB 1520 AM RADIO, WKSE 98.5, WLKK 102.5, WTSS 107.7-FM RADIO OR WIVB-TV (CH. 4) If no such announcement is made, you must presume that the examination will be administered as scheduled.

IMPORTANT INFORMATION FOR USE OF VETERAN'S CREDITS

If you are currently serving on active duty in the Armed Forces of the United States, you may apply for veteran's credits.

These veteran's credits shall be granted on a conditional basis at time of establishment of the eligible list. You will be restricted from certification using these credits until you have received an honorable discharge or release under honorable conditions. Your

DD214 must be presented as proof of service during war time, before you can be certified for appointment from the eligible list

using these credits.

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NOTICE TO EXAM PARTICIPANTS

Additional Points Available to Children of Police Officers and Firefighters Killed in the Line of Duty

(Section 85-a, NYS Civil Service Law, effective 9/17/02)

Applicants claiming these points must do so in writing (you may enclose in application), indicating the name, title, relationship and place of employment of the deceased parent.

Eligibility for points will be reviewed and applicants may be required to submit additional information to verify the claim.

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Additional points available to siblings of Firefighters and Police Officers killed in the line of duty as the result of the September 11, 2001 World Trade Center Attack (Chapter 500, Laws of New York 2003).

For more information, check with the Department of Human Resources, Civil Service office.