

CITY OF LOCKPORT
MUNICIPAL CIVIL SERVICE COMMISSION
MUNICIPAL BUILDING ONE LOCKS PLAZA LOCKPORT NY 14094

OPEN-COMPETITIVE EXAMINATION
FOR:

POLICE OFFICER

LAST DAY TO FILE:
SEPTMEBER 14, 2026

DATE OF EXAMINATION:
OCTOBER 17, 2026

Exam No. 60064380

- FILING FEE:** A non-refundable \$25.00 application fee must accompany each application. If paying by check or money order, make payable to the City of Lockport.
- VACANCIES:** The eligible list established as a result of this examination will be used to fill vacancies as they occur in the Lockport Police Department.
- SALARY:** **\$55,123-\$86,155 plus 4.5% Education Pay**
- RESIDENCY REQUIREMENT:** Every Officer initially employed by the City of Lockport is required to live within the County of Niagara.
- DUTIES:** These duties consist primarily of routine patrol tasks, assisting in investigation of criminal offenses and the apprehension of criminals. Ordinarily a police officer, whether on patrol work or on a special assignment, works under the supervision or direction of a higher ranking officer. However, there is considerable independent responsibility for exercises of sound judgment in emergencies
- MINIMUM QUALIFICATIONS:** **Candidates must possess an Associate's Degree or must have completed at least 60 semester hours from a regionally accredited or NYS registered college or university upon appointment.**
- SPECIAL NOTE:** A report from the United States armed forces certifying completion of the tests of general educational development will be accepted, not to exceed 30 credit hours towards the required 60 credit hours as stated above

OFFICIAL TRANSCRIPTS ARE TO BE SENT TO:

**CITY OF LOCKPORT
DEPT. OF CIVIL SERVICE
ONE LOCKS PLAZA
LOCKPORT NY 14094.**

SPECIAL REQUIREMENTS:

AGE: Candidates must be at least 19 years of age on or before the examination date to be admitted to the written test. Eligibility for appointment as a police officer begins when the candidate reaches the age of 20. **Candidates who reach their 43rd birthday on or before the date of the written examination are NOT qualified except as follows:** Candidates may have period of military duty or terminal leave up to six (6) years, as defined in Section 243 (10a) of the Military Law, deducted from their age for purposes of determining whether they meet the age requirements.

***SECTION 58.1 (a) 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, Sabbath observance or**

for an alternate test date situation which meets the conditions of the agency's alternate test date policy are advised to contact the Civil Service agency to discuss their request).

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

DRIVER'S

LICENSE: Candidates must possess a valid New York State Operator's License at time of appointment. Incumbent must maintain a valid license throughout employment. **A COPY OF YOUR LICENSE MUST BE ATTACHED TO YOUR APPLICATION.**

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

******CANDIDATES WILL BE SUBJECT TO A PSYCHIATRIC EVALUATION AS A CONDITION OF EMPLOYMENT, AS WELL AS A POLYGRAPH TEST. IF RESULTS ARE UNFAVORABLE, YOU WILL BE BARRED FROM APPOINTMENT.**

******POTENTIAL CANDIDATES WILL BE REQUIRED TO UNDERGO AN EXTENSIVE BACKGROUND INVESTIGATION TO DETERMINE SUITABILITY FOR APPOINTMENT. FAILURE TO MEET THE STANDARDS FOR THE BACKGROUND INVESTIGATION MAY RESULT IN DISQUALIFICATION.**

SUBJECTS OF

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

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.

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 Officer** 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.

The rating key for this examination will be established by the New York State Civil Service Commission prior to the date of the test, upon recommendation of a committee of police experts who will review all the questions for appropriateness and the key answers for correctness. There will be no review of the questions by candidates. This committee was selected with the assistance and endorsement of the Police Conference of New York, Inc., the New York State Association of PBA's, Inc., and the New York State Association of Chiefs of Police, Inc.

THE USE OF CALCULATORS IS PROHIBITED FOR THIS EXAMINATION

PHYSICAL AGILITY:

Candidates who pass the written test will be required to meet qualifying physical fitness standards as prescribed by the Municipal Police Training Council. Copies of these standards are on file with the Lockport Civil Service Commission, and may be reviewed upon request.

If you have applied for other local government examinations, you must submit a Cross Filer Form, to each Civil Service agency with which examinations you are participating in no later than two (2) weeks before the date of the examinations, and 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 the examinations.

VETERAN'S CREDITS: Veterans' or disabled veterans' who are eligible for additional credit must submit an application for Veteran's credit and their DD-214 with their application for examination or at any time between the dates of their application for examination and the date of the establishment of the resulting eligible list. Applications for Veteran's credit are available from this office. Veteran's credits can only be added to a passing score on the examination.

Effective January 1, 1998, the State Constitution was amended to permit a candidate currently in the armed forces to apply for and be conditionally granted Veteran's credit in examination. Any candidate who applies for such credit must provide proof of military status to receive the conditional credit. No credit may be granted after the establishment of the list. It is the responsibility of the candidate to provide appropriate documentary proof indicating that the service was in time of war, as defined in Section 85 of Civil Service Law, and that the candidate received an honorable discharge or was released under honorable conditions in order to be certified at a score including Veteran's credits.

APPLICATIONS: You are responsible for completing all sections of the application. Your application for this test is part of the examination process. Be very specific in explaining experience that will qualify you for the position sought. Ambiguity and vagueness will not be resolved in your favor. Applications may be obtained at the City of Lockport Civil Service Office, Room M-11, Municipal Building, One Locks Plaza, Lockport NY or by going to the City web site at lockportny.gov and clicking on Civil Service Forms. **All applications must be received and filed by the close of business on the last filing day.**

Any Police Officer who leaves the City of Lockport Police Department due to any cause other than termination at any time prior to the sixty (60) month anniversary of employment shall, in consideration of the financial investment made by the City of Lockport Police Department, reimburse all costs and expenses incurred by the City of Lockport Police Department in preparing the Police Officer to perform the duties of a Police Officer, including, but not limited to costs for his/her training, outfitting (uniform/fire arm) and education, hereinafter referred to as the "Investment", in accordance with the following schedule:

1 – 12 months	100% of the Investment
12 - 24 months	80% of the Investment
25 – 36 months	60% of the Investment
37 – 48 months	40% of the Investment
49 – 60 months	20% of the Investment

GENERAL INSTRUCTIONS

APPLICATION FORMS: May be obtained and filed with the Civil Service Commission located at One Locks Plaza, Lockport, New York 14094. One application must be filed for each examination. They must be received in this office by the last filing date.

CANDIDATES NOTE: You are responsible for completing all sections of the official application. **Be very specific in explaining experience that will qualify you for the position sought. Any ambiguity and vagueness will not be resolved in your favor.** Each separate sheet attached to the application must be signed.

ADMISSION NOTICE: Accepted candidates will be notified in advance as to the time, place and date of the test, you may not be admitted without an admission notice. If you have not received your notice to appear for the written exam three days before the date of the exam please call 439-6659.

ALTERNATE TEST DATE

POLICY: The following are reasons the City believes warrant granting an alternate test date. Other reasons not listed below will be considered on an individual case basis:

1. Death in the immediate family or household within the week preceding the exam.
2. Military commitment.
3. Wedding, baptism, bar mitzvah, or graduation.
4. Professional examination such as CPA, ACSW and the BAR, also SAT, College Boards.
5. Non-refundable vacation
6. Court appearance.
7. Medical emergency involving hospital confinement or certification from a physician stating the candidate is unable to appear for the exam, stating specific medical problem.
8. Weather emergency conditions.

SATURDAY SABBATH

OBSERVERS AND/OR

PHYSICALLY HANDICAPPED

PERSONS: If special arrangements are necessary for testing indicate this on your application.

APPLYING FOR CIVIL SERVICE EXAMS IN MULTIPLE

JURISDICTIONS: If you applied for both STATE and LOCAL government exams, you MUST make arrangements to take all exams with the STATE EXAM CENTER. If you have applied for other local exams, you must contact each jurisdiction. The City of Lockport requires a written request. You must notify all jurisdictions at which test site you will be taking your exams.

CALCULATOR'S: Unless otherwise notified, candidates are allowed 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. Use of books and other reference material is prohibited.

VETERANS: Veterans or disabled Veterans who are eligible for additional credit must submit an application for Veteran's Credits with their application for examination or at any time between the dates of application for examination and the date of the establishment of the resulting eligible list. Applications for Veteran's Credits are available from this office. Disabled and non-disabled Veteran's as defined in Section 85, of the New York State Civil Service Law, will have ten (10) or five (5) points, respectively added to their earned scores if successful in the examination.

ADDITIONAL CREDIT TO CHILDREN OF FIREFIGHTERS & POLICE OFFICERS:

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 matter when you submit your application for examination. A

candidate claiming such credit has a minimum of **TWO (2)** 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 examination will be prepared and rated in accordance with Section 23(c) of the Civil Service Law. The provisions of the New York State Civil Service Law, rules and regulations dealing with the preparation and rating of examinations will apply to this examination.

BACKGROUND

INVESTIGATION: Applicants may be required to undergo a State and national criminal history background investigation, which will include a fingerprint check, to determine suitability for appointment. Failure to meet the standards for the background investigation may result in disqualification.

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.** Applications can be obtained at the **City of Lockport Department of Civil Service, Municipal Building, One Locks Plaza, Lockport NY 14094.**

IN CASE OF A WEATHER

EMERGENCY: Please tune in to local radio station WLVL 1340.