

LAKE PLACID POLICE DEPARTMENT



www.lakeplacidpd.com

ENTRY-LEVEL POLICE OFFICER

CANDIDATE INFORMATION PACKET

ESSENTIAL JOB FUNCTIONS OF A LAKE PLACID POLICE OFFICER

- Communicate effectively with others and, if necessary, endure verbal abuse from suspects, arrestees, and others encountered in antagonistic situations.
- Restrain persons, including violent individuals, when necessary to safeguard the person or others.
- Engage in defense of self and others using force, including approved weapons and instruments.
- Affect an arrest, forcibly as required, using handcuffs and other restraints.
- Load, unload, aim and fire the Department handgun from a variety of body positions, under conditions of stress, in adverse conditions, with appropriate proficiency.
- Carry a loaded Department shotgun or rifle in a safe manner for an extended period of time.
- Disassemble (break-down), clean, inspect and reassemble department weapons.
- Safely handle non-department issue weapons.
- Perform crowd control duties at rallies, gatherings, events, riots, concerts...etc.
- Possess sufficient physical resources to stay alert, focused and functional after extended tours of duty, rotating shifts and repeated rapid changes from sedentary activity to strenuous physical activity.
- Possess a valid New York State driver's license at time of appointment.
- Operate department vehicles at all times of the day (both daylight and darkness) and during various inclement weather conditions.
- Drive safely in congested traffic.
- Be able to safely steer a police vehicle with one hand while operating the radio, emergency lights, siren, spotlight...etc.
- Maintain a safe operation of a motor vehicle on patrol while observing parked and approaching vehicles, pedestrians, and the exteriors of buildings.
- Maintain a police vehicle, i.e. check oil, fill with gas, clean, change flat tires, to ensure emergency response availability.
- Safely back a police car as necessary.
- Transport arrested persons as necessary (both violent and non-violent).
- From a sedentary status, quickly enter/exit your vehicle.
- Engage in running foot pursuits to capture fleeing suspects.
- Perform duties, including strenuous physical activity, during all climates. (Rain, snow, freezing temperatures...etc)
- Be able to walk/run long distances over rough, uneven and irregular terrain, while carrying rescue equipment, shotgun/rifle, etc.
- Work or stand for extended periods of time, without relief, with irregular and uncertain meal breaks, without food or liquid for long periods of time and without sleep.

- Operate standard items of office equipment including computers, copiers, typewriters, etc.
- Operate various pieces of Police related equipment.
- Operate non-traditional police vehicles. (Boats, bicycles, electric carts, etc.)
- Pass New York State Civil Service Physical Fitness Standards.
- Hear, comprehend, and react to radio transmissions. Communicate on the radio effectively and coherently.
- Obtain and broadcast accurate descriptions of suspects and/or vehicles.
- Identify, isolate, interview and obtain statements of relevant persons.
- Read and comprehend legal and other documents as tickets, affidavits, citations, written statements, subpoenas, warrants, etc.
- Complete necessary processing tasks, including fingerprinting, photographs, and various reports.
- Communicate with the public via telephone and in person to address their needs and requests.
- Gather information from a variety of sources and prepare various reports in a timely fashion using appropriate grammar, symbols and punctuation.
- Testify in court proceedings in a concise and understandable manner.
- Locate, isolate and preserve crime scenes.
- Locate trace evidence at crime scenes through the use of unaided sight.
- Collect and safeguard evidence.
- Identify license plate numbers, inspection and registration sticker information, street signs and house numbers all while driving.
- Identify the colors of license plates, inspection and registration stickers, motor vehicles, structures and clothing.
- Use the sense of smell to detect the presence of smoke or fire, or other materials such as illegal drugs or alcohol.
- Direct traffic and investigate accidents for long periods of time and under heavy traffic conditions and during inclement weather.
- Remove hazards from roadways or at accident scenes, i.e. dead animals, debris, etc.
- Coordinate enforcement activity with other municipal, county, state, and federal agencies as needed.
- Operate and maintain audio surveillance devices including being able to monitor conversations with much background noise.
- Conduct searches of people, vehicles, buildings, things, and outdoor areas which may involve the sense of touch to objects.
- Exercise independent judgment within legal guidelines to determine compliance with applicable motor vehicle and criminal laws/statutes.
- Under stress of emergency situations, dispatch patrols and other emergency personnel while simultaneously handling the public.
- Assume shift responsibility for station operations, including maintenance, utility functions, and security of the station.
- Extinguish small fire by using a fire extinguisher or other appropriate means.
- Provide first aid as needed, including CPR and the Heimlich maneuver.

- Put on and wear department issued uniform and all associated equipment when needed, and personally maintain as needed.
- Possess sufficient physical, mental and emotional resources to complete months of physical and academic training away from home while attending the New York State Division of Criminal Justice Service (DCJS) Basic Police Academy.

**LAKE PLACID POLICE DEPARTMENT
ESSEX COUNTY DEPARTMENT OF CIVIL SERVICE**

BASIC REQUIRMENTS FOR POSITION OF POLICE OFFICER

It is the policy of the Village of Lake Placid to afford equal opportunities to all qualified persons without regard to race, color, religion, national origin, sex, age or physical handicaps except where age or physical requirements are essential occupational qualifications. This includes, but is not limited to the following:

Age- Minimum 20 at time of appointment.
Maximum 36 if never served in the military.
Maximum 41 with military service.

Vision- At least 20/40 uncorrected each eye, corrected 20/20 if glasses or contacts are worn. 120 degree peripheral vision. Normal color perception.

Hearing- Normal

Education- High School Diploma or equivalent.

Military- Not required. However if Military service has been performed, an honorable discharge or separation must have been obtained. Applicants who have an honorable discharge may be eligible to have points added to their overall test score.

Residency Requirements- Applicants must be residents of the United States or an alien admitted for permanent residency authorized by the Immigration and Naturalization Service to work in the United States. Area residency may be required upon acceptance.

Physical Requirements- A mandatory physical assessment program is in place which encompasses the following areas: push ups, sit ups, and a 1.5 mile run. The minimum standards for this assessment are based on the 50th percentile for a candidate based on age as developed by the Cooper Institute for Aerobic Research.

Criminal Record- No felony or serious misdemeanor convictions, no habitual or serious traffic offenses or other violations which may adversely affect a law enforcement officer.

Successful completion of the New York State Division of Criminal Justice Services Basic Police Academy within the one year probation period.

THE EMPLOYMENT PROCESS FOR POSITION OF POLICE OFFICER

Part 1/ Testing – A written test is conducted by the Essex County Department of Civil Service. This test is general knowledge, multiple-choice test in which a passing grade is required to move into the next part of testing.

Part 2/ Physical Fitness Test – Fitness standards were derived from research conducted by the Cooper Institute for Aerobic Research in Dallas, Texas. These are age gender based standards and represent 50% level of the population tested. See the attached table to determine the minimum requirements for age and sex. Each category must be passed in order to proceed to the next part.

Part 3/ Applicant Information - After successful completion of part 2, applicants will receive a Lake Placid Police Department background information form along with a medical questionnaire. This packet needs to be completed in it's entirety before part 4 along with an application for employment with the Village of Lake Placid.

Part 4/ Oral Interview – Candidates will be asked numerous questions about their background, past history, and other pertinent information about ones character. A candidate may be asked to interview more than once.

FITNESS ASSESSMENT PROCEDURE

All candidates must complete and sign an accident waiver form before doing ANY fitness assessment testing.

A word of caution:

If you are not already following a rigorous physical fitness program, you should check with your doctor before you begin training.

SIT-UPS

One (1) minute maximum effort. Knees should be bent so that your feet are flat on the floor. A partner or another member will hold your feet and count the number of correct repetitions. Fingers are interlocked behind your head through the entire exercise. Come up until elbows touch the top of the knees and then down until shoulders touch the floor.



Starting Position (down)

Up Position



Fingers interlocked

PUSH-UPS

Applicant's hands are approximately shoulder width apart with a counter placing his fist on the floor below applicant's chest. Female applicants may use a clothes pin to tighten up loose shirts and a three (3) inch piece of foam will be placed under the female applicants chest. The subject must keep his/her back straight at all times and from the up position lower to the floor until the chest touches the partner's fist or foam for females and then push to the up position with arms fully extended. Resting is permitted in the up position only. The standard push-up format will be utilized for this exercise; the body weight is supported by the hands and feet during activity.



Starting position (up)

Touching sternum to fist

1.5 MILE RUN

The best field for cardiovascular-respiratory function is the 1.5 mile run. The test is designed to estimate the subject's maximum oxygen uptake. A measured distance will be used and the subject exerts a maximum effort for the entire 1.5 mile distance.



See attached Physical Fitness Standards chart

PHYSICAL FITNESS STANDARDS FOR POLICE OFFICER CANDIDATES

(50% Percentile)

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

LAKE PLACID POLICE DEPARTMENT BENEFITS

A Lake Placid Police Officer is entitled to a full range of employment benefits, as well as a very competitive wage package. Benefits include, but are not limited to the areas of;

- Overtime (beyond normal work shift will be compensated at 1 ½ times regular pay.)
- Health Insurance
- Dental Care
- Life Insurance
- Sick Leave
- Paid vacation commensurate with seniority
- Sick Leave, with payback for non-usage
- Compensatory time off for overtime worked.
- Deferred compensation time
- Direct deposit
- Uniforms (original issue)
- Maternity leave
- 12 hour shifts (84 hours bi-weekly / every other weekend off)

For questions about current available policies, benefit packages or rates, questions can be directed to:

Village Clerk
Village of Lake Placid
2693 Main Street
Lake Placid, NY 12946
PH: (518) 523-

For further information on upcoming Civil Service examinations, please write or call;

Essex County Department of Personnel and Civil Service
7551 Court Street, PO Box 217, Elizabethtown New York 12932
(518) 873-3360

For further information of positions currently available with the Lake Placid Police Department, please write or call;

Chief S. J. Monroe
2693 Main Street, Suite 104,
Lake Placid New York 12946
(518) 523-3306
www.lakeplacidpd.com

Waiver to be filled out by applicant and notarized prior to physical fitness screening test. Candidate must have this waiver (or one equivalent) with them on day of physical fitness test.

ACCIDENT WAIVER

WHEREAS, The Essex County Civil Service Office has called a Physical Agility examination for the position of Police Officer

WHEREAS, I, _____ the undersigned residing at _____ have presented to said Civil Service Office my signed application to participate in this examination and have been informed that as part of the examination given for this position, it will be necessary for me to demonstrate my strength, endurance and physical agility in a series of tests.

NOW, THEREFOR, I, for myself, my heirs, executors, administrators, or assigns hereby waive any or all claims against the municipal Civil Service Agency of this County, and any State agency or member thereof, now or hereafter to accrue for, on account of, because of any injury or damage that I may sustain because of, in connection with, or on account of this physical, strength and agility test and hereby release the municipal Civil Service Agency, the County, or any State Agency or member thereof, from any or all liability or claim for damages for any injury occurring as a result of these tests.

CANDIDATE SIGNIATURE

DATE

Notary Public

Test Administrator: When completed return this waiver, test score and voucher to;
Essex County Personnel Office
7551 Court St. PO Box 217
Elizabethtown, NY 12932

