

HERKIMER COUNTY DEPARTMENT OF PERSONNEL

Announces

Examination Open to the Public

POLICE CHIEF, Type B Department

Examination #: 60057220

Date of Examination: February 28, 2026

Filing Deadline

Applications must be received or postmarked by: February 11, 2026

Refer to General Instructions, Filing Fee Information, and Application Fee Waiver

A NON-REFUNDABLE FILING FEE MUST ACCOMPANY EACH APPLICATION

\$25.00 MONEY ORDER ONLY - payable to the Herkimer County Treasurer.

Cash accepted only if paying in person; you must have the exact dollar amount.

Personal checks will NOT be accepted.

Salary Range: \$60,000 – 85,000+ per year approximate; varies with each municipality

Vacancies: The eligible list established as a result of this examination will be used to fill appropriate vacancies as they exist/occur under the jurisdiction of Herkimer County Personnel.

Residency Requirement: Candidates must be legal residents of Herkimer County or one of its contiguous counties (Fulton, Hamilton, Lewis, Montgomery, Oneida, Otsego, St. Lawrence) for at least 30 days immediately preceding the date of the written test.

Minimum Qualifications for Taking the Test:

Candidates must meet the following requirements on or before the date of the written test:

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| Either | (A) Four years of permanent, competitive class status as a Police Sergeant or Investigator with a recognized police department or police agency in New York State; |
| OR | (B) Two years of permanent, competitive class status as a Police Captain with a recognized police department or police agency in New York State; |
| OR | (C) An equivalent combination of experience and training as defined by the limits of (A) and (B) . |

SPECIAL REQUIREMENT: Must possess a certificate of completion of an approved course in Police Supervision as prescribed by the Municipal Police Training Council in accordance with General Municipal Law.

SPECIAL NOTE: Pursuant to New York State Civil Service Law Section 58, no person shall be eligible for appointment to any rank above the rank of police officer unless that person has been appointed a police officer from an eligible list established according to merit and fitness or has previously served as a member of the New York State Police.

According to Civil Service Law, section 54 which became effective September 4, 2024, applicants who are within 12 months of meeting the minimum age or attaining the minimum educational requirements following the date of examination, may take the civil service exam, but will be restricted from certification until such a time that the minimum age or educational requirements are met.

Duties: The work involves responsibility for all police functions and requires the ability to plan, administer and direct the activities of a town, village, or city police force consisting of more than ten (10) but less than fifty (50) full-time police officers with an organizational structure which may range from one supervisory rank with four or more full-time positions between the Chief and Officer rank to three supervisor levels, of which two have less than four full-time positions at each level. The instruction and training of recruits, as well as the maintenance of high standards of performance throughout the department, are primary responsibilities of the Police Chief. The work is performed in accordance with state and local laws according to established policies and objectives with considerable leeway allowed for the exercise of discretion and judgment. The work is reviewed through conferences and reports. Direct supervision is exercised over all subordinate members of the police force. Does related work as required.

Subjects of examination: A test designed to evaluate knowledge, skills and /or abilities in the following areas.

Knowledge of law enforcement methods, practices, and procedures

These questions test for knowledge of accepted police methods and practices and/or their application to situations in the police field. The questions are a sampling of the various knowledge that police personnel may be required to possess in the course of their day-to-day, work-related activities. Areas covered include investigation procedures, patrol techniques, police-community relations, courtroom procedures, personnel practices, policy making and budgeting procedures.

Knowledge of New York State laws - Criminal

These questions test the candidates' knowledge of the laws in effect on January 1, 2025. This portion of the test is a sampling of the various sections of the law that police personnel may encounter in the course of their day-to-day work-related activities. Laws covered may include the Penal Law, Criminal Procedure Law, Vehicle and Traffic Law, Family Court Act, and other laws relevant to law enforcement in New York State.

Police Administrative Supervision and Administration

These questions test for the knowledge of managerial functions involved in directing the operations of a B or C level police department as well as the knowledge of the principles and practices involved in supervising a large subordinate staff, including subordinate supervisors. These questions cover such areas as: developing objectives and formulating policies; forecasting and planning; organizing and coordinating; informing and instructing; guiding and leading; decision-making and problem solving; communicating effectively; staffing and staff development; time management; assigning work and evaluating performance; handling conflict and grievances; and budgeting.

Job simulation exercises in police administration

This job simulation exercise will cover such areas as: human resources management, prioritizing, problem-solving, public relations, and police procedure.

Understanding and interpreting written material

These questions test how well you comprehend written material. You will be provided with brief reading selections and will be asked questions about the selections. All the information required to answer the questions will be presented in the selections; you will not be required to have any special knowledge relating to the subject areas of the selections.

Preparing written material in a police setting

These questions test for the ability to prepare the types of reports that police personnel write. Some questions test for the ability to present information clearly and accurately. They consist of restatements of information given in note form. You must choose the best version from each set of four choices. Other questions test for the ability to organize paragraphs. They consist of paragraphs with their sentences out of order. For each of the paragraphs you must choose, from four suggestions, the best order of the sentences.

Job simulation exercise in police command

This job simulation exercise will cover such areas as: management of operations, decision-making under pressure, public relations, and police procedure.

Test guide:

A Guide for the Written Test for **Police Chief/Assistant Chief** 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.

Use of calculators is PROHIBITED for this exam.