

**MECHANICVILLE MUNICIPAL CIVIL SERVICE COMMISSION ANNOUNCES**

**A PROMOTIONAL Examination for  
CHIEF OF POLICE (Type A)  
Examination #70024850**

**LAST FILING DATE:** Applications must be postmarked or received by January 16, 2026.

**EXAM DATE:** February 28, 2026

**STARTING SALARY:** \$90,000

**ALL APPLICATIONS MUST BE FILED WITH THE MECHANICVILLE CIVIL SERVICE OFFICE.  
THE MECHANICVILLE CIVIL SERVICE COMMISSION IS AN EQUAL OPPORTUNITY EMPLOYER**

**FEE:** \$25.00 non-refundable application fee. The required fee must accompany your application. Send check or money order payable to Commissioner of Accounts City of Mechanicville. Write exam and social security number on the check or money order. **DO NOT SEND CASH.** No refunds will be made if the application is disapproved. Be sure to compare your qualifications with admission requirements and only file if you are clearly qualified. Claims are subject to verification, and if not supported by documentation, candidates are subject to being barred from appointment.

**LOCATION OF POSITIONS/VACANCIES:** The eligible list established as a result of this examination will be used to fill a full-time vacancy under the jurisdiction of the Mechanicville Civil Service Commission.

**RESIDENCY:** Candidates must have been legal residents of Saratoga, Rensselaer, Schenectady, Albany or Washington County for at least 12 months immediately preceding the date of examination. Preference in appointment may be given to successful candidates who have been legal residents of the City of Mechanicville for at least ONE month prior to the date of certification

**DUTIES:** The work involves responsibility for all police functions and requires exceptional ability to plan, administer, and direct law enforcement activities on a large scale. The work is performed in accordance with the policies and objectives outlined by the Mayor with considerable latitude for the exercise of discretion and judgment in department organization and maintenance of high performance standards. The work is reviewed through conferences and reports. General direction is exercised over the activities of all subordinate members of the police force. Does related work as required.

**MINIMUM QUALIFICATIONS:** Candidates must meet the following supervisory experience in the City of Mechanicville by the date of the written examination:

- a) Two years of experience as a Police Lieutenant; or
- b) Four years of experience as a Police Sergeant.

**SPECIAL REQUIREMENTS FOR PERMANENT APPOINTMENTS:** A person appointed as a Chief of Police must have previously completed or must complete a course for first line supervisory police officers as required by Section 209-q of the General Municipal Law.

**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.  
*Note your license number on your application.*

**NOTE:** Conviction of a felony will bar appointment, and conviction of a misdemeanor or other offense may bar appointment.

## **SUBJECTS OF WRITTEN EXAMINATION**

A test 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, 2026. 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.

### **Administration - Police**

These questions test for knowledge of the managerial functions involved in directing an A level police department. These questions cover such areas as: developing objectives and formulating policies; making decisions based on the context of the administrator's position and authority; forecasting and planning; organizing; developing personnel; coordinating and informing; guiding and leading; testing and evaluating; and budgeting.

### **Supervision**

These questions test for knowledge of the principles and practices employed in planning, organizing, and controlling the activities of a work unit toward predetermined objectives. The concepts covered, usually in a situational question format, include such topics as assigning and reviewing work; evaluating performance; maintaining work standards; motivating and developing subordinates; implementing procedural change; increasing efficiency; and dealing with problems of absenteeism, morale, and discipline.

### **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.

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

A Guide for the Written Test for Police Chief/Assistant Chief is available at the New York State website: [www.cs.ny.gov/testing/localtestguides.cfm](http://www.cs.ny.gov/testing/localtestguides.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 use of calculators is PROHIBITED for this examination.**

**SABBATH OBSERVERS/DISABLED CANDIDATES/MILITARY MEMBERS:** Applicants whose religious beliefs or military service prevent their taking examination on the scheduled date disabled candidates who require special accommodations to take the test should indicate the need for special arrangements on their application.

**SECTION 85-a:** "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 has a minimum of two 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."

**SECTION 23.2:** This examination will be 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 rating of examinations will apply to this examination.

**VETERAN CREDITS:** Veterans or disabled veterans who are eligible for additional credit must submit an application for veterans credit with their application for examinations or at any time between the dates of their application for examination and the date of establishment of the resulting eligible list. Applications for veteran's credit are available from this office.

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 documentary proof indication that the service was in the time of war, as defined in Section 85 of the 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 indication veteran's credit.

**CROSS FILER STATEMENT:** If you have applied for both State and local government examinations, you must notify Mechanicville Civil Service of your intent to take both a State and local government examination. When taking both a State and local government examination you will be required to take all your examinations at a State examination center. You will be advised by letter when and where to report for your examination.

If you have applied for other local government examinations, call or write to each Civil Service Agency to make arrangements no later than two weeks before the date of the examination. 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 examination.

**APPLICATION AND A COPY OF THIS ANNOUNCEMENT MAY BE SECURED AT THE CIVIL SERVICE COMMISSION OFFICE, DPW Building, 4 Industrial Park Rd., Mechanicville, NY 12118, or by logging on to [www.mechanicvilleny.gov](http://www.mechanicvilleny.gov).**

Candidates will be notified by letter of when and where to appear to take the written test. Candidates who have not received a notice to appear for the written test three days prior to the date of the test, should call the Civil Service Commission at (518) 664-9884, Ext 337.

**Issue Date:** December 9, 2025