



THE CITY OF NEW YORK
DEPARTMENT OF CITYWIDE
ADMINISTRATIVE SERVICES
APPLICATIONS CENTER
18 WASHINGTON STREET
NEW YORK, NY 10004

REQUIRED FORMS
APPLICATION FORM

MICHAEL R. BLOOMBERG
Mayor

MARTHA K. HIRST
Commissioner

NOTICE OF EXAMINATION

ENVIRONMENTAL POLICE OFFICER

Exam. No. 8040

WHEN TO APPLY: From: **January 16, 2008** **APPLICATION FEE: \$30.00**
 To: **May 15, 2008** *Payable by mail by money order to DCAS (EXAMS), or payable online by credit card, bank card, or debit card.*

THE TEST DATE: The multiple-choice test is expected to be held on **Saturday, June 14, 2008.**

WHAT THE JOB INVOLVES: Environmental Police Officers perform and supervise staff performing duties involved in protecting the watershed areas, water supply systems and installations maintained by the Department of Environmental Protection of the City of New York; enforce the City's Watershed Rules and Regulations and other laws; and perform special duties or assignments as may be directed by superior officers. Environmental Police Officers operate motor vehicles and may perform aerial reconnaissance. All personnel perform related work.

At Assignment Level I, under supervision, an Environmental Police Officer patrols and secures water supply facilities and lands, and monitors the environmental integrity of watershed areas. Environmental Police Officers patrol the watershed area, reservoir areas, installations and other sites maintained by the Department of Environmental Protection for the purpose of safeguarding life and property; maintain order by preventing breaches of the peace, despoilage and theft, and by arresting offenders; investigate suspicious persons and occurrences and make lawful arrests when probable cause exists; collect evidence and consult with superior officers about the preparation thereof for court presentation; testify at trials and note dispositions made of these cases by the court; submit reports on all unusual incidents, including accidents, occurring during the officer's tour of duty; may administer first aid when an accident occurs on the officer's post; direct traffic as needed; investigate and report instances of contamination of water courses or violation of Watershed Rules and Regulations; and may provide technical training and participate in public education programs.

Assignments for Environmental Police Officers are currently outside New York City. Positions may be located in any of the following counties: Westchester, Dutchess, Greene, Sullivan, Putnam, Delaware, Ulster, Rockland, Orange or Schoharie.

Some of the physical activities performed and environmental conditions experienced by Environmental Police Officers are: working outdoors in all kinds of weather; walking and/or standing in an assigned area during a tour; driving or sitting in a patrol car during a tour while remaining alert; running after a fleeing suspect; climbing up stairs; carrying an injured adult with assistance; gripping persons to prevent escape; restraining a suspect by use of handcuffs; detecting odors such as those caused by smoke or gas leaks; engaging in hand to hand struggles to subdue a suspect resisting arrest; being physically active for prolonged periods of time; understanding verbal communication over the radio with background noise; reading and writing under low light conditions; carrying or wearing heavy equipment.

(This is a brief description of what you might do in this position and does not include all the duties of this position.)

THE SALARY: There are three assignment levels. The current minimum salary is \$25,631 per annum. Incumbents at Assignment Level I will receive salary increments reaching \$44,742 per annum after 6 years. All rates are subject to change within this class of positions. Appointments will be made to Assignment Level I. After appointment, employees may be assigned to a higher level at the discretion of the agency.

- HOW TO APPLY:** If you believe you are eligible to take this examination, there are two ways to apply for this examination:
1. **Online at the DCAS Website:** If you wish to apply online, go to the Online Application System (OASys) at www.nyc.gov/examsforjobs and follow the onscreen application instructions for electronically submitting your application and completing any required forms. The following methods of payment are acceptable: major credit card, bank card associated with a bank account, or prepaid debit card which you may purchase online or at various retail outlets.
 2. **By mail:** Refer to the "Required Form" section below for the form that you must fill out. Return the completed form and the application fee to DCAS Applications Section, 1 Centre Street, 14th floor, New York, NY 10007.

DCAS will not accept applications in person from candidates.

HOW TO QUALIFY:

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

Education and Experience Requirements: By the **date of appointment**, you must have either:

1. A four-year high school diploma or its educational equivalent, approved by a State's Department of Education or a recognized accrediting organization plus 30 semester credits from an accredited college or university, accredited by regional, national, professional and specialized agencies recognized as accrediting bodies by the U.S. Secretary of Education, and by the Council for Higher Education Accreditation (CHEA), or its equivalent; or
2. A four-year high school diploma or its educational equivalent, approved by a State's Department of Education or a recognized accrediting organization **and** have completed two years of honorable full-time U.S. military service or one year of law enforcement experience.

Age Requirements: An eligible must have attained age 20 to be appointed as an Environmental Police Officer. Eligibles who are too young for appointment on the date the list is terminated will have no further opportunity for appointment from this list. Only persons who are less than 35 years of age on the first date of the application period for this examination may be appointed to Environmental Police Officer. Thus, a candidate must not have reached his/her 35th birthday by January 16, 2008 to be appointed as an Environmental Police Officer. All applicants must have reached their 16½ birthday by the last date of the application period to take this examination.

Exception to Age Requirements: All persons who were engaged in military duty as defined in Section 243 of the New York Military Law may deduct from their actual age the length of time spent in such military duty provided the total deduction for military duty does not exceed six years.

Citizenship Requirement: United States citizenship is required at the time of appointment to be an Environmental Police Officer.

Character and Background: Proof of good character and satisfactory background will be absolute prerequisites to appointment. The following are among the factors which would ordinarily be cause for disqualification: (a) conviction of an offense, the nature of which indicates lack of good moral character or disposition towards violence or disorder, or which is punishable by one or more years of imprisonment; (b) repeated convictions of an offense, where such convictions indicate a disrespect for the law; (c) discharge from employment, where such discharge indicates poor behavior or an inability to adjust to discipline; (d) dishonorable discharge from the Armed Forces; and (e) conviction of petit larceny. In accordance with provisions of law, persons convicted of a felony or domestic violence misdemeanor are not eligible for appointment to the title of Environmental Police Officer.

Medical and Psychological Assessment: Medical and psychological guidelines have been established for the position of Environmental Police Officer. Candidates will be examined to determine whether they can perform the essential functions of the position of Environmental Police Officer. Additionally, employees will be expected to continue to perform the essential functions of the position of Environmental Police Officer throughout their careers, and may, therefore, be medically and psychologically tested periodically throughout their careers. Where appropriate, a reasonable accommodation will be provided for a person with a disability to enable him or her to take these medical and psychological examinations, and/or to perform the essential functions of the job.

Physical Testing: Physical standards have been established for the position of Environmental Police Officer. Eligibles will be required to pass a qualifying physical test, and may be required to undergo periodic physical testing throughout their careers.

Drug Testing: Eligibles must pass a drug screening in order to be appointed. All eligibles for Environmental Police Officer will be drug tested prior to appointment as part of a pre-employment screening process. All probationary Environmental Police Officers are subject to drug testing during Police Academy Training and as part of the medical examination at the end of probation. Environmental Police Officers may again be drug tested on a random basis at any time during their employment or as a prerequisite for assignment to higher levels. Any Environmental Police Officer found in possession of, or using illegal drugs, or who fails, refuses, or attempts to evade a drug test, will be terminated. The Department of Environmental Protection Police has a strict zero tolerance policy concerning illegal drug use. Individuals who are considering applying for Environmental Police Officers are expected to conform their behavior to this policy well before they begin the application process.

License Requirement: On the date of appointment as an Environmental Police Officer, you must possess a motor vehicle driver license valid in the State of New York. This license must be maintained for the duration of your employment.

Residency Requirement: By the date of appointment, candidates must be a resident of the City of New York or of Westchester, Dutchess, Greene, Sullivan, Putnam, Delaware, Ulster, Rockland, Orange or Schoharie counties.

English Requirement: Candidates must be able to understand and be understood in English.

Proof of Identity: Under the Immigration Reform and Control Act of 1986, you must be able to prove your identity and your right to obtain employment in the United States prior to employment with the City of New York.

You may be given the test before we verify your qualifications. You are responsible for determining whether or not you meet the qualification requirements for this examination prior to submitting your application. If you are marked "Not Qualified," your application fee will not be refunded and you will not receive a score.

REQUIRED FORM:

Application for Examination: Make sure that you follow all instructions included with your application form, including payment of fee. Save a copy of the instructions for future reference.

THE TEST: You will be given a multiple-choice test. You must achieve a score of at least 70% to pass the test. Your score on this test will be used to determine your place on an eligible list. The multiple-choice test may include questions which may require the use of any of the following abilities:

Written Comprehension - understanding written sentences and paragraphs.

Written Expression - using English words or sentences in writing so that others will understand.

Memorization - remembering information, such as words, numbers, pictures and procedures. Pieces of information can be remembered by themselves or with other pieces of information.

Problem Sensitivity - being able to tell when something is wrong or is likely to go wrong. It includes being able to identify the whole problem as well as elements of the problem.

Deductive Reasoning - applying general rules to specific problems and coming up with logical answers. It involves deciding if an answer makes sense.

Inductive Reasoning - combining separate pieces of information, or specific answers to problems, to form general rules or conclusions. It involves the ability to think of possible reasons for why things go together.

Information Ordering - following correctly a rule or set of rules or actions in a certain order. The rule or set of rules used must be given. The things or actions to be put in order can include numbers, letters, words, pictures, procedures, sentences, and mathematical or logical operations.

Spatial Orientation - determining where you are in relation to the location of some object or where the object is in relation to you.

Visualization - imagining how something would look when it is moved around or when its parts are moved or rearranged. It requires the forming of mental images of how patterns or objects would look after certain changes, such as unfolding or rotation. One has to predict how an object, set of objects, or pattern will appear after the changes have been carried out.

ADMISSION CARD: You should receive an Admission Card in the mail about 10 days before the date of the test. If you do not receive an Admission Card at least 4 days before the test date, you must go to the Examining Service Section, 1 Centre Street, 14th floor, Manhattan, to obtain a duplicate card.

THE TEST RESULTS: If you pass the multiple-choice test, your name will be placed in final score order on an eligible list and you will be given a list number. You will be notified by mail of your test results. If you meet all requirements and conditions, you will be considered for appointment when your name is reached on the eligible list.

ADDITIONAL INFORMATION:

Police Officer Status: Employees in this class of positions are designated Police Officers under the New York State Criminal Procedure Law. Therefore, candidates must be found qualified to serve as Police Officers.

Probationary Period: The probationary period for this title is 24 months. Among other requirements, each appointee will be required to pass the Police Academy firearms, academic, physical performance, and driving tests, and meet disciplinary and performance standards throughout the probationary period. The probationary period may be extended pursuant to New York Civil Service Law and the Personnel Rules and Regulations of the City of New York.

Firearms Qualification: Appointees must qualify and remain qualified for firearms' usage and possession as a condition of employment for the duration of their tenure. The ability to qualify, and remain qualified, in the use of firearms is essential for all uniformed positions, including Environmental Police Officer. Firearms qualification tests will be administered annually to determine qualification. Failure to qualify and remain qualified for firearms usage and possession may result in termination.

SPECIAL TEST ACCOMMODATIONS: If you plan to request special testing accommodations due to disability or an alternate test date due to your religious belief, and you are applying:

- (1) **online**, follow the onscreen instructions; or
- (2) **by mail**, follow the instructions included with the "Application for Examination."

The General Examination Regulations of the Department of Citywide Administrative Services apply to this examination and are part of this Notice of Examination. They are posted and copies are available in the Applications Center of the Division of Citywide Personnel Services, 18 Washington Street, NY, NY.

The City of New York is an Equal Opportunity Employer.
Title Code No. 70811; Police Service.

For information about other exams and your exam or list status, call 212-669-1357.
Internet: nyc.gov/dcas

