



THE CITY OF NEW YORK
 DEPARTMENT OF CITYWIDE
 ADMINISTRATIVE SERVICES
 APPLICATION UNIT
 1 CENTRE STREET, 14TH FLOOR
 NEW YORK, NY 10007

REQUIRED FORMS
APPLICATION FORM

MICHAEL R. BLOOMBERG
 Mayor

MARTHA K. HIRST
 Commissioner

NOTICE OF EXAMINATION

POLICE OFFICER
Exam No. 8301
Amended Notice - March 26, 2008

WHEN TO APPLY: On the date of the test **APPLICATION FEE:** No filing fee for Exam No. 8301

THE TEST DATE: The multiple-choice test is expected to be held on the following additional dates:

Monday through Friday at 10:00AM, from April 1, 2008 through April 30, 2008.

This exam will be administered at the DCAS Computerized Testing Center at 2 Lafayette Street, 17th floor in New York, New York. **Seating is limited. Candidates who are not admitted due to filled seating capacity will be rescheduled for the session on the next day or on a day convenient to the candidate.**

You may attend only one test session for Exam No. 8301. If you attend more than one session, only your first test will be rated.

Note: You are not permitted to enter the test site with cellular phones, beepers, pagers, or other electronic devices. Calculators are permitted; however, they must be hand-held, battery or solar powered, numeric only. Electronic devices with an alphabetic keyboard or with word processing or data recording capabilities such as planners, organizers, etc. are prohibited. If you are found using these devices, you may be disqualified.

The Notice of Examination is amended to add additional test dates for April, 2008.

WHAT THE JOB INVOLVES: Police Officers perform general police duties and related work in the New York City Police Department. They patrol an assigned area on foot or in a vehicle; apprehend crime suspects; intervene in various situations involving crimes in progress, aided cases, complaints, emotionally disturbed persons, etc.; respond to and investigate vehicular accidents; investigate specific offenses; interact with prisoners; operate and maintain patrol vehicles; issue summonses; obtain information regarding incidents by interviewing witnesses, victims, and/or complainants; safeguard and voucher found, seized or recovered property; provide information to the public; handle situations involving maltreated, abused, or missing children; interact with juveniles; prepare forms and reports; testify in court; and perform related work.

You will be required to work Saturdays, Sundays, holidays and nights, and to work rotating tours, change tours, or work overtime when ordered, as permitted by the Collective Bargaining Agreement.

Some of the physical activities performed by Police Officers and environmental conditions experienced 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; and wearing a bullet-resistant vest.

(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: The current minimum starting salary is \$25,100 per annum. Upon completion of six months employment, the salary will rise to \$32,700. Incumbents will receive salary increments reaching \$59,588 per annum at the completion of five and one half years employment. This rate is subject to change. In addition, there is an annual uniform allowance, holiday pay, and contributions by the City to Welfare and Annuity Funds and City-paid health insurance.

HOW TO APPLY: You will receive an exam application and filing instructions for Exam No. 8301 when you arrive at the DCAS Computerized Testing Center. The administration of the test is subject to change in the event of an unforeseen occurrence. To verify the test date and time, you may call the DCAS Interactive Voice Response (IVR) system at (212) 669-1357 beginning at 8:30 on the day you wish to take the test to hear if the test is not being administered that day. The recorded message will be heard after the "Welcome" greeting. If there is no message regarding testing at the Center, it means that testing will be administered as scheduled for that day.

If you believe you meet the requirements in the "How to Qualify" section, you must fill out an application form which will be made available at the Computerized Testing Center on the day of the test. The application form must be completed at the test site and returned to DCAS personnel **at the test site prior to the administration of the test.**

HOW TO QUALIFY:

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

1. successfully completed 60 college-level semester credits at an accredited college or university, accredited by regional, national, professional or specialized agencies recognized as accrediting bodies by the U.S. Secretary of Education, and by the Council for Higher Education Accreditation (CHEA), with at least a 2.0 cumulative index 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.

Age Requirements: You must be at least 17 ½ years of age by the date you take the examination to be permitted to take this examination. You must have attained age 21 to be appointed as a Police Officer. If you are too young for appointment on the date the eligible list is terminated, you will have no further opportunity for appointment from this list. Only persons who are less than 35 years of age on the date of application for this examination may be appointed as a Police Officer. Thus, if you take the test at the DCAS Computerized Testing Center, you must not have reached your 35th birthday by the date you take the examination to be appointed as a Police Officer.

Exception to Age Requirements: If you were engaged in military duty as defined in Section 243 of the New York Military Law, you may deduct from your 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 as a 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; (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 Police Officer.

Medical and Psychological Assessment: Medical and psychological guidelines have been established for the position of Police Officer. You will be examined to determine whether you can perform the essential functions of the position of Police Officer. Additionally, you will be expected to continue to perform the essential functions of the position of Police Officer throughout your career, and may, therefore, be medically and psychologically tested periodically throughout your career. 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 Police Officer. You will be required to pass a qualifying physical test, and may be required to undergo periodic physical testing throughout your career.

Drug Testing: You must pass a drug screening prior to appointment as part of a pre-employment screening process, and you will be subject to drug testing during Police Academy Training and as part of the medical examination at the end of probation. You may again be drug tested on a random basis after your probationary period is completed or as a prerequisite for assignment or promotion. Any member of the NYC Police Department found in possession of or using illegal drugs, or who fails, refuses, or attempts to evade a drug test, will be terminated. The NYC Police Department has a strict zero tolerance policy concerning illegal drug use. Individuals who are considering applying for positions in the NYC Police Department are expected to conform their behavior to this policy well before they begin the application process.

License Requirement: On the date of appointment as a Police Officer, you must possess a valid unrestricted New York State Driver License. You must maintain this license for the duration of your employment.

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

Residency Requirement: The New York State Public Officers Law requires that any person employed as a Police Officer in the New York City Police Department must be a resident of the City of New York or of Nassau, Westchester, Suffolk, Orange, Rockland or Putnam counties.

English Requirement: You 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," you will not receive a score.

REQUIRED FORM:

Application for Examination: You will receive an application form at the test site prior to taking the multiple-choice test. Make sure that you follow all instructions included with your application form. Save a copy of the instructions for future reference.

THE TEST: You will be given a multiple-choice test at a computer terminal. Your score on this test will be used to determine your place on an eligible list. You must achieve a score of at least 70% to pass the test. The multiple-choice test will 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.

NEW YORK CITY RESIDENCY CREDIT: Five points will be added to the written test score of those candidates who qualify for the New York City Residency Credit. To be eligible for the residency credit, you must have achieved a passing score on the written examination and must maintain a continuous period of residency in New York City from the date of the written examination through the date the eligible list is established. You must apply by following the instructions given to you on the date of the written test; merely supplying a New York City address on the application form for this examination does not serve as a request for the residency credit. Requests for residency credit cannot be accepted after the eligible list is established.

Eligibility for the residency credit will be investigated. As in the case of any intentional misrepresentation of a material fact on an employment application, candidates who claim residency credit and who are determined to have intentionally misrepresented facts concerning City residency shall be disqualified and their names shall be removed from the eligible list, and they may be subject to criminal sanctions.

VETERANS' PREFERENCE CREDITS AND LEGACY CREDITS: The New York State Civil Service Law provides that additional points can be added to the final score of: a candidate who is or, by the date of appointment, expects to be an honorably discharged veteran or disabled veteran of the Armed Forces of the United States who has served during a time of war, as specified in New York State Law; a candidate whose parent has died while engaged in the discharge of his or her duties as a Police Officer or Firefighter; and a candidate who is the sibling of a Police Officer or Firefighter who was killed in the service of New York City as a result of the World Trade Center attack on September 11, 2001. To be eligible for any of these credits, you must achieve a passing score on the examination. **This is only an overview;** specific conditions and instructions for requesting Veterans' Preference Credits and/or Legacy Credits and additional information are indicated in the Special Circumstances Sheet included in the Application Package.

SELECTIVE CERTIFICATION FOR FOREIGN LANGUAGE: If you possess the ability to speak a foreign language, you may be considered for appointment to positions requiring this ability through a process called Selective Certification. If you qualify for Selective Certification, you may be given preferred consideration for positions requiring this ability. Follow the instructions given to you on the day of the test to indicate your interest in such Selective Certification.

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:

Promotion Opportunities: Employees in the title of Police Officer are accorded the opportunity to be promoted to the title of Sergeant after passing a civil service examination, and are also accorded an opportunity to be designated Detective.

Currently, educational requirements for appointment to successive ranks are: (1) Sergeant - satisfactory completion of two years (64 semester credits) of coursework or an associates degree at an accredited college or university; (2) Lieutenant - satisfactory completion of three years (96 semester credits) of coursework at an accredited college or university; (3) Captain - attainment of a Baccalaureate degree from an accredited college or university. College credits which are earned as a result of satisfactorily completing the Police Academy curriculum can be used towards meeting the educational requirements. Education requirements for promotion are subject to change.

Investigation: This position is subject to investigation before appointment. At the time of investigation, eligibles will be required to pay a \$75.00 fee for fingerprint screening. At the time of investigation and at the time of appointment, you must present originals or certified copies of all required documents and proof, including but not limited to proof of date and place of birth by transcript of record of the Bureau of Vital Statistics or other satisfactory evidence, naturalization papers if necessary, proof of any military service, and proof of meeting educational requirements. Any willful misstatement will be cause for disqualification, and failure to present any documents required for investigation will be cause for discontinuance of the investigation process.

Firearms Qualification: You must qualify and remain qualified for firearms usage and possession as a condition of employment for the duration of your tenure. The ability to qualify, and remain qualified, in the use of firearms is essential for all uniformed positions, including 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.

Probationary Period: The probationary period for this title is 24 months. Among other requirements, you 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.

Promotion Test: Promotion examinations for this title are regularly held for eligible New York City Police Department employees. The names appearing on any existing promotion list will be considered first in filling vacancies. However, it is expected that there will be sufficient positions available for use of the eligible list resulting from this examination.

Police Academy Physical Assessment: Candidates who enter the Police Academy will be required to complete a physical test prior to exiting the academy. The physical test may include tests such as completing a 1½ mile run in a specified period of time.

SPECIAL TEST ACCOMMODATIONS: If you plan to request special testing accommodations due to disability or an alternate test date due to your religious belief, you must notify the Examining Service Section at (212) 669-7280 from 10:00 a.m. to 2:00 p.m. (New York time) at least five business days before the date of the test.

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 Application Unit of the Division of Citywide Personnel Services, 1 Centre Street, 14th Floor, NY, NY 10007.

The City of New York is an Equal Opportunity Employer.
Title Code No. 70210; Police Service.

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