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

MICHAEL R. BLOOMBERG
Mayor

EDNA WELLS HANDY
Commissioner

NOTICE OF EXAMINATION

REQUIRED FORMS

APPLICATION FORM

PROMOTION TO POLICE OFFICER
Exam No. 2556

WHEN TO APPLY: On the date of the test

APPLICATION FEE: $40.00
Payable only at a Computerized Testing Center on the day of the test by credit card, bank card, debit card, or money order payable to DCAS (EXAMS). ***If you pay by credit card, bank card or debit card, you will receive a $5 discount.***

THE TEST DATE: The multiple-choice test is expected to be held on **Saturday, February 11, 2012** at the DCAS Computerized Testing Centers. You may report for one of the following sessions:

Session 1 - 10:00 AM
Session 3 - 2:00 PM

Manhattan Center
2 Lafayette Street
17th Floor
New York, NY 10007

Session 2 -11:00 AM
Session 4 - 3:00 PM

Brooklyn Center
210 Joralemon Street
4th Floor
Brooklyn, NY 11201

Seating is limited. Once the Computerized Testing Centers are filled to capacity for a session, no more candidates will be admitted.

You may take Exam No. 2556 at either location, but you may only take the test once. If you take Exam No. 2556 more than once, only your first test will be rated.

Note: You are not permitted to enter the test site with calculators, cellular phones, beepers, pagers, cameras, portable media players, or other electronic devices. 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 to be in possession of any of these devices, you may not receive your test results, your test score may be nullified, and your application fee will not be refunded.

You may not have any other person, including children, present with you while you are being processed for or taking the test, and no one may wait for you inside a Computerized Testing Center while you are taking the test.

You must leave the test site once you finish the test. If you leave the test site after being fingerprinted but before finishing the test, you will not be permitted to re-enter. If you disregard this instruction and re-enter the test site, you may not receive your test results, your test score may be nullified, and your application fee will not be refunded.

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 to prevent crime; 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, 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.)

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

THE SALARY: The current minimum starting salary is $41,975 per annum. Incumbents will receive salary increments reaching $76,488 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. 2556 when you arrive at a DCAS Computerized Testing Center. If you pay by credit card, bank card or debit card, you will receive a $5.00 discount.

The administration of the test is subject to change in the event of an unforeseen occurrence. If you wish to verify the test date and time, you may call the DCAS Interactive Voice Response (IVR) system at (212) 669-1357 two hours before the test session you wish to attend to hear if the test is not being administered at that time. The recorded message will be heard after the "Welcome" greeting. If there is no message regarding testing at the Centers, it means that testing will be administered as scheduled for that day.

Special Circumstances Form: This form gives important information about requesting an alternate test date because of religious observance or a special test accommodation for disability, claiming Veterans or Legacy credit, and notifying DCAS of a change in your mailing address. Follow all instructions on the Special Circumstances form that pertain to you when you complete your Application for Examination.

ELIGIBILITY TO TAKE EXAMINATION: This examination is open to each employee of the New York City Police Department who **on the date of the multiple-choice test**:

(1) is employed in the non-competitive title of Police Cadet; or

(2) holds a permanent (not provisional) competitive appointment in or appears on a Preferred List (see Note below) for the title of Traffic Enforcement Agent, Associate Traffic Enforcement Agent, School Safety Agent or Supervisor of School Security; and

(3) is not otherwise ineligible.

(Note: A "Preferred List" is a civil service list which is only for certain former incumbents of the eligible title who have rehiring rights.)

For the purposes of this examination only, admission is extended to employees in related or collateral lines of promotion. The titles to which admission is extended are: School Safety Agent, Supervisor of School Security, Traffic Enforcement Agent and Associate Traffic Enforcement Agent.

You may be given the test before we verify your eligibility. You are responsible for determining whether or not you meet the eligibility requirements for this examination prior to submitting your application. If you are marked "Not Eligible," your application fee will not be refunded.

If you do not know if you are eligible, check with **your agency's personnel office.**

HOW TO QUALIFY:

Education and Experience Requirement: At the time of promotion:

(1) Police Cadets must have graduated with a Baccalaureate degree from an accredited college or university.

(2) Candidates in all other eligible titles must have either

(a) successfully completed 60 college semester credits at an accredited college or university with at least a 2.0 cumulative index or its equivalent, or

(b) a four-year high school diploma or its educational equivalent **and** have completed two years of honorable full-time U.S. military service.

High School education must be approved by a State's Department of Education or a recognized accrediting organization. College education must be from 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).

If you were educated outside the United States, you must have your foreign education evaluated at your own expense to determine its equivalence to education obtained in the United States. You will receive instructions from the Police Department during the pre-employment screening process regarding the approved evaluation services that you may use for foreign education.

Age Requirements: You must be at least 17½ 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 promoted to Police Officer. If you are too young for promotion on the date the eligible list is terminated, you will have no further opportunity for promotion from the list. Only persons who are less than 35 years of age on the date of application for this examination may be promoted to Police Officer. Thus, if you take the test at a DCAS Computerized Testing Center on Saturday, February 11, 2012, you must not have reached your 35th birthday by February 11, 2012 to be promoted to 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 promotion to Police Officer.

Character and Background: Proof of good character and satisfactory background will be absolute prerequisites to promotion. 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 promotion 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 a Police Officer. Additionally, you will be expected to continue to perform the essential functions of a 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 promotion as part of a pre-promotion 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.

Driver License Requirement: You must have a motor vehicle driver license valid in the State of New York by the time you are promoted to this position. If you have moving violations, license suspension(s) or an accident record, you may be disqualified. This license must be maintained for the duration of your employment.

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.

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 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.

THE TEST RESULTS: If you pass the multiple-choice test and are marked eligible, 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 promotion when your name is reached on the eligible list.

ELIGIBILITY TO BE PROMOTED:

From the non-competitive title of Police Cadet: At the time of promotion, you must be employed in the title of Police Cadet and you must have satisfactorily completed the Police Cadet Program.

From the competitive titles of School Safety Agent, Supervisor of School Security, Traffic Enforcement Agent or Associate Traffic Enforcement Agent: At the time of promotion, you must have completed your probationary period in an eligible title, and you must be permanently (not provisionally) employed in one of these titles (or your name must appear on a Preferred List for one of these titles.) In addition, you must have been permanently employed in one of these titles for at least one year (unless your probationary period in that eligible title has been waived pursuant to Rule 5.2.4. of the Personnel Rules and Regulations of the City of New York). Time served prior to a break in service of more than one year will not be credited toward meeting these requirements.

Employees who have passed probation in any eligible title, but who, at the time of promotion, are serving in another eligible title as specified above, but who have not passed probation for that title, are nevertheless eligible for promotion.

ADDITIONAL INFORMATION:

Promotion Opportunities: Police Officers 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 promotion to successive ranks are: (1) Sergeant - satisfactory completion of two years (64 credits) of course work or an associates degree at an accredited college or university; (2) Lieutenant - satisfactory completion of three years (96 credits) of course work 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: You will be investigated prior to promotion and must pay a $75 fee for fingerprint screening. At the time of investigation and at the time of promotion, 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 or 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: By the time you are promoted to this position, you must qualify and remain qualified for firearms usage and possession as a condition of employment for the duration of your career. The ability to qualify, and remain qualified, in the use of firearms, is essential for all Police Service positions. Firearms qualification tests will be administered annually. 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.

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

SPECIAL ARRANGEMENTS:

Make-up Test: You may apply for a make-up test if you cannot take the test on the regular test date for any of the following reasons:

(1) compulsory attendance before a public body;

(2) on-the-job injury or illness caused by municipal employment;

(3) absence for one week following the death of a spouse, domestic partner, parent, sibling, child or child of a domestic partner;

(4) absence due to ordered military duty; or

(5) a clear error for which the Department of Citywide Administrative Services or the examining agency is responsible.

To request a make-up test, contact the Examining Service Section, 1 Centre Street, 14th Floor, New York, NY 10007, in person or by certified mail as soon as possible and provide documentation of the special circumstances.

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