



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

<b>REQUIRED FORMS</b>
APPLICATION FORM

MICHAEL R. BLOOMBERG  
 Mayor

EDNA WELLS HANDY  
 Commissioner

## NOTICE OF EXAMINATION

**PROMOTION TO CAPTAIN (CORRECTION)**

**Exam No. 3516**

<p><b>WHEN TO APPLY:</b> From: <b>November 7, 2012</b>          To: <b>November 27, 2012</b></p>	<p><b>APPLICATION FEE: \$88.00</b>  <i>If you pay online by credit card, bank card or debit card, you will receive a \$5.00 discount.</i></p>
<p><b>THE TEST DATE:</b> The multiple-choice test is expected to be held on <b>Saturday, February 2, 2013</b></p>	

**WHAT THE JOB INVOLVES:** Under general supervision, Captains (Correction) are in charge of Correction Officers assigned to the care and custody of prison inmates. They monitor the supervision of inmates; supervise and evaluate work performance of subordinates; oversee inmate movement; authorize and direct search activities; respond to reports of emergencies; confer with staff of all ranks to give and/or receive instructions and to make and/or receive reports; drive a motor vehicle; and perform related work.

Some of the physical activities performed by Captains (Correction) and environmental conditions experienced are: standing for up to 8½ hours continuously; walking up several flights of stairs; using physical force to break up fights; when assigned a double tour, working 17 hours continuously; working outdoors in all kinds of weather; lifting heavy objects; moving heavy items; being exposed to fumes from disinfectants and sanitary supplies; wearing bullet-resistant or radiation protective vest; being subjected to close contact with inmates; responding to smoke/fire conditions which may require wearing turn-out gear such as boots, gloves, coats and using a 25 lb. Scott Air pack (Self Contained Breathing Apparatus), when necessary.

(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 salary is \$77,471 per annum. This rate is subject to change.

**HOW TO APPLY:** If you believe you meet the requirements in the “How to Qualify” section, you may submit an application on the Online Application System (OASys) at [www.nyc.gov/examsforjobs](http://www.nyc.gov/examsforjobs). Follow the onscreen application instructions for electronically submitting your application and payment, and completing any required forms. A valid email address is required to file online. Several internet service providers, including, but not limited to, Google, Yahoo, Hotmail and AOL, offer free email addresses. 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, or money order payable to DCAS (Exams). If you pay online by credit card, bank card or debit card, you will receive a \$5.00 discount. You may come to the DCAS Computerized Testing Centers to file for this examination online, submit a money order, or obtain a paper application for this examination.

The centers will have hours Monday through Saturday from 9:00 A.M. to 5:00 P.M.:

**Manhattan**  
 2 Lafayette Street  
 17<sup>th</sup> Floor  
 New York, NY 10007

**Brooklyn**  
 210 Joralemon Street  
 4<sup>th</sup> Floor  
 Brooklyn, NY 11201

**The Computerized Testing Centers will be closed on November 6, 2012, November 12, 2012 and November 22, 2012.**

**Special Circumstances Form:** This form is included in the application package available at the DCAS Computerized Testing Centers and located on the DCAS website at [http://www.nyc.gov/html/dcas/html/employment/civilservice\\_exams.shtml#examinationforms](http://www.nyc.gov/html/dcas/html/employment/civilservice_exams.shtml#examinationforms). 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.”

**READ CAREFULLY AND SAVE FOR FUTURE REFERENCE**

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 and you will not receive a score.

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

- (1) holds a permanent (not provisional) competitive appointment or appears on a Preferred List (see Note, below) for the title of Correction Officer; and
- (2) has held such permanent competitive title of Correction Officer for not less than two years; and
- (3) is not otherwise ineligible.

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

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

**Note:** See "EFFECTS OF A BREAK IN SERVICE" section, below.

**ELIGIBILITY TO BE PROMOTED:** In order to be eligible for promotion, you must have completed your probationary period in the eligible title as indicated in the above "Eligibility To Take Examination" section, and you must be permanently employed in the eligible title or your name must appear on a Preferred List for the eligible title at the time of promotion. Additionally, you must have served permanently in the eligible title for at least three years.

**Note:** See "EFFECTS OF A BREAK IN SERVICE" section, below.

**CREDIT FOR PRIOR SERVICE IN A UNIFORMED TITLE:** In accordance with Section 13-153 of the New York City Administrative Code, any member of the uniformed force of the Correction Department who immediately prior to his or her appointment or employment as such, has served as a member of the uniformed transit police force, housing police service, or uniformed force of the Department of Sanitation shall have the time served in any of such positions counted as service in the eligible title in determining eligibility and seniority for this promotion.

**REQUIREMENTS TO BE PROMOTED:**

**Investigation:** To be promoted, you must present all the official documents and proof required to qualify.

**Drug Testing:** All eligibles for promotion to Captain (Correction) will be required to submit to a drug test. This drug test will be required in addition to any other drug testing conducted by the New York City Department of Correction.

**Driver License Requirement:** You must possess a motor vehicle driver license valid in the State of New York at the time of promotion. If you have moving violations, license suspensions or an accident record, you may be disqualified. This license must be maintained for the duration of employment.

All eligibles for promotion must be medically and physically able to wear turn-out gear such as boots, gloves, coats and use a 25 lb. Scott Air Pack (Self Contained Breathing Apparatus) to respond to fire emergencies as well as be able to don a gas mask in instances where chemical agents may be used in jail facilities.

**EDUCATION REQUIREMENT:** If promoted, you will be required to possess, by the completion of the probationary period for Captain (Correction), 60 college credits from an accredited college or university or an educational equivalent, as described below.

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 to determine its equivalence to education obtained in the United States.

All official documents and proof required to qualify (e.g., transcripts and/or foreign credit evaluation) must be submitted to the Personnel Division of the Department of Correction before the end of the probationary period. If you have previously submitted a transcript in connection with another Department of Correction promotional examination, you must resubmit a transcript, even if you have not earned any additional credits.

Any employee who graduated from the Correction Academy (Recruitment Training) will be deemed to have received college credit on the following basis and will not be required to submit a transcript to verify these credits:

<b>Graduation Date:</b>	<b>College Credits Earned:</b>
Before April 30, 1979	6 college credits
April 30, 1979 - August 31, 1995	13 college credits
September 1, 1995 - June 30, 1998	18 college credits
July 1, 1998 - Current	21 college credits

**Educational Equivalent:** Each year of experience as a Correction Officer may be substituted for 1.76 college credits up to a maximum of 25 years or 44 college credits. Work experience as a Correction Officer will be prorated in three month increments only.

**THE TEST:** The multiple-choice test may be given at a computer terminal or in paper and pencil format. You will be informed of the format on your Admission Card. Your score on this test will determine 75% of your final score. Your seniority, awards, and educational achievement will determine the remaining 25%. You must achieve a score of at least 70% to pass this test. Only passing candidates will be credited with seniority, awards, and educational achievement and, if applicable, veteran's preference credit.

The multiple-choice test is designed to assess the extent to which candidates have certain abilities and technical knowledge determined to be important to the performance of the tasks of a Captain (Correction).

The test may include questions which require mastery of technical knowledge based on such material as the **Department of Correction Rules and Regulations; Minimum Standards for NYC Correctional Facilities; Health Care Minimum Standards; Policy and Procedures Directives; General Orders; Operations Orders; and Mayor's Executive Order No. 16 of 1978, as amended.**

Task areas to be tested are as follows:

**Conducts Inspections, Searches and Tours:** These tasks involve the monitoring and supervision of inspections of Correction Officers, searches of inmates and tours of a DOC facility.

**Responds to Conflicts, Emergencies and Other Unusual Situations:** These tasks involve the direction and supervision of staff in conflicts and other emergencies and follow-up procedures.

**Supervises and Monitors Facility Activities:** These tasks involve the monitoring and follow-up of compliance with various consent decrees as they pertain to inmates and operation of the facility.

**Oversees Inmate Movement:** These tasks involve the oversight and accounting of, and placement of inmates within and outside a DOC facility, including new admissions, hospital runs, scheduled activities and discharges.

**Communicates Information:** These tasks involve the communication and sharing of information pertaining to the operation of DOC facilities among staff at all levels.

**Supervises, Trains, Counsels and Evaluates Subordinates:** These tasks involve the supervision of subordinate work performance, the provision of training and counseling when needed to subordinates.

**Prepares, Completes and Reviews Forms, Logs and Reports:** These tasks involve the preparation and review of Forms, Logs, Memos and other Reports for completeness, accuracy, direction, and follow-up action.

**Performs Administrative Duties:** These duties involve the assigning of overtime to staff, overall inmate count and the collection and distribution of forms to Correction Officers.

The test also will include questions which may require the use of any of the following abilities:

**Written Communication:** Clear expression of ideas in writing and use of good grammatical form.

**Planning and Organizing:** Establishing a course of action for self and/or others to accomplish a specific goal; planning proper assignment of personnel and appropriate allocation of resources.

**Delegation:** Utilizing subordinates effectively; allocating decision making and other responsibilities to the appropriate subordinates.

**Management Control:** Establishing procedures to monitor and/or regulate processes, tasks, or activities of subordinates and job activities and responsibilities; taking action to monitor the results of delegated assignments or projects.

**Development of Subordinates:** Developing the skills and competencies of subordinates through training and development activities related to current and future jobs.

**Organizational Sensitivity:** Actions that indicate an awareness of the impact and the implications of decisions on other components of the organization.

**Sensitivity:** Actions that indicate a consideration for the feelings and needs of others.

**Analysis:** Identifying problems, securing relevant information, relating data from different sources, and identifying possible causes of problems.

**Judgment:** Developing alternative courses of action and making decisions based on logical assumptions that reflect factual information.

**Decisiveness:** Readiness to make decisions, render judgments, take action, or commit oneself.

**Work Standards:** Setting high goals or standards of performance for self, subordinates, others, and organization. Dissatisfied with average performance.

**Behavioral Flexibility:** Modifying one's approach to most effectively meet the needs of the situation.

**Technical Translation:** Demonstrating knowledge of the meaning of technical/professional terminology used on the job.

**Note:** You are not permitted to enter the test site with cellular phones, beepers, pagers, cameras, portable media players, 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 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 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.

**SENIORITY AND AWARDS:**

**Method of computing seniority:** Use the following chart to determine the credit for seniority in the permanent eligible title of Correction Officer.

<b><u>If Your Date of Permanent Appointment as a Correction Officer is:</u></b>	<b><u>You Will Receive:</u></b>	<b><u>If Your Date of Permanent Appointment as a Correction Officer is:</u></b>	<b><u>You Will Receive:</u></b>
2/3/11 or after	not eligible to take exam	11/3/06 - 2/2/07	81.000%
11/3/10 - 2/2/11	74.000%	8/3/06 - 11/2/06	81.250%
8/3/10 - 11/2/10	74.500%	5/3/06 - 8/2/06	81.500%
5/3/10 - 8/2/10	75.000%	2/3/06 - 5/2/06	81.750%
2/3/10 - 5/2/10	75.500%	11/3/05 - 2/2/06	82.000%
11/3/09 - 2/2/10	76.000%	8/3/05 - 11/2/05	82.250%
8/3/09 - 11/2/09	76.500%	5/3/05 - 8/2/05	82.500%
5/3/09 - 8/2/09	77.000%	2/3/05 - 5/2/05	82.750%
2/3/09 - 5/2/09	77.500%	11/3/04 - 2/2/05	83.000%
11/3/08 - 2/2/09	78.000%	8/3/04 - 11/2/04	83.250%
8/3/08 - 11/2/08	78.500%	5/3/04 - 8/2/04	83.500%
5/3/08 - 8/2/08	79.000%	2/3/04 - 5/2/04	83.750%
2/3/08 - 5/2/08	79.500%	11/3/03 - 2/2/04	84.000%
11/3/07 - 2/2/08	80.000%	8/3/03 - 11/2/03	84.250%
8/3/07 - 11/2/07	80.250%	5/3/03 - 8/2/03	84.500%
5/3/07 - 8/2/07	80.500%	2/3/03 - 5/2/03	84.750%
2/3/07 - 5/2/07	80.750%	2/2/03 or earlier	85.000%

No additional credit will be given for more than 10 years of service in the eligible title, nor will credit be given for more than the actual amount of service an eligible has except as provided by Section 243 of the State Military Law. Any person who, pursuant to Court Order or otherwise, has been accorded retroactive seniority by the Department of Citywide Administrative Services in the title of Correction Officer shall be given appropriate credit.

**Note:** See “EFFECTS OF A BREAK IN SERVICE” section, below.

**Awards:** Use the following chart to determine the credit to be added for Department Honors and Attendance.

<b>Honors</b>	
Departmental Medal of Honor .....	add 3.00 %
Honorable Mention .....	add 1.75 %
Exceptional Merit .....	add 1.50 %
Commendation .....	add 1.00 %
Meritorious Duty .....	add 1.00 %
Excellent Duty .....	add 1.00 %
Employee of the Month .....	add 1.00 %
Employee of the Year .....	add 1.00 %

**Attendance**

Perfect Attendance - each year (Maximum 5 years).....	add 4.00 %
Good Attendance - 1 through 5 days of absence each year (Maximum 5 years).....	add 1.00 %

**Additional Credit for Educational Achievement \***

Awarded JD/Ph.D. degree .....	add 3.00 %
Awarded Master's degree .....	add 2.75 %
Awarded Baccalaureate degree or 90-127 Credits Completed .....	add 2.50 %
Awarded Associate degree or 61-89 credits completed .....	add 1.50 %

**Training Courses\*\***

Training course(s) approved by the DOC resulting in a certificate of completion..... add 0.15%

\*Credit for educational achievement will be granted for the highest level achieved and will be granted for only one educational achievement level. Credit will be awarded for a degree awarded or courses completed from an accredited college or university.

\*\*Credit will be awarded for successful completion of each training course, approved by the Correction Department, resulting in a certificate of completion in such areas as Sensitivity Training, Substance Abuse, CPR, First Aid, Supervision, Conflict Resolution, Report Writing or a closely related area. A maximum of 1.5% will be granted for training courses.

**Terms and Conditions Governing Credit for Departmental Awards, Educational Achievement and Training Courses:**

- a. Credit for awards, educational achievement, and training courses is granted in one successful examination only, i.e., an examination in which the participating candidate attains a place on the eligible list and from which list he or she is subsequently promoted and passes probation. Credit for awards, educational achievement, and training courses will not be split between two promotion exams. If a candidate previously reached the maximum on seniority, awards, educational achievement and training courses for other promotion exams by using less than the full value of an award, the remainder of the value of the award will **not** be granted on this examination.
- b. Credit for awards, educational achievement and training courses must be used by the candidate in the first successful examination following acquisition and recognition of the award.
- c. Each award is creditable as of the date the notice of award is signed by the Commissioner of Correction.
- d. Only awards received prior to the date of the Written Test will be counted.
- e. Credit for educational achievement and training courses will be granted only for credits, degrees or courses completed by **December 31, 2012**. Employees must submit documentation supporting educational achievement and training courses not later than **May 31, 2013** to the Personnel Division of the Department of Correction. Documentation submitted after **May 31, 2013** will not be accepted. Appeals requesting credit for educational achievement and training courses for which documentation was submitted after **May 31, 2013** will be denied.
- f. The maximum credit attainable on awards, seniority, educational achievement, and training courses is 100%. Seniority, awards, educational achievement and training courses, and veteran's preference credits will be awarded only to those candidates who pass the multiple-choice test.

**EFFECTS OF A BREAK IN SERVICE:** The period of a break in service will not be credited toward eligibility to take the exam, eligibility to be promoted, or in the computation of seniority credits. Additionally, any time served prior to a break in service of more than one year will not be credited for those purposes.

**Time on Preferred Lists:** Time on a preferred list will be credited toward eligibility to take the exam, toward the three year eligibility requirement to be promoted, and in the computation of seniority credits. However, time on a preferred list will not be credited towards completion of the probationary period.

**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 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.

**ADDITIONAL INFORMATION:**

**Probationary Period:** As part of the probationary period, probationers will be required to successfully complete a prescribed training course. The probationary period for Captains (Correction) promoted as a result of this examination will be one (1) year. However, the probationary period may be extended for an additional six (6) months if the educational requirement has not been met, or for other reasons.

**SPECIAL ARRANGEMENTS:**

**Late Filing:** Consult **your agency's personnel office** to determine the procedure for filing a late application if you meet one or more of the following conditions:

- (1) You are absent from work for at least one-half of the application period and cannot apply for reasons such as vacation, sick leave or military duty; or
- (2) You become eligible after the above application period but on or before the date of the multiple-choice test.

**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.

**PENALTY FOR MISREPRESENTATION:** Any intentional misrepresentation on the application or examination may result in disqualification even after appointment, and may result in criminal prosecution.

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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 at [nyc.gov/dcas](http://nyc.gov/dcas) and at the DCAS Computerized Testing Centers.

The City of New York is an Equal Opportunity Employer.  
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**For information about other exams, and your exam or list status, call 212-669-1357.  
Internet: [nyc.gov/dcas](http://nyc.gov/dcas)**