BILL DE BLASIO
Mayor

STACEY CUMBERBATCH
Commissioner

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

NOTICE OF EXAMINATION

REQUIRED FORMS

APPLICATION

ENVIRONMENTAL POLICE OFFICER
Exam Nos. 4304 and 4333
Second Amended Notice - April 30, 2014

YOU ARE RESPONSIBLE FOR READING THIS NOTICE IN ITS ENTIRETY BEFORE YOU SUBMIT YOUR APPLICATION.

This Notice of Examination is amended to update information about the salary.

WHEN TO APPLY: On the date of the test

APPLICATION FEE: $40.00
Payable only at a Computer-based Testing & Applications Center on the day of the test by credit card, bank card, debit card, or money order payable to DCAS (EXAMS). If you choose to pay the application fee with a credit/debit/gift card, you will be charged a fee of 2.49% of the payment amount. This fee is nonrefundable.

THE TEST SCHEDULE: Testing for the title of Environmental Police Officer is anticipated to be held throughout the year depending on the hiring needs of the agency. Below is the schedule of testing from August 2013 - June 2014:

Exam No.	Filing and Testing Period
4304	August 1, 2013 - December 31, 2013
4333	January 2, 2014 - June 30, 2014

Monthly Schedule: A monthly schedule of the days and times of filing and testing will be available beginning on the 1st day of each month at www.nyc.gov/dcas and at the DCAS Computer-based Testing & Applications Centers.

DCAS COMPUTER-BASED TESTING & APPLICATIONS CENTERS: This exam will be administered at the DCAS Computer-based Testing & Applications Centers:

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

Brooklyn
210 Joralemon Street
4th Floor
Brooklyn, NY 11201

Seating is limited. Once the Computer-based Testing & Applications Centers are filled to capacity, no more candidates will be admitted. You are encouraged to take the test earlier in the month since there is generally more seating available at that time.

You may take the Environmental Police Officer test at either location, but you may only take each exam number once. If you take a test with the same exam number more than once, only your first test will be rated and your additional filing fee will not be refunded.

Warning: You are not permitted to enter the test site with cellular phones, beepers, pagers, cameras, portable media players, or other electronic devices. Calculators are not permitted. Electronic devices with an alphabetic keyboard or with word processing or data recording capabilities such as planners, organizers, etc. are prohibited. If you use any of these devices in the building at any time before, during or after the test, 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 of a Computer-based Testing & Applications Center while you are taking the test.

Required Identification: You are required to bring one (1) form of valid (non-expired) signature and photo bearing identification to the test site. The name that was used to apply for the exam must match the first and last name on the photo ID. A list of acceptable identification documents is provided below. If you do not have an acceptable ID, you may be denied testing. Acceptable forms of identification (bring one) are as follows: State issued driver's license, State issued identification card, US Government issued Passport, US Government issued Military Identification Card, US Government issued Alien Registration Card, Employer ID with photo, or Student ID with photo.

Leaving: 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.

Test dates and times are subject to change.

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

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, Environmental Police Officers patrol and secure water supply facilities and lands, and monitor 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, 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: The current minimum salary is $29,110 for the first 26 weeks and $33,395 after the first 26 weeks. Incumbents at Assignment Level I will receive salary increments reaching $50,812 per annum after 6 ½ years. All rates are subject to change within this class of positions. There are three assignment levels in 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: You will receive an exam application and filing instructions when you arrive at a DCAS Computer-based Testing & Applications Center.

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 <u>not</u> being administered at that time. The recorded message will be heard after the "Thank you for calling" 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 Guide: This guide 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 Guide that pertain to you when you complete your Application for Examination.

You will be given the test before we review 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.

HOW TO QUALIFY:

Education and Experience Requirements: By the **date of appointment,** you must have a four-year high school diploma or its educational equivalent **plus either**:

1. 30 college semester credits at an accredited college or university with at least a 2.0 cumulative index or its equivalent, or

2. two years of honorable full-time U.S. military service or one year of law enforcement experience.

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 Department of Environmental Protection 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 16½ years of age by the date you take the examination to be permitted to take this examination. You must have attained age 20 to be appointed as an Environmental 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 an Environmental Police Officer. Thus, if you take the test at a DCAS Computer-based Testing & Applications Center, you must not have reached your 35th birthday by the date you take the examination to be appointed as an Environmental Police Officer.

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 as 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. You will be examined to determine whether you can perform the essential functions of an Environmental Police Officer. Additionally, you will be expected to continue to perform the essential functions of an Environmental 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 Environmental 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 at any time during your 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 has a strict zero tolerance policy concerning illegal drug use. Individuals who are considering applying for positions as an Environmental Police Officer 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, you 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: 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.

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.

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:

Investigation: You will be investigated prior to appointment and must pay a $75 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 or record of the Bureau of Vital Statistics or other satisfactory evidence, naturalization papers if necessary, proof of any military service, and proof of educational requirements. Any willful misstatement or failure to present any required documents will be cause for disqualification.

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

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 your 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: 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 Environmental Police Officers. Firearms qualification tests will be administered twice per year. 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 a disability, you must notify the Exam Support Group by email at testingaccommodations@dcas.nyc.gov or by fax at (212) 313-3241. Please refer to the **Special Circumstances Guide** http://www.nyc.gov/html/dcas/downloads/pdf/misc/exam_special_circumstances.pdf for information on what to include in your request. Your request must be received at least fifteen business days before the date of your test.

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

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 and at the DCAS Computer-based Testing & Applications Centers.

The City of New York is an Equal Opportunity Employer.

Title Code No. 70811; The Miscellaneous Service Occupational Group

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