



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

REQUIRED INFORMATION
APPLICATION

BILL DE BLASIO
 Mayor

STACEY CUMBERBATCH
 Commissioner

NOTICE OF EXAMINATION

**PROMOTION TO CAPTAIN (POLICE)
 Exam No. 4543
 AMENDED NOTICE: May 28, 2014**

<p>WHEN TO APPLY: From: May 7, 2014 To: May 27, 2014</p>	<p>APPLICATION FEE: \$101.00 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.</p>
<p>THE TEST DATE: The multiple-choice test is expected to be held on Saturday, September 13, 2014.</p>	

The Notice of Examination is amended to provide The Written Test Description.

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

WHAT THE JOB INVOLVES: Captains in the Police Department, under general direction, unless detailed to act in a higher rank, command or administer a precinct, unit, squad, bureau, or office, or occupy a position which, in the opinion of the Police Commissioner, requires the assignment of a Captain because of its importance or responsibilities; and perform related work. They supervise and/or exact the proper performance of police duty from subordinate members of the service assigned to the various branches of the department; make investigations and reports on police conditions and activities; perform all additional functions prescribed for the rank by relevant laws, rules, procedures, orders or directives of the Police Department; and perform administrative duties in department offices and commands, and such other special assignments as directed by the Police Commissioner.

Some of the physical activities performed by Captains (Police) and environmental conditions experienced are: working outdoors in all kinds of weather; driving or sitting in a patrol car while remaining continuously alert; climbing up stairs; with background noise, monitoring, understanding and engaging in radio communications; visually monitoring closed circuit television screens; and operating a computer keyboard using fine motor control.

(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 \$114,978 per annum. This rate is subject to change.

HOW TO APPLY: If you believe you are eligible to take this examination, submit an application on the Online Application System (OASys) at www.nyc.gov/examsforjobs. Follow the onscreen application instructions for electronically submitting your application and payment, and completing any required information. 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, a prepaid debit card with a credit card logo which you may purchase online or at various retail outlets. You may come to the DCAS Computer-based Testing and Applications Centers to file for this examination online and submit a money order payable to DCAS (Exams).

The centers will be open Monday through Saturday from 9:00 AM to 5:00 PM:

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

Brooklyn
 210 Joralemon Street
 4th Floor
 Brooklyn, NY 11201

The Computer-based Testing and Applications Centers will be closed on Monday, May 26, 2014.

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

Special Circumstances Guide: This guide is included in the application package available at the DCAS Computer-based Testing and Applications Centers and located on the DCAS website at www.nyc.gov/html/dcas/downloads/pdf/misc/exam_special_circumstances.pdf. 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."

ELIGIBILITY TO TAKE EXAMINATION: This examination is open to each employee of the New York Police Department 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 Lieutenant (Police); and
- (2) 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**. 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 BE PROMOTED: In order to be eligible for promotion, you must have served permanently in the rank of Lieutenant (Police) in any one or combination of the New York City Police, Transit Police or Housing Authority Police Departments for at least two years, and have successfully completed the probationary period for Lieutenant (Police). Additionally, you must be permanently employed as a Lieutenant (Police) or your name must appear on a Preferred List for Lieutenant (Police) at the time of promotion.

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

REQUIREMENTS TO BE PROMOTED:

Education Requirement: In order to be eligible for promotion to Captain (Police), you must possess a baccalaureate degree awarded by a college or university accredited by an accrediting body recognized by the U.S. Secretary of Education and the Council for Higher Education Accreditation ("CHEA"). You are required to submit Official Transcripts to the Educational Tracking Unit, Police Academy, 235 East 20 Street, New York, N.Y. 10003, as soon as practicable. Only official copies of transcripts will be utilized to determine whether you have fulfilled the Education Requirement. Foreign education must be evaluated by an approved Foreign Education Evaluation Service. This evaluation must be completed prior to the submission of the Official Transcript to the Educational Tracking Unit.

(Note: Graduation from the Police Academy since 1974 may be accepted by some colleges for credits toward a baccalaureate degree. It is, however, the responsibility of the individual to research which services evaluate Academy graduation for college credits and which colleges will accept such evaluations toward college credits and a baccalaureate degree.)

Investigation: To be promoted, candidates must present to the Police Department all the official documents and proof to qualify.

Drug Testing: All eligibles for promotion to this position will be required to submit to a drug test. This one time drug test may occur prior to promotion or after promotion during the probationary period. This drug test will be required in addition to any other drug testing conducted by the New York City Police Department, such as random drug testing.

Driver License Requirement: At the time you are promoted to this position, you must have a motor vehicle driver license valid in the State of New York with no restrictions that would preclude the performance of Captain (Police) work. This license must be maintained for the duration of your employment.

THE TEST: You will be given a multiple-choice test at a computer terminal or a paper and pencil test. You will be informed of the format on your admission notice. You must achieve a score of at least 70% to pass the test. Ratings for seniority, departmental awards, and if applicable, veterans' preference credit, will be added to the multiple-choice test scores of passing candidates only, to determine final scores.

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 (Police). Task areas to be tested are as follows:

Assign and Reassign Personnel: Reviewing roll call sheets and assigning personnel to posts or duties on a daily basis; accounting for personnel during and after tours of duty; and changing assignments as situations arise during a single tour of duty. These tasks involve both uniformed and civilian personnel.

Monitor and Inspect Subordinates: Monitoring and inspecting subordinates to determine if they are performing acceptably.

Train, Evaluate, Reward and Correct Subordinates: On-the-job training; evaluating work performance; counseling and discussing subordinates' problems; and administering or recommending formal or informal rewards or punishments, transfers or discretionary assignments. These tasks pertain to civilian and uniformed personnel.

Monitor Local Area Conditions and Department Information Sources: Monitoring and reviewing various information sources to stay abreast of issues and conditions which might affect command operations.

Direct Arrest and Detention Procedures: Directing, reviewing or monitoring subordinates' actions regarding the arrest, detention and proper treatment of prisoners/detainees.

Direct Activities During Incidents and Emergencies: Field investigation and supervision of crimes, complaints, and other incidents or emergencies.

Actions Needed to Ensure Integrity: The prevention, identification, detection or investigation of alleged police misconduct or corruption.

Safeguard Evidence and Non-Police Property: Safeguarding, storing, vouchering and accounting for evidence and non-police property.

Account for, Safeguard and Maintain Police Property: Ensuring that the command has proper equipment and supplies; as well as tracking, securing and maintaining police equipment and the police station.

Cooperate with Community Groups, the Public and Other Agencies: Answering questions, making referrals, making presentations and otherwise interacting with community groups, members of the public and other city agencies.

Make Required Notifications and Communicate Information: Making formal notifications as required by department regulations, as well as informal communications of information.

Prepare and Review Written Forms, Logs and Reports: Preparing or reviewing written forms, logs and reports, as well as department memos, directives and bulletins. The forms and reports may be captioned (fill-in-the-blank), written narrative, or a combination of both.

Plan and Administer Programs/Design Procedures: Planning, scheduling, administering and evaluating programs or procedures to increase productivity, reduce crime conditions, save money, make the command function smoother, solve administrative problems, etc.

The test may include questions which require mastery of technical knowledge based on such materials as the NYCPD Patrol Guide, Administrative Guide, Interim Orders, Legal Bureau Bulletins, New York State Penal Law, Criminal Procedure Law, Family Court Act, and Mayor's Executive Order No. 16 of 1978, as amended, and may address any of the following areas: Aided Cases; Accidents; Complaints; Summonses; Arrests; Prisoners; Property; Court and Agency Appearances; Patrol Supervision; Special Patrol Operations; Disciplinary Matters; Personnel Matters; Uniforms, Equipment and Department Property, in effect up to and including July 13, 2014.

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

Analytical Thinking: Analyzing information and using logic to address specific work-related issues and problems; involves the identification of problems, not implementation of solutions. You may use this ability to identify trends and or patterns in activity.

Quantitative Analysis & Interpretation: Analyzing, interpreting and understanding the underlying principles and meaning of numerical data; recognizing inconsistencies and errors in reports containing numerical data. May involve making projections. You may use this ability when analyzing complaint Reports/Traffic Incidents to determine causes and patterns of complaints.

Judgement & Decision-Making: Reviewing information to develop and evaluate the relative costs and benefits of potential solutions to problems and choosing the most appropriate one; implementing a course of action determined by thinking analytically. You may use this ability when adjusting personnel tours to address crime, quality of life and traffic issues.

Planning and Organizing: Establishing a method of execution to accomplish a specific goal over an extended period of time; determining appropriate assignments and allocation of resources. You may use this ability when preparing precinct details for events such as parades or demonstrations.

Management of Material Resources: Obtaining and seeing to the appropriate use of equipment, facilities and materials needed to do certain work; managing the things needed to accomplish tasks. You may use this ability when obtaining specialized equipment to carry out operations.

Management of Personnel Resources: Motivating, developing and directing people as they work, identifying the best people for the job; managing employees needed to accomplish tasks. You may use this ability when selecting the most qualified personnel for units that handle special situations.

Monitoring: Assessing performance of oneself, other individuals or organizations to make improvements or take corrective action; overseeing the quality of performance. You may use this ability when gathering information to be used in the assessment of a subordinate.

Time Management: Managing one's own time and the time of others in order to promote effective use of work hours. You may use this ability when preparing information and data to be presented at a large scale meeting.

Persistence: Persisting in the face of obstacles until desired outcome is achieved; may modify goals if and when appropriate instead of giving up. You may use this ability when implementing procedures to confront spiking crime patterns.

Adaptability/Flexibility: Responding to change (positive or negative) in a constructive manner and adapting approach as needed to the situation. You may use this ability when managing personnel changes.

Stress Tolerance: Accepting criticism and dealing calmly and effectively with high stress situations. You may use this ability when placed in charge of large scale operations.

Active Listening: Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate and not interrupting at inappropriate times; requires interaction between speaker and listener. You may use this ability when addressing roll-call, conducting meeting and precinct personnel.

Persuading & Influencing Others: Causing others to change or modify their opinions, views or behaviors using a variety of strategies. You may use this ability when meeting with local officials or during local council/elected official meetings.

Written Expression: Appropriately communicating information and ideas in written words and sentences so intended audience will understand. You may use this ability when completing documentation and reports.

Conflict Resolution: Negotiating with others to resolve grievances or conflicts and handle complaints by developing a constructive solution. You may use this ability when handling incidents involving off-duty members of the service.

Concern for Others: Acting in a manner sensitive to others' needs and feelings while being understanding and helpful on the job; showing consideration. You may use this ability when performing an assessment of a subordinate.

Coaching & Mentoring: Identifying the developmental needs of others and coaching, mentoring, or otherwise helping others to improve their knowledge or skills. You may use this ability when managing command units.

Teamwork: Developing mutual trust and cooperation while working together toward the accomplishment of a common goal or outcome. You may use this ability when coordinating a response across multiple agencies.

Integrity: Acting in an honest and ethical manner

Dependability: Fulfilling obligations and acting in a reliable, responsible and dependable manner.

Achievement/Effort: Establishing and maintaining personally challenging achievement goals and exerting effort toward mastering tasks to reach set goals.

Initiative and Independence: Displaying a willingness to take on additional responsibilities and challenges, while developing one's own way of doing things and guiding oneself with little or no supervision.

Attention to Detail: Being careful about detail and thorough in completing work tasks.

Self Control: Maintaining composure, keeping emotions in check, controlling anger and avoiding aggressive behavior, even in very difficult situations.

Updating & Using Relevant Knowledge: Keeping up-to-date technically and applying new knowledge to the job.

Certain questions may be answered on the basis of documents or other information supplied to candidates on the date of the multiple-choice test.

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 permitted; however, they must be hand-held, battery or solar powered, numeric only. Calculators with functions **other than** addition, subtraction, multiplication and division **are prohibited**. 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.

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.

SENIORITY AND DEPARTMENTAL AWARDS: Additional points for seniority and departmental awards, if applicable, will be awarded only to candidates who pass the multiple-choice test.

Method of computing seniority: Use the following chart to determine the credit for seniority in the permanent eligible title of Lieutenant (Police) in any one or combination of the New York City Police, Transit Police or Housing Authority Police Departments, subject to the conditions listed below.

If Your Date of Permanent Appointment to Lieutenant (Police) is:	You Will Receive:	If Your Date of Permanent Appointment to Lieutenant (Police) is:	You Will Receive:
09/14/14 or after	not eligible	06/14/09 - 09/13/09	2.560 points
06/14/14 - 09/13/14	0.120 points	03/14/09 - 06/13/09	2.682 points
03/14/14 - 06/13/14	0.242 points	12/14/08 - 03/13/09	2.804 points
12/14/13 - 03/13/14	0.364 points	09/14/08 - 12/13/08	2.926 points
09/14/13 - 12/13/13	0.486 points	06/14/08 - 09/13/08	3.048 points
06/14/13 - 09/13/13	0.608 points	03/14/08 - 06/13/08	3.170 points
03/14/13 - 06/13/13	0.730 points	12/14/07 - 03/13/08	3.292 points
12/14/12 - 03/13/13	0.852 points	09/14/07 - 12/13/07	3.414 points
09/14/12 - 12/13/12	0.974 points	06/14/07 - 09/13/07	3.536 points
06/14/12 - 09/13/12	1.096 points	03/14/07 - 06/13/07	3.658 points
03/14/12 - 06/13/12	1.218 points	12/14/06 - 03/13/07	3.780 points
12/14/11 - 03/13/12	1.340 points	09/14/06 - 12/13/06	3.902 points
09/14/11 - 12/13/11	1.462 points	06/14/06 - 09/13/06	4.024 points
06/14/11 - 09/13/11	1.584 points	03/14/06 - 06/13/06	4.146 points
03/14/11 - 06/13/11	1.706 points	12/14/05 - 03/13/06	4.268 points
12/14/10 - 03/13/11	1.828 points	09/14/05 - 12/13/05	4.390 points
09/14/10 - 12/13/10	1.950 points	06/14/05 - 09/13/05	4.512 points
06/14/10 - 09/13/10	2.072 points	03/14/05 - 06/13/05	4.634 points
03/14/10 - 06/13/10	2.194 points	12/14/04 - 03/13/05	4.756 points
12/14/09 - 03/13/10	2.316 points	09/14/04 - 12/13/04	4.878 points
09/14/09 - 12/13/09	2.438 points	09/13/04 or earlier	5.000 points

Conditions: Service in titles other than Lieutenant (Police) in any one or combination of the New York City Police, Transit Police or Housing Authority Police Departments will not be given seniority credit, except as provided by law. No additional credit will 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 Lieutenant (Police) in any one or combination of the New York City Police, Transit Police or Housing Authority Police Departments shall be given appropriate credit.

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

Departmental Awards: Use the following chart to determine the points credited for departmental awards.

For Each Award:	Add the Following:
Honorable Mention*	0.156 points
Exceptional Merit	0.125 points
Commendation	0.094 points
Meritorious Police Duty	0.063 points
Excellent Police Duty	0.031 points
Annual Physical Fitness Incentive Program	maximum of 0.500 per year to a maximum of 2.500
Department Medal of Honor	0.375 points
Police Combat Cross	0.219 points
Medal for Valor (Merit)	0.188 points

*The following additional points beyond those awarded for Honorable Mention will be applied if the member has also been awarded any of the following medals for the same act, otherwise, the member will receive the points as indicated above.

Department Medal of Honor	0.219 points
Police Combat Cross	0.063 points
Medal for Valor (Merit)	0.032 points

Terms and Conditions Governing Credit for Departmental Awards:

- Credit shall not be given for Excellent Police Duty awarded in connection with the Police Department's Blood Bank Program.
- Credit for the Annual Physical Fitness Incentive Program will be awarded at two-tenths (0.200) of one point for successful completion of the cardiovascular component. One-tenth (0.100) of one point will be awarded for each of the three remaining components (muscular strength, muscular endurance, flexibility). Consult Personnel Bureau Memo 28s.00 for further information about the program. Candidates must pass the qualifying first event (cardiovascular component) to be eligible for the remaining events. A maximum of one-half (0.500) point per year earned may be applied toward the exam, to a total of 2.5 points.
- Credit for awards 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/she is subsequently promoted and passes probation. Credit for an award will not be split between two promotion exams.
- Credit for awards must be used by the candidate at the earliest opportunity, i.e., in the first successful examination following acquisition and recognition of the award. Credit for awards will be granted in date order, i.e., oldest awards will be credited first, with the exception of the Annual Physical Fitness Incentive Program, which will be granted first.

- e. Only departmental awards granted on or before the date of the written test will be credited, with the exception of the Annual Physical Fitness Program. No credit will be given for the Annual Physical Fitness Incentive Program granted in conjunction with an earlier promotional exam where the candidate was placed on a resulting eligible list and from which list he/she was subsequently promoted and passed probation.
- f. Credit for awards earned while employed by the New York City Transit Police Department or New York City Housing Authority Police Department will be granted to eligible candidates in compliance with NYCPD Operations Order No. 94 dated 7/27/93.
- g. The maximum total credit attainable on Seniority and Departmental Awards is 8.751 points. Credit for seniority will be granted before granting credit for awards. This will allow maximum use of awards.

EFFECTS OF A BREAK IN SERVICE: The period of a break in service will not be credited toward 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 a year will not be credited for these purposes.

ADMISSION NOTICE: You should receive an Admission Notice in the mail about 10 days before the date of the test. If you do not receive an Admission Notice at least 4 days before the test date, you must go to the Exam Support Group, 1 Centre Street, 14th Floor, Manhattan, to obtain a duplicate notice.

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: The probationary period for Captains promoted as a result of this examination is twelve (12) months. However, the probationary period may be extended for an additional six (6) months.

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 where you are an officer or employee of the City;
- (3) absence for one week following the death of a spouse, domestic partner, parent, sibling, child or child of a domestic partner where you are an officer or employee of the City;
- (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 Exam Support Group in person or by mail at 1 Centre Street, 14th Floor, New York, NY 10007, as soon as possible and provide documentation of the special circumstances that caused you to miss your exam.

PENALTY FOR MISREPRESENTATION: Any intentional misrepresentation on the application or examination may result in disqualification, even after promotion, 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 and Applications Centers.

The City of New York is an Equal Opportunity Employer.
Title Code No. 70265; Police Service.

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