BILL DE BLASIO
Mayor

LISETTE CAMILO
Commissioner

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

N O T I C E O F E X A M I N A T I O N

REQUIRED INFORMATION
APPLICATION

PROMOTION TO POLICE OFFICER
Exam Nos. 7502 and 7503

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

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 non refundable.

THE TEST DATE: The multiple-choice test for Exam No. 7502 is expected to be held on **Saturday, August 13, 2016** and the multiple-choice test for Exam No. 7503 is expected to be held on **Saturday, February 11, 2017** at the DCAS Computer-based Testing & Applications 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 Computer-based Testing & Applications Center is filled to capacity for a session, no more candidates will be admitted.

You may take the Promotion to Police Officer test at either location, but you may only take the test once. If you take the test with the same exam number more than once, only your first test will be rated and your additional application 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: 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 while remaining alert; driving or sitting in a patrol car during a tour while remaining alert; running after a fleeing suspect; climbing up stairs; carrying an injured adult with assistance; gripping persons to prevent escape; restraining a suspect by use of handcuffs; detecting odors such as those caused by smoke or gas leaks; engaging in hand to hand struggles to subdue a suspect resisting arrest; being physically active for prolonged periods of time; understanding verbal communication over the radio with background noise; reading and writing under low light conditions; carrying or wearing heavy equipment; and wearing a bullet-resistant vest.

(This is a brief description of what you might do in this position and does not include all the duties of this position.)

THE SALARY: The current minimum salary is $42,819 per annum. Incumbents will receive salary increments reaching $78,026 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 instructions on how to apply for this examination 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.

If you are receiving or participating in certain forms of public assistance/benefits/programs, or are a veteran, you may qualify to have the application fee waived. For more information on eligibility for a fee waiver and documentation requirements, visit the Fee Waiver FAQ on the Online Application System at *https://a856-eeexams.nyc.gov/OLEE/oasys/FAQFeeWaiver.aspx.*

You may come to the DCAS Computer-based Testing & Applications Centers to file for this examination online and submit a money order payable to DCAS (Exams) or to submit documentation for a fee waiver.

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.”

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 permanent 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: Traffic Enforcement Agent, Associate Traffic Enforcement Agent, School Safety Agent and Supervisor of School Security.

You will 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**.

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.

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 Computer-based Testing & Applications Center on Saturday, August 13, 2016, you must not have reached your 35th birthday by August 13, 2016 to be promoted to Police Officer. If you take the test at a DCAS Computer-based Testing & Applications Center on Saturday, February 11, 2017, you must not have reached your 35th birthday by February 11, 2017 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) arrest record or conviction of an offense, the nature of which indicates lack of good moral character or disposition towards violence or disorder; (b) repeated arrests or 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 the position of 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 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.

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 on a computer terminal. You must receive a score of at least 70% to pass this test. Your score on this test will determine your place on an eligible list. The multiple-choice test will include questions that may require the use of any of the following abilities:

Written Comprehension: understanding written sentences and paragraphs. Example: A Police Officer might use this ability when reviewing an incident report.

Written Expression: using English words or sentences in writing so that others will understand. Example: A Police Officer might use this ability when writing summonses, reports, or preparing forms.

Memorization: remembering information, such as words, numbers, pictures and procedures. Pieces of information can be remembered by themselves or with other pieces of information. Example: A Police Officer might use this ability when recalling details about a crime scene.

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. Example: A Police Officer might use this ability when deciding if someone in their care is in need of medical attention.

Deductive Reasoning: applying general rules to specific problems and coming up with logical answers. It involves deciding if an answer makes sense. Example: A Police Officer might use this ability when deciding the correct protocol to follow when responding to various incidents.

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. Example: A Police Officer might use this ability assessing facts from statements obtained from witnesses.

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. Example: A Police Officer might use this ability when filling out an incident report, which requires specific information be presented in a time-lapsed sequence.

Spatial Orientation: determining where you are in relation to the location of some object or where the object is in relation to you. Example: A Police Officer might use this ability when determining which is the closest crossroad to an address where a crime was reported.

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. Example: A Police Officer might use this ability when comparing the facial characteristics of a suspect to a photograph on file.

In addition, you may be asked questions regarding standards of proper employee ethical conduct, including the provisions of Mayor's Executive Order No. 16 of 1978, as amended, and other related areas.

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.

CHANGE OF MAILING AND/OR EMAIL ADDRESS:
It is critical that you promptly notify DCAS of any change to your mailing address and/or email address. You may miss important information about your exam(s) or consideration for appointment, including important information that may require a response by a specified deadline, if we do not have your correct mailing and/or email address. Change of mailing and/or email address requests submitted to any place other than DCAS, such as your Agency or to the United States Postal Service will NOT update your records with DCAS. To update your mailing and/or email address with DCAS, you must submit a change request by mail or in person. Your request must include your full name, social security number, exam title(s), exam number(s), old mailing and/or email address, and your new mailing and/or email address. Your request can be mailed to DCAS Records Room, 1 Centre Street, 14th Floor, New York, NY 10007 or brought in person to the same address Monday through Friday from 9AM to 5PM.

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 associate 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 uniformed positions, including Police Officer. Firearms qualification tests will be administered semi-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 Test Accommodations: If you plan to request special testing accommodations due to disability, you must notify Administration, Customer and Exam Support by email at testingaccomodations@dcas.nyc.gov or by fax at (212) 313-3241. 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 five business days before the date of your test.

SPECIAL ARRANGEMENTS:

Make-up Test: You may apply for a make-up test if you cannot take the test on the regular test date(s) 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 from the test within one week after 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;
(5) a clear error for which the Department of Citywide Administrative Services or the examining agency is responsible; or
(6) a temporary disability, pregnancy-related, or child-birth-related condition preventing you from taking the test.

To request a make-up test, contact Administration, Customer and Exam Support 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 test.

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 Computerized-based Testing & Applications Center.

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