



BILL DE BLASIO
Mayor

DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES
BUREAU OF EXAMINATIONS

LISETTE CAMILO
Commissioner

NOTICE OF EXAMINATION

PROMOTION TO CAPTAIN (CORRECTION)

Exam No. 8518

WHEN TO APPLY: From: January 3, 2018

APPLICATION FEE: \$91.00

To: January 23, 2018

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 DATE: The multiple-choice test is expected to be held on **Saturday, May 19, 2018.**

YOU ARE RESPONSIBLE FOR READING THIS ENTIRE NOTICE BEFORE YOU SUBMIT YOUR APPLICATION.

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; and drive a motor vehicle. All Captains (Correction) perform related work.

Special Working Conditions:

Captains (Correction) may be required to work various shifts including nights, Saturdays, Sundays, and holidays.

Some of the physical activities performed by Captains (Correction) and environmental conditions experienced are: standing for up to 8 1/2 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 turn-out gear such as boots, gloves, coats and using a 25lb. 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 \$81,825 per annum. This rate is subject to change.

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**. 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 it is determined prior to the test date that you are not eligible to participate in this examination, you will not receive an Admission Notice to take the multiple-choice test, you will not be permitted into the test site, and your application fee will not be refunded. If it is determined after the test date that you are not eligible to participate in this examination, your application fee will not be refunded and you will not receive a score.

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

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

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.

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 of the United States, you must have your foreign education evaluation 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 education credit evaluation) must be submitted directly by the college, university, or evaluating service to the Human Resources 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. Documents will not be accepted from individual candidates.

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:

Graduation Date:	College Credits Earned:
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.

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 unique and valid email address is required to file online. Several internet service providers, including but not limited to Google, Yahoo!, AOL, Outlook.com, and Mail.com offer free email addresses. **All new OASys accounts require verification before a candidate can submit an application to ensure the accuracy of candidate information. Verification is instantaneous for most accounts, but some accounts may require up to two (2) business days to be reviewed by a staff member and resolved. Email notification will be sent to those creating accounts that require additional documentation before they can be resolved. Please keep this information and the application period deadline in mind when creating your account.** The following methods of payment are acceptable: major credit card, bank card associated with a bank account, or a prepaid debit card with a credit card logo which you may purchase online or at various retail outlets.

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

Manhattan	Brooklyn	Queens	Staten Island
2 Lafayette Street 17th Floor New York, NY 10007	210 Joralemon Street 4th Floor Brooklyn, NY 11201	118-35 Queens Boulevard 5th Floor Forest Hills, NY 11375	135 Canal Street 3rd Floor Staten Island, NY 10304

The DCAS Computer-based Testing & Applications Centers will be closed on Saturday, January 13, 2018 and Monday, January 15, 2018.

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

REQUIREMENT(S) TO BE PROMOTED:

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

Screening Requirements: Promotion into this title and assignments to any special unit are subject to certain mandated screening and review requirements set forth at Part XII of the Consent Judgment

in *Nunez v. City of New York*, 11 Civ. 5845 ("Nunez screening requirements"), which can be reviewed at http://www.nyc.gov/html/dcas/downloads/pdf/misc/pages_from_nunez_consent_judgment.pdf. You must satisfy the Nunez screening requirements in order to be promoted and/or assigned to special units.

Drug Testing: All eligibles for promotion to Captain (Correction) will be required to submit to a drug test. Additionally, as a probationary Captain (Correction), you are subject to random drug testing during Academy Training. 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 Department of Correction found in possession of or using illegal drugs, or who fails, refuses, or attempts to evade a drug test, will be terminated. The NYC Department of Correction has a strict zero tolerance policy concerning illegal drug use.

Driver License Requirement: By the time you are promoted to this position, you must have a motor vehicle driver license valid in the State of New York. 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.

Medical and Physical Requirement: 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.

Residency Requirement: The New York State Public Officers Law requires that at the date of promotion, you must be a resident of the City of New York, or of Nassau, Westchester, Suffolk, Orange, Rockland or Putnam counties.

CREDITS 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.

REQUIRED INFORMATION:

Application for Examination: Follow the online instructions, including those relating to the payment of fee and, if applicable, those found in the Special Circumstances Guide.

THE TEST:

The multiple-choice test may be given at a computer terminal or in a paper and pencil format. You will be informed of the format on your Admission Notice. A score of at least 70% is required to pass this test. Your score on this test will determine 75% of your final score. Your seniority, awards, educational achievement and training courses will determine the remaining 25%. Only candidates who obtain a score of at least 70% on the multiple-choice test will be credited with seniority, awards, educational achievement, training courses and, if applicable, veterans' preference credit.

Written Test Description: A detailed description of the multiple-choice test will be provided at a later date.

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:

<u>If your Date of Permanent Appointment as a Correction Officer is:</u>	<u>You will Receive:</u>	<u>If your Date of Permanent Appointment as a Correction Officer is:</u>	<u>You will Receive:</u>
5/20/16 or after	not eligible to take exam	02/20/12 - 05/19/12	81.000%
02/20/16 - 05/19/16	74.000%	11/20/11 - 02/19/12	81.250%
11/20/15 - 02/19/16	74.500%	08/20/11 - 11/19/11	81.500%
08/20/15 - 11/19/15	75.000%	05/20/11 - 08/19/11	81.750%
05/20/15 - 08/19/15	75.500%	02/20/11 - 05/19/11	82.000%
02/20/15 - 05/19/15	76.000%	11/20/10 - 02/19/11	82.250%
11/20/14 - 02/19/15	76.500%	08/20/10 - 11/19/10	82.500%
08/20/14 - 11/19/14	77.000%	05/20/10 - 08/19/10	82.750%
05/20/14 - 08/19/14	77.500%	02/20/10 - 05/19/10	83.000%
02/20/14 - 05/19/14	78.000%	11/20/09 - 02/19/10	83.250%
11/20/13 - 02/19/14	78.500%	08/20/09 - 11/19/09	83.500%
08/20/13 - 11/19/13	79.000%	05/20/09 - 08/19/09	83.750%
05/20/13 - 08/19/13	79.500%	02/20/09 - 05/19/09	84.000%
02/20/13 - 05/19/13	80.000%	11/20/08 - 02/19/09	84.250%
11/20/12 - 02/19/13	80.250%	08/20/08 - 11/19/08	84.500%
08/20/12 - 11/19/12	80.500%	05/20/08 - 08/19/08	84.750%
05/20/12 - 08/19/12	80.750%	05/19/08 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.

Honors

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 of 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 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 Department of Correction, resulting in 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:

- Credit for awards, educational achievement, and training courses is granted for 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.
- 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.
- Each award is creditable as of the date the notice of award is signed by the Commissioner of Correction.
- Only awards received prior to the date of the Written Test will be counted.
- Credit for educational achievement and training courses will be granted only for credits, degrees or courses completed by **June 30, 2018**. Employees must submit documentation supporting educational achievement and training courses not later than **August 31, 2018** to the Human Resources Division of the Department of Correction. Documentation submitted after **August 31, 2018** will not be accepted. Appeals requesting credit for educational achievement and training courses for which documentation was submitted after **August 31, 2018** will be denied.
- The maximum credit attainable on awards, seniority, educational achievement, and training courses is 100%. Seniority, awards, educational achievement and training courses, and veterans' 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.

EXAM SITE ADMISSION:

You will be sent 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 Administration, Customer, and Exam Support, 1 Centre Street, 14th Floor, Manhattan, to obtain an Admission Notice. Test site assignments will take your address into consideration, but nearness to your address cannot be guaranteed.

Warning: You are not permitted to enter the test site with cellular phones, smart watches, 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 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, your prohibited device(s) may be confiscated and your application fee will not be refunded. You may not have any other people, including children, present with you while you are being processed for or taking the test and no one may wait for you inside of the test site 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, City or 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.

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. If we do not have your correct mailing and/or email address, you will not receive information about your exam(s), consideration for appointment and/or important information that may require a response by a specified deadline. Change of mailing and/or email address requests submitted to any agency other than DCAS, such as 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 the change request by mail or in person. Your request must include your full name, social security number, exam title(s), exam number(s), previous 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. The following link will provide you with the DCAS Data Correction Form: <http://www.nyc.gov/html/dcas/downloads/pdf/misc/dp148a.pdf>.

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. The eligible list determines the order by which candidates will be considered for promotion. If you meet all requirements and conditions, you will be considered for promotion if your name is reached on the eligible list. Once a list has been established, it will typically remain active for four years. To learn more about the civil service system go to: http://www.nyc.gov/html/dcas/html/work/civilservice_1.shtml.

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(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.

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, after 6 months a commanding officer may recommend that the employee be granted permanent status. The probationary period may be extended for an additional six (6) months if the educational requirement has not been met, or for other reasons.

The Prison Rape Elimination Act (PREA): Advancement and promotion into this title are subject to the Federal Regulations of the Prison Rape Elimination Act (PREA), 28 C.F.R. Section 115.17 on Hiring and Promotion. As per PREA, the Department of Correction will not hire or promote anyone who may have contact with inmates and detainees, and who has engaged in sexual abuse in a prison, jail, lockup, community confinement facility, juvenile facility, or other institution (as defined in 42 U.S.C. 1997); or who has been convicted or civilly or administratively adjudicated to have engaged or attempted to engage in sexual activity in the community facilitated by force, overt or implied threats of force, or coercion, or if the victim did not consent or was unable to consent or refuse.

Peace Officer Status: You must satisfy the requirements established by the State of New York for Peace Officers. You must meet and maintain the requirements for Peace Officer Status for the duration of your employment.

Firearms Qualifications: You must qualify and remain qualified for firearms usage as a condition of employment for the duration of your career. The methods, procedures and protocol for the firearms qualification test will be determined by the Department of Correction. A firearms qualification test will be administered annually to determine qualification. In addition, you must remain authorized to carry firearms under Federal and New York State statutes.

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 (DCAS) apply to this examination and are part of this Notice of Examination. They are posted at nyc.gov/dcas and copies are available at the DCAS Computer-based Testing & Applications Centers.

The City of New York is an Equal Opportunity Employer.
Title Code No. 70467; Correction Service.

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