



## NYC CORRECTION OFFICER: HOW TO QUALIFY

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1. **Education and Experience Requirements:** By the time you are appointed to this position, you must have:

- **60 completed college credits.**\* If you have 39 or more credits, you can satisfy the remaining 21 credits if you successfully complete Academy training, but you must have 60 credits by the end of Academy training; **OR**
- **A high school diploma/GED\* + 2 years honorable full-time U.S. military service; OR**
- **A high school diploma/GED\* + 2 years of full time experience as a Police Officer, Peace Officer or its law enforcement equivalent; OR**
- **6 years of active US Military Reserve service with an honorable discharge.** Time spent in the Individual Ready Reserve (IRR) will not count towards six years of active service.

*\*If you were educated outside the United States, you must have your foreign education evaluated to determine its equivalence to education obtained in the United States. You will receive instructions from the Department of Correction during the pre-employment screening process regarding the approved evaluation services that you may use for foreign education.*

2. **Citizenship:** You must be a U.S. citizen at the time of appointment.

3. **Minimum Age Requirement:** You must be at least **17 ½ years old** to take the test, and must have attained **age 21 to be appointed** as a Correction Officer.

4. **Driver License Requirement:** You must possess a motor vehicle driver license valid in the State of New York at the time of appointment. If you have moving violations, license suspension(s) or an accident record, you may be disqualified. The license must be maintained throughout the duration of your employment.

5. **You must agree to and pass a full background check.** You may be disqualified for any activities that indicate lack of good character, including but not limited to:

- conviction of a felony;
- conviction of any offense, the nature of which indicates lack of good moral character or disposition towards violence or disorder;
- repeated convictions of an offense, where such convictions indicate a disrespect for the law;

- discharge from employment, where such discharge indicates poor behavior or inability to adjust to discipline;
- dishonorable discharge from the Armed Forces;
- conviction for petit larceny and
- conviction for domestic violence.

6. **Medical and Psychological Assessment:** You will be examined to determine whether you can perform the essential functions of a Correction Officer.

7. **Physical Testing:** You must pass a qualifying physical test, and may be required to undergo periodic physical testing throughout your career.

8. **Drug Testing:** The NYC Department of Correction has a strict zero tolerance policy concerning illegal drug use. You must pass a drug screening prior to appointment. Additionally, as a probationary Correction Officer, you are subject to random drug testing.

9. **Residency Requirement:** At the date of appointment, you must be a resident of the City of New York or of Nassau, Westchester, Suffolk, Orange, Rockland or Putnam counties.

10. **Language Requirement:** You must be able to understand and be understood in English.

11. **Proof of Identity:** You must be able to prove your identity and your right to obtain employment in the United States.