



ERIC L. ADAMS  
Mayor

DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES  
BUREAU OF EXAMINATIONS

DAWN M. PINNOCK  
Commissioner

# NOTICE OF EXAMINATION

**CORRECTION OFFICER**  
**Exam No. 4301**  
**AMENDED NOTICE - January 24, 2024**

<b>WHEN TO APPLY:</b>	<b>From: December 7, 2023</b>	<b>APPLICATION FEE: \$68.00</b>
	<b>To: February 7, 2024</b>	<b>If you choose to pay the application fee with a credit/debit/gift card, you will be charged a service fee of 2.00% of the payment amount. This service fee is nonrefundable.</b>
<b>THE TEST DATE:</b> Multiple-choice testing is expected to begin on <b>Tuesday, March 5, 2024.</b>		

The Notice of Examination is amended to extend the last day of the Application Period from January 30, 2024 to February 7, 2024. Candidates who previously applied do not need to apply again.

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

**WHAT THE JOB INVOLVES:**

Correction Officers, under supervision, maintain security and are responsible for the care, custody, control, job training and work performance of sentenced and detained inmates within New York City correctional facilities. They supervise inmate meals, visits, recreational programs, and other congregate activities; inspect assigned areas for conditions which threaten safety and security; conduct searches in order to detect contraband; complete forms and reports; maintain appropriate log books; communicate with other area Correction Officers to exchange pertinent information; issue verbal orders, announcements and explanations to inmates; observe inmates and make recommendations concerning medical and/or psychiatric referrals; safeguard Department supplies and equipment; escort inmates within and outside of the facility including their transportation in Departmental vehicles; respond to unusual incidents and disturbances; enforce security procedures in accordance with Department guidelines; request medical assistance for inmates when necessary; count and verify the number of inmates present in assigned areas; verify identification of inmates; supervise inmates of either sex; operate a motor vehicle; and perform related work.

**Special Working Conditions:**

Correction Officers will be required to work various shifts including nights, Saturdays, Sundays, and holidays. Some of the physical activities performed by Correction Officers and environmental conditions experienced are: walking and/or standing in an assigned area for 8 ½ to 17 hours continuously; walking up several flights of stairs; working outdoors in all kinds of weather; exposure to chemical agents; being subjected to close contact with inmates; possible physical restraint of an inmate; interactions with different inmate categories e.g., inmates under mental health observation; responding to various incidents as required; carrying or donning heavy equipment; lifting/moving heavy objects.  
(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 \$47,857 per annum. This rate is subject to change.  
Incumbents will receive salary increments reaching \$92,073 per annum at the completion of five and one half years of employment. There is an annual uniform allowance of \$1,100 and contributions by the City to Welfare and Annuity Funds and City-paid health insurance. In addition, after 5, 10, 15, and 20 years of service, incumbents receive \$4,730, \$5,730, \$6,730 and \$9,007, respectively, in addition to base salary as longevity. All rates are subject to change.

**HOW TO QUALIFY:**

**EDUCATION AND EXPERIENCE REQUIREMENTS:**

- By the time you are appointed to this position, you must have:
- At least 39 semester credits at an accredited college or university. Satisfactory completion of Academy training will provide an additional 21 semester credits for a total of 60 semester credits; **or**
  - A four-year high school diploma or its educational equivalent, and either:
    - At least 6 months of honorable full-time United States military service; **or**
    - At least 6 months of full-time, satisfactory experience in the provision of social services or casework, dealing directly with clients, mental health counseling, or services to the homeless; **or**
    - At least 6 months in Law Enforcement positions described as follows:
      - In positions classified as Police Officers pursuant to Section 1.20, subdivision 34, of the New York State Criminal Procedure Law; **or**

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ii. In positions classified as Peace Officers pursuant to Section 2.10 of the New York State Criminal Procedure Law, **or**

iii. In positions designated as Special Patrolman pursuant to Section 14-106 of the Administrative Code and Chapter 13 of Title 38 of the Rules of the City of New York, **or**

iv. In positions in Federal Law Enforcement or Law Enforcement in other states or municipalities with status or designations equivalent to (i), (ii), or (iii) above; **or**

3. A four-year high school diploma or its educational equivalent and at least 1 year of satisfactory, full-time paid general work experience; **or**

4. Two years of active service in the Army Reserve, the Army National Guard, the Navy Reserve, the Air Force Reserve, the Air National Guard, the Marine Corps Reserve, or the Coast Guard Reserve with an honorable discharge. Time spent in the Individual Ready Reserve (IRR) will not count towards two years of active service.

The high school diploma or its educational equivalent must be approved by a State's Department of Education or a recognized accrediting organization. The college or university must be 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 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.

#### **Age Requirement:**

You must be at least 17 ½ years of age by the date you take the multiple-choice test. Additionally, you must have attained age 21 to be appointed as a Correction 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.

**Driver License Requirement:** You must possess a New York State learner's permit at the time of appointment and must obtain a valid driver license from the State of New York prior to graduating from the Department of Correction Academy. If you already have a license you may be disqualified for any moving violation(s), license suspension or an accident record. You must maintain a NYS driver license for the duration of your employment.

**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) 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 or arrests 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 Correction Officer.

**Medical and Psychological Assessment:** Medical and psychological guidelines have been established for the position of Correction Officer. You will be examined to determine whether you can perform the essential functions of a Correction Officer. Additionally, you will be expected to continue to perform the essential functions of a Correction 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 Correction Officer. You must 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 a part of a pre-employment screening process. Additionally, as a probationary Correction Officer, 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 fail, 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. Individuals who are considering applying for positions in the NYC Department of Correction are expected to conform their behavior to this policy well before they begin the application process.

#### **Prison Rape Elimination Act:**

Appointment into this title is subject to the Federal Regulations of the Prison Rape Elimination Act (PREA). 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.

**Residency Requirement:** The New York State Public Officers Law requires that 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.

#### **English Requirement:**

You must be able to understand and be understood in English.

**Citizenship:** United States citizenship is required at the time of appointment.

#### **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 an agency under the jurisdiction of the Commissioner, Department of Citywide Administrative Services.

HOW TO APPLY:

If you believe you meet the requirements in the "How to Qualify" section, apply using the Online Application System (OASys) at [www.nyc.gov/examsforjobs](http://www.nyc.gov/examsforjobs). Follow the onscreen application instructions for electronically submitting your application, payment, and completing any required information. A unique and valid email address is required to apply 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 apply to ensure the accuracy of candidate information. Verification is instantaneous for most accounts and you will receive a confirmation email with instructions to activate your account. For any account creation issues, you will receive onscreen prompts to contact DCAS. This review may require up to two (2) business days to be reviewed and 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-exams.nyc.gov/OASysWeb/faqs>. **Effective January 2020, the Online Application System is no longer supported on Windows 7 or earlier versions of Windows operating systems.**

You may come to the DCAS Computer-based Testing & Application Centers to apply for this examination online. However, you must schedule a customer service appointment prior to your visit. Due to the COVID-19 pandemic, DCAS no longer permits walk-ins at DCAS sites.

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

<b><u>Manhattan</u></b> 2 Lafayette Street 17th Floor New York, NY 10007	<b><u>Brooklyn</u></b> 210 Joralemon Street 4th Floor Brooklyn, NY 11201	<b><u>Queens</u></b> 118-35 Queens Boulevard 5th Floor Forest Hills, NY 11375
<b><u>Staten Island</u></b> 135 Canal Street 3rd Floor Staten Island, NY 10304	<b><u>Bronx</u></b> 1932 Arthur Avenue 2nd Floor Bronx, NY 10457	

**The DCAS Computer-based Testing & Application Centers will be closed on Monday, December 25, 2023, Monday, January 1, 2024, and Monday, January 15, 2024.**

To schedule a customer service appointment through OASys for an exam-related or eligible list-related inquiry, find **Exam #1889**, click **Apply**, and follow the instructions provided to reserve your appointment location, date, and time.

You must complete the entire application by midnight, Eastern Time, of the last day of the application period. If you have questions about applying for this examination, you may contact DCAS at [OASys@dcas.nyc.gov](mailto:OASys@dcas.nyc.gov).

Special Circumstances Guide:

This guide is located on the DCAS website at [https://www1.nyc.gov/assets/dcas/downloads/pdf/employment/pdf\\_c\\_special\\_circumstances\\_guide.pdf](https://www1.nyc.gov/assets/dcas/downloads/pdf/employment/pdf_c_special_circumstances_guide.pdf) and available at the DCAS Computer-based Testing & Application 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."

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 will be given 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 is designed to assess the extent to which candidates have certain abilities determined to be important to the performance of the tasks of a **Correction Officer**.

The test may include questions requiring the use of any of the following abilities:

**Deductive Reasoning:** applying general rules to specific problems and coming up with logical answers. It involves deciding if an answer makes sense. Example: A Correction Officer may use this ability to assign inmates tasks and jobs, and needs to determine which tasks can be assigned to which inmate using specific rules.

**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 Correction Officer may use this ability to determine the validity of inmate complaints based on information such as observations and discussions with inmates.

**Information Ordering:** correctly following a rule or set of rules of 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 Correction Officer may use this ability to report for roll call ready to receive work assignment orders and ready to be instructed to do things in a particular order.

**Mathematical Reasoning:** understanding and organizing a problem and then selecting a mathematical method or formula to solve the problem. It encompasses reasoning through mathematical problems to determine appropriate operations that can be performed to solve problems. Example: A Correction Officer may use this ability to calculate average number of miles driven for each tour.

**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 Correction Officer may use this ability to memorize information such as numbers, pictures, or persons or items in a room or location.

**Number Facility:** adding, subtracting, multiplying and dividing quickly and correctly. Example: A Correction Officer may use this ability to compile and verify data such as coordinating the distribution of special meals to different correctional facilities.

**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 Correction Officer may use this ability to observe behavior, conduct and activities of inmates to verify compliance.

**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 Correction Officer may use this ability to appear before criminal court and may need to find the most direct route in a given map.

**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 Correction Officer may use this ability to identify the location of an item or items after entering a room through a different entrance.

**Written Comprehension:** understanding written sentences and paragraphs. Example: A Correction Officer may use this ability to interpret policies and regulations in a correctional facility and carry out procedures based on the written materials.

**Written Expression:** using English words or sentences in writing so that others will understand. Example: A Correction Officer may use this ability to write reports using correct grammar, spelling and punctuation.

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

## EXAM SITE ADMISSION:

Your Admission Notice will be available on your Dashboard in OASys 14 days before the first date on which testing is expected to begin. You can print or display your Admission Notice on your phone or personal device to gain entry to the test site. Test site assignments will take your address into consideration, but nearness to your address cannot be guaranteed.

**Warning:** After gaining entry to the test site, you are not permitted to enter the testing area with electronic devices. Electronic devices include, but are not limited to, cellular phones, smart watches, recording devices, beepers, pagers, cameras, or portable media players. You are not permitted to use any type of headphones or ear buds. Calculators are permitted; however, they must be hand-held, battery or solar powered, and 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 anywhere at any test site, whether in the testing area, restroom, hallway, or other location, at any time before, during or after the test or Protest Review Session, your test score will be nullified, you will be disqualified from taking any civil service tests for up to five years, and your application fee will not be refunded.

You are also not permitted to use on site any medical assistive devices, including those that give notifications or alerts, or that vibrate without the prior express written authorization of DCAS. You can contact DCAS by email at: [testingaccommodations@dcas.nyc.gov](mailto:testingaccommodations@dcas.nyc.gov).

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 & Application 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, City or State issued identification card, IDNYC, 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 ADDRESS, EMAIL ADDRESS, AND/OR TELEPHONE NUMBER:

It is critical that you promptly notify DCAS of any change to your mailing address, email address and/or phone number. If we do not have your correct mailing address, email address and/or phone number, 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. If you need to update your Mailing Address, Email Address, and/or Telephone Number, read below:

- City Employees - update this information in NYCAPS Employee Self-Service (ESS) at [www.nyc.gov/ess](http://www.nyc.gov/ess)
- All Others - update this information on your Profile page in the Online Application System (OASys) by logging into your OASys account and navigating to your Dashboard, then your Profile tab at [www.nyc.gov/examsforjobs](http://www.nyc.gov/examsforjobs)
- Submit a written request by email at [OASys@dcas.nyc.gov](mailto:OASys@dcas.nyc.gov), by fax (646) 500-7190, or by regular mail: DCAS, 1 Centre Street, 14th Floor, New York, NY 10007. Your written 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, and/or new telephone number.

**CHANGE OF NAME AND/OR SOCIAL SECURITY NUMBER:**

Use the Data Correction Form and follow all instructions for changing your name and/or social security number with DCAS. The following link will provide you with the DCAS Data Correction Form: <https://www1.nyc.gov/assets/dcas/downloads/pdf/employment/dp148a.pdf>.

**THE TEST RESULTS:**

If you pass the multiple-choice test, your name will be placed in final score order on an eligible list, you will be given a list number and you will be notified by email of your test results. The eligible list determines the order by which candidates will be considered for appointment. If you meet all requirements and conditions, you will be considered for appointment 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: <https://www1.nyc.gov/site/dcas/employment/civil-service-system.page>.

If you believe that your test part was rated incorrectly, you may submit an appeal of your score to DCAS, Committee on Manifest Errors, through the Online Application System (OASys). Your appeal must give specific reasons why your score should be higher. Your appeal may result in a higher or lower rating.

To access the appeal portal of OASys, please log into your OASys account at [www.nyc.gov/examsforjobs](http://www.nyc.gov/examsforjobs) and use the following steps:

- 1. Navigate to the Dashboard for the Appeals tab.
- 2. Click the NEW APPEAL button to create and submit your appeal.
- 3. Select the exam from the Exam drop-down list, and
- 4. Select the exam part from the Exam Part drop-down list.
- 5. Select the reason for your appeal from the Appeal Reason drop-down list (if applicable).
- 6. Enter the details of your appeal by providing specific reasons why your score should be higher.

Note: You may attach up to 5 documents to support your appeal by using the attachment functionality.

**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. being ordered to military duty; or
- 2. compulsory attendance before a court or other public body or official having the power to compel attendance; or
- 3. on-the-job injury or illness caused by municipal employment where you are an officer or employee of the City; or
- 4. absence from the test within one week after the death of a spouse, domestic partner, parent, parent-in-law, sibling, child or child of a domestic partner where you are an officer or employee of the City; or
- 5. a clear error for which the Department of Citywide Administrative Services or the examining agency is responsible; or
- 6. a temporary disability; or
- 7. pregnancy, childbirth or a related medical condition

To request a make-up test, contact Administration, Customer, and Exam Support (ACES) by email at [testingaccommodations@dcas.nyc.gov](mailto:testingaccommodations@dcas.nyc.gov) as soon as possible, and include documentation of the special circumstances that caused you to miss your test.

**ADDITIONAL INFORMATION:**

**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.

**Investigation:**

The position is subject to investigation before appointment. At the time of investigation, you will be required to pay a \$75.00 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 of record from a Bureau of Vital Statistics or other satisfactory evidence, naturalization papers if necessary, proof of any military service, and proof of meeting educational requirements, if applicable. You may be disqualified if your statements are found to be false, exaggerated, or misleading or if you fail to provide required documents. Investigation must be completed prior to appointment.

**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.

**Probationary Period:** The probationary period is 24 months. As part of the probationary period, you will be required to successfully complete a prescribed training course. If you fail to successfully complete such training course, you will be terminated by the agency head.

**Promotion Opportunities:** Employees in the title of Correction Officer are afforded the opportunity to be promoted to the title of Captain (Correction) and, from that title, to Warden (Correction) at several assignment levels.

**Application Receipt:**

You will be emailed a receipt immediately after you have applied for the examination. If you do not receive this receipt, check "Junk", "Trash", or "Spam" folders for the primary email linked to your Online Application System (OASys) account. If you are unable to locate the email, you can view a summary of the notification email to you on your OASys Dashboard, then Notifications. If you are still unable to find the email, please

email DCAS via the Contact feature available in OASys with a description of the issue and include the exam number and your profile number located on your Profile page. While on your Profile page, check that the email addresses you provided are correct and/or updated.

**PENALTY FOR MISREPRESENTATION:**

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

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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](http://nyc.gov/dcas) and copies are available at the DCAS Computer-based Testing & Application Centers.

The City of New York is an Equal Opportunity Employer.  
Title Code No. 70410; The Correction Service.

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