

receive a score. (For more information see Exam Site Admission section.)

EDUCATION AND EXPERIENCE REQUIREMENTS:

By the **date of appointment**, you must have:

1. Successfully completed 24 college semester credits at an accredited college or university with at least a 2.0 cumulative index or its equivalent, **or**
2. a four-year high school diploma or its educational equivalent and have completed two years of honorable full-time U.S. military 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 Police Department 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 years of age by the date you take the multiple choice test to be permitted to take this examination. You must have attained age 21 to be appointed as a Police 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 the list. Only persons who are less than 35 years of age on the first date of the application period for this examination may be appointed as a Police Officer. Thus, you must not have reached your 35th birthday by April 9, 2025 to be appointed as a Police Officer.

Exceptions 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 seven years.

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 Police Officer.

Driver License Requirement:

On the date of appointment as a Police Officer, you must possess a valid unrestricted New York State Motor Vehicle Driver License. You must maintain this license for the duration of your employment.

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 a 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 appointment as part of a pre-employment process, and you will be subject to drug testing during Police Academy Training and 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. Individuals who are considering applying for positions in the NYC Police Department are expected to conform their behavior to this policy well before they begin the application process.

Residency Requirement Advisory:

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.

Citizenship Requirement: United States citizenship is required at the time of appointment as a Police Officer.

English Requirement:

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

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. 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.

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

<u>Manhattan</u>	<u>Brooklyn</u>	<u>Queens</u>
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
<u>Staten Island</u>	<u>Bronx</u>	
135 Canal Street 3rd Floor Staten Island, NY 10304	1932 Arthur Avenue 2nd Floor Bronx, NY 10457	

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 via nyc.gov/CivilServiceNowNYC and select the applicable subject.

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 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 **Police Officer**.

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. The multiple-choice 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:** this ability may be used by a Police Officer when determining the appropriate dispatch code based on the situation.

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:** this ability may be used by a Police Officer when investigating specific offenses.

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:** this ability may be used by a Police Officer when storing found, seized, or recovered property.

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:** this ability may be used by a Police Officer when searching for individuals who are wanted for questioning after being presented with an image and description of the individual.

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:** this ability may be used by a Police Officer when apprehending crime suspects or working with crime victims.

Spatial Orientation: determining where you are in relation to the location of some object or where the object is in relation to you. **Example:** this ability may be used by a Police Officer when navigating throughout their assigned precinct while on foot or in a vehicle.

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:** this ability may be used by a Police Officer while searching for individuals who are wanted for arrest or questioning when attempting to identify such individuals who are believed to have changed their appearance.

Written Comprehension: understanding sentences and paragraphs written in English. **Example:** this ability may be used by a Police Officer when reading policies, laws, and other legal documents, as well as reading traffic signs, traffic violation summonses, etc.

Written Expression: using English words or sentences in writing so that others will understand. **Example:** this ability may be used by a Police Officer when recording information in a memo book or other report(s). 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.

VETERANS' PREFERENCE CREDITS AND LEGACY CREDITS: The New York State Civil Service Law provides that additional points can be added to the final score of a candidate who is, or by the date of appointment expects to be, an honorably discharged veteran or disabled veteran of the Armed Forces of the United States; and/or a candidate whose parent or sibling has died while engaged in the discharge of his or her duties as a Police Officer, Firefighter, Emergency Medical Technician, or Paramedic, including as a result of the September 11, 2001 World Trade Center attack or participation that took place in response to the attack. To be eligible for any of these credits, a candidate must achieve a passing score on the examination. Claims for Veterans' Preference Credits or Legacy Credits cannot be made once the eligible list is established. This is only an overview; specific conditions and instructions for requesting Veterans Preference Credits and/or Legacy Credits and additional information are indicated in the Special Circumstances Guide and on the DCAS website at https://www1.nyc.gov/assets/dcas/downloads/pdf/employment/pdf_c_special_circumstances_guide.pdf.

NEW YORK CITY RESIDENCY CREDIT:

Ten points will be added to the multiple-choice test score of those candidates who qualify for New York City Residency Credit. To be eligible for the residency credit, you must have achieved a passing score on the multiple-choice test and must maintain a continuous period of residency in New York City from the date of the multiple-choice test through the date the eligible list is established. You must apply by following the instructions on the date of the multiple-choice test. Merely supplying a New York City address on the Application for this examination does not serve as a request for residency credit. Requests for residency credit cannot be accepted after the eligible list is established. Eligibility for the residency credit will be investigated. As in the case of any intentional misrepresentation of a material fact on an employment application, candidates who claim residency credit and who are determined to have intentionally misrepresented facts concerning City residency shall be disqualified and their names shall be removed from the eligible list, and they may be subject to criminal sanction.

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. Test site assignments will take your address into consideration, but nearness to your address cannot be guaranteed.

Warning: The use of electronic devices at the test site is prohibited. This includes phones, smart watches, cameras, e-cigarettes, vape pens and/or other portable media or electronic devices. Any such items brought to the test site will be placed in a Yondr pouch and magnetically sealed until after the exam event (Examination, Protest Review Session, TVB session). The use of headphones and earbuds are also prohibited. The use of calculators are not permitted on this exam. Devices with keyboards, word processing, or data recording capabilities are banned and will be placed in a Yondr pouch if brought to the testing site. If you use any of these prohibited devices, or remove them from your Yondr pouch before being authorized to do so, whether in the testing area, restroom, hallway, or other location at the test site, at any time before, during or after the exam event, 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.

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
- 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
- If you are unable to recall and/or no longer have access to the email address associated with your OASys account, please contact us via the following link: nyc.gov/CivilServiceNowNYC using the "Account Access, User ID, Password, or Registration Issue" subject or call (212) 669-1357 (Monday - Friday from 9 AM - 5 PM EST).

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 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 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, as soon as possible, and include documentation of the special circumstances that caused you to miss your test.

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.

Selective Certification for Foreign Language: If you can speak a foreign language, you may be considered for appointment to positions requiring this ability through a process called Selective Certification. If you pass a qualifying test, you may be given preferred consideration for positions requiring this ability. Follow the instructions given to you on the day of the multiple-choice test to indicate your interest in such Selective Certification.

This requirement may be met at any time during the duration of the list. If you meet the Selective Certification requirement at some future date, please submit a request by contacting DCAS via the following link: nyc.gov/CivilServiceNowNYC using the "Selective Certification" subject. Please include the examination title and number, your full name, OASys Profile ID number, and the specific foreign language(s) you are requesting for Selective Certification in your submission.

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, or other satisfactory evidence, naturalization papers, if necessary, proof of any military service, and proof of meeting educational and experiential 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 Qualification: 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 Police Service positions. Firearms qualification tests will be administered semiannually. 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.

Promotion Test: Promotion examinations for this title are regularly held for eligible New York City Police Department employees. The names appearing on any existing promotion list will be considered first in filling vacancies. However, it is expected that there will be sufficient positions available for use of the eligible list resulting from this examination.

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 1 1/2 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 testingaccommodations@dcas.nyc.gov or by fax at (212) 313- 3241. Refer to the Special Circumstances Guide at https://www1.nyc.gov/assets/dcas/downloads/pdf/employment/pdf_c_special_circumstances_guide.pdf for information on what to include in your request. Your request must be received at least thirty (30) days before the date of your test.

Application Receipt:

You will be emailed a receipt immediately after you have applied for the examination. If you do not receive this receipt, check the "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.

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 & Application Centers.

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