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Mayor

DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES
BUREAU OF EXAMINATIONS

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Commissioner

NOTICE OF EXAMINATION

SCHOOL SAFETY AGENT
Exam No. 6325

WHEN TO APPLY: From: January 7, 2026
To: February 3, 2026

APPLICATION FEE: \$54.00

Candidates paying the application fee with a credit, debit, or gift card will incur a nonrefundable 2.00% service fee. However, veterans, unemployed individuals, and those receiving public assistance or supplementary security income qualify for a fee waiver.

THE TEST DATE: Multiple-choice testing is expected to begin on **Monday, March 23, 2026.**

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

WHAT THE JOB INVOLVES:

School Safety Agents patrol designated areas of school buildings and surrounding areas; identify and prevent infiltration of unlawful or prohibited items through scanning; give routine information to visitors and direct them to the proper personnel and offices; request identification of, and remove from the premises, any unauthorized persons; aid sick and injured persons and call for medical, police or fire assistance, when needed; notify supervisors of all emergency incidents and complete any related documentation; respond to altercations between students and other persons, and attempt to separate the involved persons and resolve conflicts; maintain records of persons entering and leaving buildings; monitor security camera systems to ensure facility entrances are secure; identify persons violating Department of Education Rules and Regulations; apprehend persons violating the Penal Law and notify the proper administrative personnel; prepare reports and testify in regard to these violations at Superintendent's or Principal's hearings and/or in court; monitor and use radios to request assistance from co-workers; and may operate motor vehicles. All School Safety Agents perform related work.

Special Working Conditions:

School Safety Agents may be required to work various shifts including nights, Saturdays, Sundays, and holidays.

Some of the physical activities performed by School Safety Agents and environmental conditions experienced are: working through ongoing school construction projects (including asbestos removal projects); working in non-air conditioned areas during summer months; navigating through unlit stairwells; walking school perimeter in all types of weather conditions; responding to altercations between students and other persons, and attempting to separate the involved persons; engaging in physical activities over an extended period of time including standing, running up stairs, walking and sitting; functioning effectively in a potentially hostile environment and under stressful conditions; performing required duties in areas that can become crowded with people; and lifting and moving cumbersome equipment.

(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 \$39,206 per annum. Incumbents will receive salary increments reaching \$56,508 per annum at the completion of five years of employment as a School Safety Agent. This rate is subject to change.

HOW TO QUALIFY:

You may be given the test before we verify your qualifications. It is your responsibility to ensure that you meet the education and experience requirements for the examination before submitting your application. If you are deemed "Not Qualified," your application fee will not be refunded, and you will not receive an Admission Notice or score.

As per Section 54(2) of the Civil Service Law, the education requirement needed to qualify must be met by February 3, 2027. The experience requirement needed to qualify must be met by the last day of the Application Period (February 3, 2026).

EDUCATION AND EXPERIENCE REQUIREMENTS:

A four-year high school diploma or its educational equivalent.
The high school diploma or its educational equivalent must be approved by a State's Department of Education or a recognized accrediting organization.

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

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.

Special Patrolman Requirement:

At the time of appointment, you must meet the following qualifications for Special Patrolman status (a status given by the New York City Police Department as governed by Administrative Code Section 14-106 and Chapter 13 of Title 38 of the Rules of the City of New York):

- be twenty-one years of age or older,
- a citizen of the United States,
- a resident of New York City, unless exempted by law,
- if discharged from military service, the discharge must not have been dishonorable,
- be of good moral character, and have no record of convictions for any felony or serious offense as enumerated in §265.00 (17) of the New York State Penal Law. An applicant with any conviction who has a Certificate of Good Conduct providing relief from that conviction may be eligible for appointment.

An applicant with a misdemeanor conviction or violation for a serious offense enumerated in Penal Law §265.00 (17), who has a Certificate of Relief from Disabilities providing relief from that conviction, may also be eligible for appointment.

All candidates will undergo a background check conducted by the New York City Police Department to verify the above qualifications, including character. This background check will commence prior to appointment.

You must maintain the above qualifications for the duration of your employment with the exception of New York City residency. After two years of continuous employment (in which residency must be maintained in New York City), residency may be allowed in Nassau, Suffolk, Westchester, Orange, Rockland, or Putnam county.

Physical Testing:

Physical standards have been established for the position of School Safety Agent. You will be required to pass a qualifying physical test.

Drug Screening Requirement:

You must pass a drug screening in order to be appointed.

Medical and Psychological Assessment:

Medical and psychological guidelines have been established for the position of School Safety Agent. You will be examined to determine whether you can perform the essential functions of a School Safety Agent. Additionally, you will be expected to continue to perform the essential functions of a School Safety Agent 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.

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:

Apply through the Online Application System (OASys) at www.nyc.gov/examsforjobs. Follow the onscreen instructions to submit your application and payment. A valid email address is required. Free email accounts are available from Google, Yahoo!, AOL, Outlook.com, or Mail.com.

New OASys accounts must be verified to confirm your email address is valid and that you have access to the email account. You will receive a confirmation email from OASys to confirm your account upon registering for your OASys account. If any issues arise, contact DCAS at nyc.gov/CivilServiceNowNYC and select the applicable subject. If you do not receive the confirmation email, check your spam or junk mail folder before contacting DCAS.

You can pay with major credit cards, bank cards, or prepaid debit cards with a credit card logo. Veterans and individuals receiving certain public assistance may qualify for a fee waiver. For more information on eligibility and required documentation, visit the Fee Waiver FAQs on OASys at <https://a856exams.nyc.gov/OASysWeb/faqs>.

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

The DCAS Computer-based Testing & Application Centers will be closed on Monday, January 19, 2026.

Application Receipt:

After applying for the examination through the Online Application System (OASys), expect an immediate receipt via email. If you don't see it, be sure to check your Junk, Trash, or Spam folders. Alternatively, you can view a summary of your application status on your OASys Dashboard under "Notifications."

If you still can't find the email, contact DCAS at nyc.gov/CivilServiceNowNYC and select the applicable subject. Include your exam number and profile number for easier identification. Also, verify that your email address in your profile is accurate and up to date. Finally, add OASys@dcas.nyc.gov to your known senders to ensure you receive all important communications.

Special Circumstances Guide:

This Guide provides instructions for requesting alternate test dates for religious observances, how to apply for disability accommodations, Veterans' or Legacy credit, and address changes. Following the relevant instructions in the guide is crucial when filling out the "Application for Examination." Guide Link:

https://www1.nyc.gov/assets/dcas/downloads/pdf/employment/pdf_c_special_circumstances_guide.pdf

PENALTY FOR MISREPRESENTATION:

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

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 for the Correction Officer position will be conducted at a computer terminal, and your score will determine your ranking on the eligible list. To pass, you must achieve a minimum score of 70%. The test assesses abilities important for the role.

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 School Safety Agent might use this ability when determining the proper course of action to take when identifying and reporting a crime.

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 School Safety Agent might use this ability when assessing a complaint from information and observations.

Information Ordering: correctly following 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 School Safety Agent may use this ability when arranging data on a report.

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 School Safety Agent might use this ability when remembering the location of persons or items.

Problem Sensitivity: being able to tell when something is wrong or likely to go wrong. It includes being able to identify the whole problem as well as elements of the problem. **Example:** A School Safety Agent might use this ability when dealing with an irate member of the public.

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 School Safety Agent might use this ability when determining the quickest way to get to an incident in progress.

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 School Safety Agent might use this ability when identifying prohibited items as they are being scanned through an x-ray machine.

Written Comprehension: understanding written sentences and paragraphs. **Example:** A School Safety Agent 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 School Safety Agent might use this ability when preparing incident reports.

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 strictly prohibited. This includes phones, smart watches, cameras, e-cigarettes, vape pens, and other portable media or electronic devices. Any of these items brought to the test site will be placed in a Yondr pouch and sealed until after the exam event (Examination, Protest Review Session, TVB session). Headphones and earbuds are also not allowed. 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 prohibited devices or remove them from your Yondr pouch without authorization-whether in the testing area, restroom, hallway, or any other location-you will have your test score nullified, be barred from taking civil service tests for up to five years and forfeit your application fee.

If you have a medical assistive device that sends alerts or vibrates, you must obtain written authorization from DCAS to use it during the test. To request authorization, contact DCAS at: testingaccommodations@dcas.nyc.gov.

Furthermore, you cannot bring anyone with you while being processed or taking the test, and no one is allowed to wait for you inside the Computer-based Testing & Application Center during the exam.

Required Identification: To enter the test site, you must bring one valid (non-expired) ID that includes both your signature and photo. The name on your ID must match the first and last name used in your exam application. If you fail to provide an acceptable form of identification, you may be denied entry to the test. 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: After completing your test, you must leave the test site immediately. If you exit the site after being fingerprinted but before finishing the test, you will not be allowed to re-enter. Ignoring this instruction and attempting to re-enter could result in not receiving your test results, nullification of your test score, and forfeiture of your application fee.

CHANGE OF MAILING ADDRESS, EMAIL ADDRESS, AND/OR TELEPHONE NUMBER:

It is essential to promptly notify DCAS of any changes to your mailing address, email address, or phone number. Without your correct contact information, you may miss important updates regarding your exam(s), appointment considerations, or critical information that requires a timely response. To update your contact information, follow these steps

- City Employees: update your information in NYCAPS Employee Self-Service (ESS) at www.nyc.gov/ess
- All Others: Log into your OASys account at www.nyc.gov/examsforjobs, navigate to your Dashboard, and update your Profile page.

CHANGE OF NAME AND/OR SOCIAL SECURITY NUMBER:

To change your name and/or social security number with DCAS, use the Data Correction Form and follow all instructions provided. You can access the DCAS Data Correction Form at the following link: <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 on an eligible list in final score order. You will receive a list number and be notified of your test results via email. This eligible list determines the order of candidates considered for appointment, usually active for four years.

For more information about the civil service system, visit: <https://www.nyc.gov/site/dcas/employment/more-about-civil-service.page>.

If you believe your test was rated incorrectly, you can appeal your score to DCAS, Committee on Manifest Errors, using the Online Application System (OASys). Your appeal must clearly state the reasons for requesting a higher score and may result in a different rating.

SPECIAL ARRANGEMENTS:

Late Filing:

If you are currently provisionally employed by the City of New York, consult **your agency's Personnel Office/Human Resources** to determine the procedure for filing a late application if you meet one or more of the following conditions:

- You are provisionally employed in the title for which the examination is administered and were 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
- You were appointed provisionally to the title for which the examination is administered after the application period closed but before the date on which testing is expected to begin.

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:

Driver License: You do not have to possess a motor vehicle driver license for the position of School Safety Agent. However, for assignment to certain positions, including the positions of Group Leader and Mobile Task Force Member, you must possess a motor vehicle driver license valid in the State of New York. This license must be maintained for the duration of your assignment to such positions.

Probationary Period: The probationary period for this position is one year.

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. Further, any individual who fails to successfully pass this background check will not be appointed or will be terminated from the position.

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. 60817; School Security Occupational Group.

For information about other exams, and your exam or list status, call 212-669-1357.

Internet: nyc.gov/dcas