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DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES  
BUREAU OF EXAMINATIONS

YUME KITASEI  
Commissioner

# NOTICE OF EXAMINATION

**SPECIAL OFFICER**  
**Exam No. 6327**  
**(For Agencies under the Jurisdiction of the Commissioner, DCAS only)**

**WHEN TO APPLY:**

**From: February 4, 2026**  
**To: February 26, 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 **Wednesday, April 22, 2026.**

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

**WHAT THE JOB INVOLVES:**

Special Officers under supervision, perform Special Officer work of ordinary difficulty and responsibility relating to physical security, safety, loss prevention and maintenance of order. They patrol designated areas of public buildings, other facilities, and surrounding areas to maintain order, preserve the peace, and safeguard life and property against fire, vandalism, theft, etc.; give routine information to visitors and service recipients and direct them to the proper individuals and offices; discourage and eject loiterers and disorderly persons and when appropriate, arrest and issue summonses to law violators on premises; transport, escort and/or arrange for transport of persons in custody to police precincts and have arrests recorded on police blotter; prepare and transmit all necessary documents relating to arrests; testify in court on arrests; report security instances and unusual occurrences by telephone or radio and make subsequent written reports; as required, provide assistance to the sick, injured, mentally and physically disabled, and call for ambulances and/or medical attention when necessary and complete and forward forms; record daily actions in memo book; maintain records of persons entering or leaving building; keep bulletin board in their area current by adding and removing materials; may make clock rounds as required; may control vehicular traffic on grounds and/or premises; may operate a motor vehicle; monitor and report unusual events from security systems as required; distribute and maintain accountability for designated equipment or property; monitor and control access by the means of electronic security measures, such as closed circuit television; access control readers; may operate hydraulic access devices; attend, complete, and maintain training requirements as per State and Agency mandates; make written entries into location log book; and perform related work.

**Special Working Conditions:**

Special Officers may be required to work various shifts including nights, Saturdays, Sundays, and holidays and to work rotating tours, change tours or work overtime when ordered, as permitted by the Collective Bargaining Agreement.

Some of the physical activities performed by Special Officers and environmental conditions experienced are: working outdoors in all kinds of weather; walking and/or standing in an assigned area during a tour; driving or sitting in a patrol car during a tour while remaining alert; running after a fleeing suspect; climbing upstairs; may assist in carrying an injured adult; gripping persons to prevent escape; restraining a suspect by use of handcuffs; may be required to detect odors such as those caused by smoke or gas leaks; engaging in hand to hand struggles to subdue a suspect resisting arrest; being physically active for prolonged periods of time; understanding verbal communication over a radio with background noise; reading and writing under low light conditions; carrying or wearing heavy equipment and wearing a bullet resistant vest. Special Officers may be required to wear and operate a body worn camera (BWC) and employ the computer software that goes along with it.

(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. This rate is subject to change.

**HOW TO QUALIFY:**

You will be given the test before we verify your qualifications. It is your responsibility to ensure 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 a score. (For

**READ CAREFULLY AND SAVE FOR FUTURE REFERENCE**

more information see Exam Site Admission section.)

### **EDUCATION REQUIREMENTS:**

By the **date of appointment**, you must possess a four-year high school diploma or its educational equivalent, approved by a State's Department of Education or a recognized accrediting organization.

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. The services that are approved to make this evaluation are listed on the Foreign Education Evaluation Guide located on the DCAS website at <https://www.nyc.gov/assets/dcas/downloads/pdf/employment/nyc-dcas-foreign-education-evaluation-guide.pdf>. When you contact the evaluation service, ask for a **"document-by-document"** (general) evaluation of your foreign education. You must have one of these services submit its evaluation of your foreign education directly to the Department of Citywide Administrative Services before the pre-employment investigation interview.

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

**Age Requirement:** You must have reached your 20th birthday by the date of appointment.

**Character and Background:** Pursuant to Criminal Procedure Law Section 2.10, the position of Special Officer is designated as a Peace Officer position. Accordingly, proof of good character is an absolute prerequisite to appointment. Therefore, you must reveal ALL arrests, convictions and pending charges that have occurred in your lifetime. This includes any material sealed, expunged, or set aside under Federal or State law, or youthful offender adjudications. The following are among the factors which may be cause for disqualification: (a) arrest record or conviction of an offense, the nature of which indicates lack of good moral character or disposition toward violence or disorder, (b) repeated arrests or convictions of an offense, where such arrests or convictions indicate disrespect for the law; (c) discharge from employment, where such discharge indicates poor behavior or inability to adjust to discipline; (d) dishonorable discharge from the Armed Forces.

### **Peace Officer Training Certification Requirement:**

You must satisfy the training requirements established by the State of New York for Peace Officers. Once obtained, this certification must be maintained for the duration of your employment. Attendance at annual recertification training is mandatory and a continuing condition of employment.

### **Medical and Psychological Requirement:**

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

**Firearms Qualifications:** Certain assignments require the carrying of firearms. Appointees to those assignments must qualify and remain qualified for firearms usage and possession.

**Drug Screening Requirement:** You may be required to pass a drug screening in order to be appointed.

**Drivers License Requirement:** By the time of appointment, a motor vehicle driver license valid in the State of New York is required for appointment to positions in certain agencies. If required, this license must be maintained for the duration of employment.

**Residency Requirement Advisory:** Pursuant to New York State Public Officers Law, you must be a resident of the City of New York at the time of appointment, and you must thereafter maintain City residency as a continuing condition of employment. However, if you have two years of employment with the City of New York, you may be a resident of Nassau, Westchester, Suffolk, Orange, Rockland or Putnam counties.

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

**Citizenship Requirement:** Pursuant to New York State Public Officers Law, 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:**

Apply through the Online Application System (OASys) at [www.nyc.gov/examsforjobs](http://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](http://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://a856-exams.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:

<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, February 16, 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](https://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](mailto: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, 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](https://www1.nyc.gov/assets/dcas/downloads/pdf/employment/pdf_c_special_circumstances_guide.pdf)

**Civil Service Guidance for Veterans:**

There are a range of benefits available to eligible veterans in their civil service careers. Specifically, veterans and disabled veterans may be eligible for application fee waivers, preference credits, make-up exams, retroactive seniority, and age deduction where the exam has maximum age requirements. Review the Civil Service Guidance for Veterans at: <https://www.nyc.gov/assets/dcas/downloads/pdf/employment/faqs-for-veterans.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 **Special 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 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 **Special 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 Special Officer might use this ability when deciding if an individual caught vandalizing property should be arrested.

**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 Special Officer might use this ability when deciding the next appropriate action to take when providing medical assistance to an individual who is physically injured.

**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 Special Officer may use this ability when preserving the peace, or assisting the sick, injured, or mentally and physically disabled.

**Time Sharing:** shifting back and forth between two or more sources of information. **Example:** A Special Officer may use this ability when responding to emergencies.

**Written Comprehension:** understanding written sentences and paragraphs. **Example:** A Special Officer might use this ability when reviewing a report.

**Written Expression:** using English words or sentences in writing so that others will understand. **Example:** A Special Officer may use this ability when creating an incident report and recording daily logs.

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. 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/or 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. 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 during the test. To request authorization, contact DCAS at [testingaccommodations@dcas.nyc.gov](mailto: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](http://www.nyc.gov/ess)
- All Others: Log into your OASys account at [www.nyc.gov/examsforjobs](http://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 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 procedures 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](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:**

##### **Selective Certification for Licenses:**

If you have any one or more of the licenses listed below, you may be considered for appointment to positions requiring these licenses through a process called Selective Certification. If you qualify for Selective Certification, you may be given preferred consideration for positions requiring these license. If you wish to apply for this Selective Certification, follow the instructions given to you on the day of the multiple-choice test to indicate your interest in such Selective Certification. **Your experience will be checked by the appointing agency at the time of appointment.**

**Selective Certification for Driver License (MVO):** Possession of a motor vehicle driver license that is valid in the State of New York. If you are appointed through Selective Certification, this license must be maintained for the duration of your employment. **The appointing agency will check your license at the time of appointment.**

##### **Selective Certification for those positions requiring a Class A (CLA), B (CDL), or C (CLC)**

**Commercial Driver License:** Possession of a Class A, B, or C Commercial Driver License that is valid in the State of New York. If you are appointed through Selective Certification, you must maintain your motor vehicle Class A, B, or C Commercial Driver License for the duration of your employment. Furthermore, you must comply with all Federal Motor Carrier Safety Administration (FMCSA) and NYS Department of Motor Vehicles Commercial Driver's License requirements. There may be certain age requirements to obtain these licenses. **The appointing agency will check your license at the time of appointment.**

##### **Alcohol Screening Requirement (For Commercial Driver License Selective Certification only):**

You must pass an alcohol screening in order to be appointed. If appointed you will be subject to random drug and alcohol testing for the duration of your employment.

##### **Selective Certification for Special Experience:**

If you meet the requirements for Selective Certification, as described in the following sections, you may be considered for appointment to positions requiring this experience through a process called Selective Certification. If you qualify for Selective Certification, you may be given preferred consideration for positions requiring this experience. If you wish to apply for this Selective Certification, follow the instructions given to you on the day of the multiple-choice test to indicate your interest in such Selective Certification. **Your experience will be checked by the appointing agency at the time of appointment.**

1. **Selective Certification for Municipal Government Experience (MGE):** At least one (1) year of satisfactory, full-time experience working within a municipal government in a similar position, which provides services for a city with over 1 million in population.
2. **Selective Certification for Federal Government Experience (FGE):** At least one (1) year of satisfactory, full-time experience working within the federal government of the United States in a similar position.

##### **Selective Certification for Foreign Language and/or American Sign Language:**

If you can speak, read or write Albanian (**ALB**), Arabic (**ARA**), Bengali (**BEN**), Bosnian Serbo- Croatian (**SRC**), Chinese (Cantonese) (**CAN**), Chinese (Mandarin) (**MAN**), French (**FRE**), Greek (**GRE**), Haitian/Creole (**CRE**), Hindi (**HIN**), Italian (**ITA**), Korean (**KOR**), Polish (**POL**), Portuguese (**POR**), Russian (**RUS**), Spanish (**SPA**), Tagalog (**TAG**), Tibetan (**TIB**), Urdu (**URD**), Vietnamese (**VIE**), West African Languages (e.g. Ibo, Swahili, Yoruba) (**WAL**), Yiddish (**YDD**), and/or you know American Sign Language (**ASL**), 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.

##### **Transportation Worker Identification Credential (TWIC) Requirement:**

If appointed to certain positions within the Department of Transportation, you must possess a TWIC issued by the U.S. Transportation Security Administration at the time of appointment. If you are engaged in an appeal or waiver process for the TWIC, you will not be considered for appointment until such process has been completed.

**The above Selective Certification requirements may be met at anytime during the duration of the list.** If you meet this requirement at some future date, please submit a request by contacting DCAS via the following link: [nyc.gov/CivilServiceNowNYC](http://nyc.gov/CivilServiceNowNYC) using the "Selective Certification" subject. Please include the examination title and number, your full name, OASys Profile ID number, and the selective certification(s) you are requesting in your submission.

##### **Investigation:**

The position is subject to investigation before appointment. At the time of investigation, you will be required to pay a fingerprint screening fee of \$92.50 (\$75.00 for DCJS and FBI plus a \$17.50 service fee). 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.

**Assignment of Duties:**

Section 424-a of the New York Social Services Law requires an authorized agency to inquire whether a candidate for employment with child-care responsibilities or who will have the potential for regular and substantial contact with children is or has been the subject of an indicated child abuse and maltreatment report on file with the statewide Central Register for Child Abuse and Maltreatment. State Central Register screening will be obtained prior to considering a candidate for employment as a Special Officer. Candidates who have been the subject of an indicated child abuse and maltreatment report will not be considered for any position which requires child care responsibilities or has the potential for regular and substantial contact with children.

**The Protection Of People With Special Needs Act:**

Article 20 of the Executive Law and Article 11 of the Social Services Law, requires an authorized agency to check whether a candidate for employment to work in residential care facilities regulated by the New York State Office of Children and Family Services, including child welfare and juvenile justice facilities operated by the authorized agency, appears on the Vulnerable Persons Central Register. This screening will be conducted prior to considering a candidate for employment. Candidates who have substantiated/indicated cases of serious abuse and neglect will not be considered for any position which requires work in residential care facilities regulated by the New York State Office of Children and Family Services, including child welfare and juvenile justice facilities operated by an authorized agency.

**Probationary Period:**

You will be required to complete a minimum probationary period of one year, during which time you will be required to successfully complete all components of the prescribed Peace Officer training course, to which reference is made in the “How to Qualify” section above.

**This examination is for positions with City Agencies only and not for NYC Health + Hospitals. If you would like to apply for Special Officer (NYC H+H), you must submit a separate application and fee for Exam No. 6328 from February 4, 2026 through February 24, 2026.**

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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. 70810; Special Officer Occupational Group.

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

**Internet: [nyc.gov/dcas](http://nyc.gov/dcas)**