



ERIC L. ADAMS  
Mayor

DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES  
BUREAU OF EXAMINATIONS

LOUIS A. MOLINA  
Commissioner

# NOTICE OF EXAMINATION

PROMOTION TO POLICE OFFICER  
Exam No. 6539

**WHEN TO APPLY:**  
**From:** December 3, 2025  
**To:** December 23, 2025

**APPLICATION FEE: \$68.00**  
  
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.  
  
**CANDIDATES WHO DEMONSTRATE THAT THEY ARE A VETERAN, UNEMPLOYED, RECEIVING PUBLIC ASSISTANCE, OR SUPPLEMENTARY SECURITY INCOME, ARE ENTITLED TO A WAIVER OF THE APPLICATION FEE.**

**THE TEST DATE:** Multiple-choice testing is expected to begin on Saturday, February 21, 2026.

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

WHAT THE JOB INVOLVES:

Police Officers perform general police duties and related work in the New York City Police Department including connecting and building relationships with the community. They patrol an assigned area on foot or in a vehicle to prevent crime; apprehend crime suspects; intervene in various situations involving crimes in progress, aided cases, complaints, emotionally disturbed persons, etc.; respond to and investigate vehicular accidents; investigate specific offenses; interact with prisoners; operate and maintain patrol vehicles; issue summonses; obtain information regarding incidents by interviewing witnesses, victims, and/or complainants; safeguard and voucher found, seized or recovered property; provide information to the public; handle situations involving maltreated, abused, or missing children; interact with juveniles; may be assigned to crowd control for large-scale events such as demonstrations, rallies and parades; prepare forms and reports; and testify in court. All Police Officers perform related work.

Special Working Conditions:

Police Officers will be required to work various shifts including nights, Saturdays, Sundays, 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 Police Officers and environmental conditions experienced are: working outdoors in all kinds of weather; walking and/or standing in an assigned area during a tour while remaining alert; driving or sitting in a patrol car during a tour while remaining alert; running after a fleeing suspect; climbing up stairs; carrying an injured adult with assistance; gripping persons to prevent escape; restraining a suspect by use of handcuffs; detecting 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 the radio with background noise; reading and writing under low light conditions; carrying or wearing heavy equipment; and wearing a bullet resistant vest.

(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:

Incumbents will receive salary increments reaching \$109,352 per annum at the completion of five and one-half years employment. This rate is subject to change. In addition, there is an annual uniform allowance, holiday pay, and contributions by the City to Welfare and Annuity Funds and City-paid health insurance. Employees also receive a 2.25% differential (of base salary) for neighborhood policing. This rate is subject to change.

ELIGIBILITY TO TAKE EXAMINATION:

This examination is open to each employee of the New York City Police Department who on the first date of the multiple-choice test:

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

1. is employed in the non-competitive title of Police Cadet; **or**
2. holds a permanent (not provisional) competitive appointment or appears on a Preferred List (see Note, below) for the titles of Traffic Enforcement Agent, Associate Traffic Enforcement Agent, School Safety Agent, Supervisor of School Security, Police Communications Technician, Supervising Police Communications Technician, Evidence and Property Control Specialist, Police Administrative Aide, or Senior Police Administrative Aide; **and**
3. is not otherwise ineligible.

The admission of employees in the competitive class titles: Traffic Enforcement Agent, Associate Traffic Enforcement Agent, School Safety Agent, Supervisor of School Security, Police Communications Technician, Supervising Police Communications Technician, Evidence and Property Control Specialist, Police Administrative Aide, or Senior Police Administrative Aide is on a collateral basis pursuant to New York Civil Service Law §52(1) for this examination only.

The admission of employees in the non-competitive class title of Police Cadet is pursuant to New York Civil Service Law §52(14) for this examination only. These admissions are not considered precedent for future examinations.

(Note: A "Preferred List" is a civil service list which is only for certain former permanent employees of the eligible title who have rehiring rights.)

This examination is also open to employees who were appointed to an eligible title pursuant to New York State Civil Service Law, section 55-a, and who meet all other eligibility requirements.

If you do not know if you are eligible, check with **your agency's personnel office**. You may be given the test before we verify your eligibility. You are responsible for determining whether or not you meet the eligibility requirements for this examination prior to submitting your application. If it is determined prior to the test date that you are not eligible to participate in this examination, you will not receive an Admission Notice to take the multiple-choice test, you will not be permitted into the test site, and your application fee will not be refunded. If it is determined after the test date that you are not eligible to participate in this examination, your application fee will not be refunded and you will not receive a score.

#### **ELIGIBILITY TO BE PROMOTED:**

**From the non-competitive title of Police Cadet:** At the time of promotion, you must be employed in the title of Police Cadet and you must have satisfactorily completed the Police Cadet Program.

**From the competitive titles of School Safety Agent, Supervisor of School Security, Traffic Enforcement Agent, Associate Traffic Enforcement Agent, Police Communications Technician, Supervising Police Communications Technician, Evidence and Property Control Specialist, Police Administrative Aide, or Senior Police Administrative Aide:** In order to be eligible for promotion, you must have completed your probationary period in the eligible title as indicated in the above "Eligibility To Take Examination" section, and you must be permanently employed in the eligible title or your name must appear on a Preferred List for the eligible title at the time of promotion. Additionally, you must have served permanently in the eligible title for at least one year, unless your probationary period in that eligible title has been waived pursuant to Rule 5.2.4 of the Personnel Rules and Regulations of the City of New York. Time served prior to a break in service of more than one year will not be credited toward meeting these requirements. Employees who have passed probation in any eligible title, but who, at the time of promotion, are serving in another eligible title as specified above, but who have not passed probation for that title, are nevertheless eligible for promotion.

#### **REQUIREMENT(S) TO BE PROMOTED:**

At the time of promotion, eligible candidates in the title of Police Cadet must meet the following qualification requirement:

- a. graduation from college with a two-year degree or four-year degree.

At the time of promotion, eligible candidates in the title of Traffic Enforcement Agent, Associate Traffic Enforcement Agent, School Safety Agent, Supervisor of School Security, Police Communications Technician, Supervising Police Communications Technician, Evidence and Property Control Specialist, Police Administrative Aide, or Senior Police Administrative Aide must meet the following qualification requirement:

- a. A four-year high school diploma or its educational equivalent and successfully completed 24 college semester credits at an accredited college or university with at least 2.0 cumulative index or its equivalent, or
- b. a four-year high school diploma or its educational equivalent and have completed two years of honorable full-time U.S. military service.

High School education must be approved by a State's Department of Education or a recognized accrediting organization. College education must be from an accredited college or university, 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 at your own expense 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 20 years and 6 months 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 promoted to Police Officer. If you are too young for promotion on the date the eligible list is terminated, you will have no further opportunity for promotion 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 promoted to Police Officer. Thus, you must not have reached your 35th birthday by December 3, 2025 to be promoted to Police Officer.

**Exception 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.

**Citizenship Requirement:** United States citizenship is required at the time of promotion to Police Officer.

**Character and Background:** Proof of good character and satisfactory background will be absolute prerequisites to promotion. 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 indicate a disrespect for the law; (c) discharge from employment, where such discharge indicates poor behavior or an inability to adjust to discipline; and (d) conviction of petit larceny. Additionally, persons convicted of a felony, domestic violence misdemeanor, or who have been dishonorably discharged from the Armed Forces are not eligible for promotion to the title of Police Officer.

**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 promotion as part of a pre-promotion screening 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.

**Driver's License Requirement:** By the time of promotion, you must possess a motor vehicle driver license valid in the State of New York. If you have serious moving violations, license suspension(s), or an accident record, you may be disqualified. This license must be maintained for the duration of your employment.

**Residency Requirement:** 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.

**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 are eligible to take this examination, 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.

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](http://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](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**.

The test may include questions on the standards of proper employee ethical conduct, including the provisions of Mayor's Executive Order No. 16 of 1978 as amended; and other related areas.

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).

**VETERANS' PREFERENCE 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 promotion expects to be, an honorably discharged veteran or disabled veteran of the Armed Forces of the United States. To be eligible, a candidate must achieve a passing score on the examination. A claim for Veteran's Preference Credits cannot be made once the eligible list is established. This is only an overview; specific conditions and instructions for requesting Veterans' Preference Credits 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](https://www1.nyc.gov/assets/dcas/downloads/pdf/employment/pdf_c_special_circumstances_guide.pdf).

## 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](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)
- 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](http://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 and are marked eligible, 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 promotion. If you meet all requirements and conditions, you will be considered for promotion 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://www.nyc.gov/site/dcas/employment/more-about-civil-service.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:**

##### **Late Filing:**

Consult **your** agency's **personnel office** to determine the procedure for filing a late application if you meet one or more of the following conditions:

1. You are 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
2. You become eligible after the above 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:**

**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 semester credits) of course work or an associate degree at an accredited college or university; (2) Lieutenant - satisfactory completion of three years (96 semester 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.

**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](mailto: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](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.

**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:** By the time you are promoted to this position, 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 semi-annually. 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.

**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 promotion, 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. 70210; Police Service.

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