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Mayor

DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES
BUREAU OF EXAMINATIONS

YUME KITASEI
Commissioner

NOTICE OF EXAMINATION

SPECIAL OFFICER (NYC H+H)
Exam No. 7329
(For NYC Health + Hospitals only)

WHEN TO APPLY: From: September 2, 2026
To: October 27, 2026

APPLICATION FEE: \$61.00

Paying by credit, debit, or gift card incurs a nonrefundable 2.00% service fee.

The application fee may be waived for: New York City high school students, first-time test takers, veterans, unemployed individuals, and those receiving public assistance or supplementary security income.

THE TEST DATE: Multiple-choice testing is expected to begin on Monday, December 7, 2026.

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

WHAT THE JOB INVOLVES:

Special Officers (NYC H+H), under supervision, perform duties relating to physical security, safety, loss prevention and maintenance of order, in accordance with New York State Criminal Procedure Law and NYC Health + Hospitals Hospital Police policies and procedures. They use computers and operate electronic security and safety monitoring systems and other equipment and devices; patrol designated areas of assigned locations, public buildings, other facilities and surrounding areas to maintain order, preserve the peace and safeguard life and property against fire, vandalism, theft and other hazards; report observed security and safety hazards and conditions, including, but not limited to, fire safety; screen employees and visitors; operate, monitor and maintain security equipment; provide routine information to visitors and clients 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 the premises; transport, escort and/or arrange for the transport of persons in custody to police precincts; prepare and transmit all necessary documents relating to arrests; testify in court concerning arrests; make written entries in the Hospital Police command log; respond to and report emergency and security incidents and unusual occurrences by telephone or radio; provide assistance to sick or injured persons and persons with disabilities and call for emergency assistance, an ambulance and/or medical attention when necessary; complete required electronic incident reports documenting crimes, arrests, emergency situations and unusual occurrences; take witness statements as appropriate; record daily actions in a memo book as outlined in the Hospital Police Manual; maintain bulletin boards by adding and removing materials to keep information current; attend, complete and maintain NYS and NYC Health + Hospitals training requirements; monitor and control access to buildings, facilities and/or specific locations through video management systems and electronic access-control systems; and effectively apply NYC Health + Hospitals' ICARE values of Integrity, Compassion, Accountability, Respect and Excellence. Special Officers may administer first aid and basic life support during a medical emergency; conduct patrols throughout a facility and/or other assigned locations; control and/or enforce traffic regulations and the flow of vehicular traffic on grounds and premises; drive a motor vehicle to perform their duties; assist in supervising contracted security guards; operate and monitor Weapons Detection Systems to identify weapons and other prohibited items and follow established protocols when appropriate; and perform a supervisor's duties during the supervisor's temporary absence. All personnel perform related work.

Special Working Conditions:

Special Officers (NYC H+H) may 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 Special Officers (NYC H+H) 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 up stairs; 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.

(This is a brief description of what you might do in this position and does not include all the duties of this position.)

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

THE SALARY:

The current minimum salary is \$40,480 per annum, with annual automatic increases until the current maximum rate of \$58,345, after completion of five (5) years of service as a Special Officer. This rate is subject to change. In addition, Special Officers at NYC H+H are entitled to an additional \$5,000 per year to be trained to operate Weapons Detection Scanning Systems.

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

EDUCATION AND EXPERIENCE REQUIREMENTS:

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

1. A four-year high school diploma or its educational equivalent, approved by a State's Department of Education or a recognized accrediting organization; **or**
2. An Individualized Education Program (IEP) diploma and six months of full-time work experience.

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 appointing facility during the pre-employment screening process regarding the approved evaluation services that you may use for foreign education.

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 worked part-time for less than 35 hours a week, convert your hours to a full-time equivalent using this formula:

$(\text{number of hours worked per week}/35) \times (\text{number of months worked})$

For example, if you worked at a job for 21 hours per week for 12 months, you would make the following calculation: $21/35 \times 12 = 7.2$ months.

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 (40), the position of Special Officer (NYC H+H) 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.

Cardio-Pulmonary Resuscitation (CPR)/Basic Life Support (BLS) Certification and Basic First Aid Certification:

As part of the NYC Health + Hospitals' Special Officer Training Academy, you must satisfy the training requirements established by the New York State Department of Health and The Centers for Medicare and Medicaid Services (CMS) to obtain CPR/BLS certification and Basic First Aid certification. Once obtained, certifications must be maintained for the duration of your employment as a Special Officer (NYC H +H).

Medical and Psychological Requirement:

In accordance with applicable Federal, State and local laws and regulations, NYC H+H has established medical and psychological standards for the position of Special Officer (NYC H+H). Accordingly, all eligibles who have been offered a position will be required to undergo and pass medical and psychological examinations prior to the date of appointment to ensure that those medical and psychological standards have been met and that they can perform the essential functions of the position. During the medical examination eligibles will be subject to a drug screening test. Where appropriate, a reasonable accommodation will be provided for a person with a disability to enable them to take the medical and psychological examinations, and/or to perform the essential functions of the job.

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 NYC Health + Hospitals, you may be a resident of Nassau, Westchester, Suffolk, Orange, Rockland or Putnam counties.

Citizenship Requirement:

Pursuant to New York State Public Officers Law, United States citizenship is required at the time of appointment.

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 NYC Health + Hospitals.

HOW TO APPLY:

Apply through the Online Application System (OASys) at www.nyc.gov/examsforjobs. Follow the onscreen application 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://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:

<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, September 7, 2026 and Monday, October 12, 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, Legacy credit, and address changes. Following the relevant instructions in the guide is crucial when filling out the "Application for Examination." Guide Link: <https://www.nyc.gov/assets/dcas/downloads/pdf/employment/nyc-dcas-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 (NYC H+H) 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 (NYC H+H)**.

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 (NYC H+H) 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 (NYC H+H) 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 (NYC H+H) 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 (NYC H+H) may use this ability when responding to emergencies.

Written Comprehension: understanding written sentences and paragraphs. **Example:** A Special Officer (NYC H+H) 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 (NYC H+H) might 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 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 a NYC Health + Hospitals 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:

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 NYC Health + Hospitals; 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 NYC Health + Hospitals; 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:

Selective Certification for Drivers License (MVO):

If you have a motor vehicle Driver's License that is valid in the State of New York, you may be considered for appointment to positions requiring this license through a process called Selective Certification. If you qualify for Selective Certification, you may be given preferred consideration for positions requiring this license. Follow the instructions given to you on the day of the multiple-choice test to indicate your interest in such Selective Certification. **If you are appointed through Selective Certification, you must maintain your motor vehicle Driver's License for the duration of your employment.**

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

If you can speak Albanian (**ALB**), Arabic (**ARA**), Bengali (**BEN**), Chinese (Cantonese) (**CAN**), Chinese (Mandarin) (**MAN**), French (**FRE**), German (**GER**), Greek (**GRE**), Haitian/Creole (**CRE**), Hebrew (**HEB**), Hindi (**HIN**), Hungarian (**HUN**), Italian (**ITA**), Khmer (**KHM**), 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.

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/CivilServiceNow/NYC 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:

This 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.

Reemployment of Public Service Retirees:

NYC Health + Hospitals has promulgated rules regarding the re-employment of persons who have already retired from public service. Any such retired person is advised to consult with NYC Health + Hospitals, Civil Service & Background Administration at oce@nychhc.org to determine whether they would be eligible for appointment from an eligible list established for this examination. Please note that NYC Health + Hospitals is a separate municipal employer; therefore, employees of New York City agencies cannot transfer to NYC Health + Hospitals. If an employee of a New York City agency accepts a position with NYC Health + Hospitals, the employee's date of appointment for the purposes of salary, seniority, and time and leave accruals is their date of appointment to NYC Health + Hospitals.

Assignment of Duties:

Section 424-a of the NYS Social Services Law requires an authorized agency to inquire whether a candidate selected for employment who will have 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. Statewide Central Register checks will be obtained as part of the background screening process for selected candidates. Candidates who have been the subject of an indicated child abuse and maltreatment report may not be hired or assigned to any position that requires regular and substantial contact with children.

The Protection of People With Special Needs Act:

Article 20 of the NYS Executive Law and Article 11 of the NYS Social Services Law require an authorized agency to inquire whether a candidate selected for employment to a position with the potential for regular and substantial contact with vulnerable persons with special needs has been found responsible for serious

or repeated acts of abuse and neglect through a check of the Staff Exclusion List maintained by the NYS Justice Center for the Protection of People with Special Needs. Candidates who have substantiated/indicated cases on file with the Staff Exclusion List will not be hired or assigned to such a position.

List Termination:

The eligible list resulting from this examination will be terminated one year from the date it is established, unless extended by NYC Health + Hospitals.

Translation Notice:

This document is provided in English. Solely for convenience, Google Translate is offered to provide machine-generated translations to other languages. The New York City Department of Citywide Administrative Services (DCAS) makes no representations or warranties, express or implied, regarding the accuracy, completeness, or reliability of any machine-generated translation and shall not be liable for any errors or omissions arising from the use of such translations. In the event of any conflict or inconsistency between the translated version and the English version, the English version will control and prevail.

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 NYC Health + Hospitals only. If you would like to apply for Special Officer with City Agencies, you must submit a separate application and fee for Exam No. 7327 from September 2, 2026 through September 22, 2026.

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.

NYC Health + Hospitals is an Equal Opportunity Employer.
Title Code No. 708100; Plan of Titles for NYC Health + Hospitals.

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

Internet: nyc.gov/dcas