



ZOHRAN KWAME
MAMDANI
Mayor

DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES
BUREAU OF EXAMINATIONS

YUME KITASEI
Commissioner

NOTICE OF EXAMINATION

PROMOTION TO ASSOCIATE SUPERVISOR OF SCHOOL SECURITY
Exam No. 7509

WHEN TO APPLY:

From: September 2, 2026

To: September 22, 2026

APPLICATION FEE: \$91.00

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 Wednesday, December 23, 2026.

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

WHAT THE JOB INVOLVES:

Associate Supervisors of School Security, under general supervision, with latitude for the exercise of independent initiative and judgement, assist in the overall supervision of school security operations within an assigned major geographical area. They investigate alleged misconduct within the borough command; assist a borough commander in planning, directing and supervising school security operations; monitor, review and report on security operations; supervise a special unit, such as a citywide task force; meet regularly with school officials and community leaders to interpret and explain school security programs; respond to questions, and participate in discussions of school security issues; maintain liaison and attend high level meetings with other agencies, such as the Department of Education, District Attorney Offices and the Mayor’s Office on school security matters; monitor the performance and attendance of school security staff; recommend administrative steps to improve attendance and performance; supervise and may perform administrative clerical support functions performed in a borough office; oversee the distribution, safeguarding and maintenance of communication equipment; identify training needs of school security staff and assist in the planning, coordinating, administering and evaluating of training programs; perform the duties of the supervisor in that person’s temporary absence; may incidentally perform the duties of subordinate personnel; and operate a motor vehicle. All Associate Supervisors of School Security perform related work.

(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 \$84,088 per annum. This rate is subject to change. There are two assignment levels within this class of positions. Promotions will generally be made to Assignment Level I. After promotion, employees may be assigned to the higher assignment level at the discretion of the agency.

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**:

1.

holds a permanent (not provisional) competitive appointment or appears on a Preferred List (see Note, below) for the title of Supervisor of School Security; **and**

2.

is not otherwise ineligible.

(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. It is your responsibility to determine whether or not you meet the eligibility requirements for this examination before submitting your application. If it is determined before the

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

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:

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. However, pursuant to Civil Service Law § 52(10)(b), effective September 4, 2024, time served as a provisional appointee in an eligible title will be credited toward the one-year requirement to be promoted if, after September 4, 2024, you received a permanent appointment to the eligible title immediately following the provisional appointment. Time served prior to a break in service of more than one year will not be credited.

REQUIREMENT(S) TO BE PROMOTED:

Driver License Requirement: At the time you are promoted to this position, you must have a motor vehicle driver license valid in the State of New York. If you have moving violations, license suspension(s) or an accident record, you may be disqualified. This license must be maintained for the duration of your employment.

Special Patrolman Designation Requirement: At the time you are promoted to this position, you must meet the qualifications for Special Patrolman Status (a status given by the New York City Police Department as governed by Administrative Code Section 14-106 and Chapter 13 of Title 38 of the Rules of The City of New York).

You must maintain the above qualifications for the duration of your employment. (Please note that the Special Patrolman Designation requires you to maintain your New York City Residency.)

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.

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 promotion, 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 will be given at a computer terminal. A score of at least 70% is required to pass this test. Your score on this test will determine 85% of your final score. Your seniority will determine the remaining 15%. You must pass the multiple-choice test to have your seniority credited. Your seniority score will be 70 plus 1/2 point for each three months of completed, permanent, continuous service with an agency under the jurisdiction of the Commissioner, Department of Citywide Administrative Services in competitive class titles. Your service will be credited through the date of the test, up to a maximum of 15 years. Time served prior to a break in service of more than one year will not be credited.

The multiple-choice test is designed to assess the extent to which candidates have certain knowledge and abilities determined to be important to the performance of the tasks of an **Associate Supervisor of School Security**. Task areas to be tested are as follows: General Administrative Services, Supervisory Duties, and Forms/Reports.

The test may include questions that require working knowledge or better (without reference material) of the following nonexclusive list of materials: Time and Leave; Code of Conduct/Disciplinary Actions; Uniforms/Equipment Regulations; Radio Transmission/Codes; Equal Employment Opportunity (EEO) Guidelines; Procedure for Counseling/Referral for Staff Substance Abuse/Personal Problems; Procedures for Training/Counseling for Staff Job Performance Problems; Chancellors' Regulations; New York City Police Department Civilian Handbook and Addendum to Civilian Handbook; Penal Law of the State of New York; Criminal Procedure Law of the State of New York; New York City Police Department Patrol Guide; New York City Police Department Interim Orders; New York City Police Department Administrative Guide; Department of Education School Safety Plan; Memos (49's) in Response to Headquarters; Scanning Protocol Guide; Indexes (COMPSTAT Process and Data); Significant Incident Reports (Serious Assaults, Felonies, Rapes, etc.); Supervisory (SSS) Tasks and Standards; Q.A.D. (Quality Assurance Division) Self Inspection Guidelines; FINEST Messages; New York State Vehicle and Traffic Laws; and 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 test may also include questions requiring the use of any of the following abilities:

Delegation: Utilizing subordinates effectively, allocating decision making and other responsibilities to the appropriate subordinates. **Example:** An Associate Supervisor of School Security may use this ability when coordinating personnel for special details, such as protests and student rallies, etc.

Management Control: Establishing procedures to monitor and/or regulate processes, tasks, or activities of subordinates and job activities and responsibilities; taking action to monitor the results of delegated assignments or projects. **Example:** An Associate Supervisor of School Security may use this ability when directing or overseeing the scene of an unusual occurrence, such as a bomb threat, etc.

Sensitivity: Actions that indicate consideration for the feelings and needs of others. **Example:** An Associate Supervisor of School Security may use this ability when counseling subordinates with job related problems or deficiencies for the purpose of identifying solutions or giving advice.

Analysis: Identifying problems, securing relevant information, relating data from different sources and identifying possible causes of problems. **Example:** An Associate Supervisor of School Security may use this ability when having a meeting with outside agencies to address issues of concern and come up with possible solutions.

Judgment: Developing alternate courses of action and making decisions on logical assumptions that reflect factual information. **Example:** An Associate Supervisor of School Security may use this ability when evaluating problematic areas and potential dangerous conditions at events, such as school fairs, sports games, etc.

Decisiveness: Readiness to make decisions, render judgments, take action, or commit oneself. **Example:** An Associate Supervisor of School Security may use this ability when responding to emergency situations in the field, such as riotous conditions and shootings at a school.

Work Standards: Setting high goals or standards of performance for self, subordinates, others and organization. Dissatisfied with average performance. **Example:** An Associate Supervisor of School Security may use this ability when evaluating the effectiveness of subordinate supervisory personnel and providing the services needed to successfully attain their goals.

Behavioral Flexibility: Modifying one's approach to most effectively meet the needs of the situation. **Example:** An Associate Supervisor of School Security may use this ability when performing the duties of the supervisor or subordinates in that person's temporary absence.

Technical Translation: Demonstrating knowledge of the meaning of technical/professional terminology used on the job. **Example:** An Associate Supervisor of School Security may use this ability when communicating procedures to outside agencies such as the Department of Education.

Planning and Organizing: Establishing a course of action for self and/or others to accomplish a specific goal; planning proper assignment of personnel and appropriate allocation of resources. **Example:** An Associate Supervisor of School Security may use this ability when ensuring emergency preparedness in response to problems, such as a building collapse, blackouts and inclement weather.

Development of Subordinates: Developing the skills and competencies of subordinates through training and development activities related to current and future jobs. **Example:** An Associate Supervisor of School Security may use this ability when training and developing Supervisors of School Security.

Organizational Sensitivity: Action that indicates an awareness of the impact and the implications of decisions on other components of the organizations. **Example:** An Associate Supervisor of School Security may use this ability when having meetings with the Commanding Officer regarding such things as Supervisor of School Security concerns, school principal concerns, crime statistics and regional office concerns.

Risk Taking: Taking or initiating a calculated action in order to achieve a recognized benefit or advantage.

Example: An Associate Supervisor of School Security may use this ability when initiating a new policy to help maximize productivity of Supervisors of School Security.

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. Only basic, hand-held calculators with addition, subtraction, multiplication, and division functions are permitted; calculators with additional features are banned and will be sealed in a Yondr pouch if brought to the site. If you use any prohibited devices or remove them from your Yondr pouch without authorization-whether in the testing area, restroom, hallway, or any other location-you will have your test score nullified, be barred from taking civil service tests for up to five years and forfeit your application fee.

If you have a medical assistive device that sends alerts or vibrates, you must obtain written authorization from DCAS to use it during the test. To request authorization, contact DCAS at testingaccommodations@dcas.nyc.gov. Furthermore, you cannot bring anyone with you while being processed or taking the test, and no one is allowed to wait for you inside the Computer-based Testing & Application Center during the exam.

Required Identification: To enter the test site, you must bring one valid (non-expired) ID that includes both your signature and photo. The name on your ID must match the first and last name used in your exam application. If you fail to provide an acceptable form of identification, you may be denied entry to the test. Acceptable forms of identification (bring one) are as follows: State issued driver's license, City or State issued identification card, IDNYC, US Government issued Passport, US Government issued Military Identification Card, US Government issued Alien Registration Card, Employer ID with photo, or Student ID with photo.

Leaving: After completing your test, you must leave the test site immediately. If you exit the site after being fingerprinted but before finishing the test, you will not be allowed to re-enter. Ignoring this instruction and attempting to re-enter could result in not receiving your test results, nullification of your test score, and forfeiture of your application fee.

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

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

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

CHANGE OF NAME AND/OR SOCIAL SECURITY NUMBER:

To change your name and/or social security number with DCAS, use the Data Correction Form and follow all instructions provided. You can access the DCAS Data Correction Form at the following link: <https://www1.nyc.gov/assets/dcas/downloads/pdf/employment/dp148a.pdf>.

THE TEST RESULTS:

If you pass the multiple-choice test and are marked eligible, your name will be placed on an eligible list in final score order. You will receive a list number and be notified of your test results via email. This eligible list determines the order of candidates considered for promotion, 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:

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

ADDITIONAL INFORMATION:

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.

The General Examination Regulations of the Department of Citywide Administrative Services (DCAS) apply to this examination and are part of this Notice of Examination. They are posted at nyc.gov/dcas and copies are available at the DCAS Computer-based Testing & Application Centers.

The City of New York is an Equal Opportunity Employer.
Title Code No. 60821; School Security Occupational Group.

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