



THE CITY OF NEW YORK  
 DEPARTMENT OF CITYWIDE  
 ADMINISTRATIVE SERVICES  
 APPLICATION UNIT  
 1 CENTRE STREET, 14<sup>th</sup> FLOOR  
 NEW YORK, NY 10007

<b>REQUIRED FORMS</b>
APPLICATION FORM

MICHAEL R. BLOOMBERG  
 Mayor

MARTHA K. HIRST  
 Commissioner

# NOTICE OF EXAMINATION

**ENVIRONMENTAL POLICE OFFICER**  
**Exam. No. 0118**  
**Amended Notice - September 23, 2009**

**WHEN TO APPLY:** From: September 2, 2009      **APPLICATION FEE: \$30.00**  
 To: January 29, 2010      Payable by mail by money order to DCAS (EXAMS),  
 or payable online by credit card, bank card, or debit card.

**THE TEST DATE:** The multiple-choice test is expected to be held on **Saturday, March 13, 2010.**

**The Notice of Examination is amended to correct the wording of the minimum experience requirements.**

**WHAT THE JOB INVOLVES:** Environmental Police Officers perform and supervise staff performing duties involved in protecting the watershed areas, water supply systems and installations maintained by the Department of Environmental Protection of the City of New York; enforce the City's Watershed Rules and Regulations and other laws; and perform special duties or assignments as may be directed by superior officers. Environmental Police Officers operate motor vehicles and may perform aerial reconnaissance. All personnel perform related work.

**At Assignment Level I**, under supervision, Environmental Police Officers patrol and secure water supply facilities and lands, and monitor the environmental integrity of watershed areas. Environmental Police Officers patrol the watershed area, reservoir areas, installations and other sites maintained by the Department of Environmental Protection for the purpose of safeguarding life and property; maintain order by preventing breaches of the peace, despoilage and theft, and by arresting offenders; investigate suspicious persons and occurrences and make lawful arrests when probable cause exists; collect evidence and consult with superior officers about the preparation thereof for court presentation; testify at trials and note dispositions made of these cases by the court; submit reports on all unusual incidents, including accidents, occurring during the officer's tour of duty; may administer first aid when an accident occurs on the officer's post; direct traffic as needed; investigate and report instances of contamination of water courses or violation of Watershed Rules and Regulations; and may provide technical training and participate in public education programs.

Assignments for Environmental Police Officers are currently outside New York City. Positions may be located in any of the following counties: Westchester, Dutchess, Greene, Sullivan, Putnam, Delaware, Ulster, Rockland, Orange or Schoharie.

Some of the physical activities performed and environmental conditions experienced by Environmental Police Officers 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; 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; and carrying or wearing heavy equipment.

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

**THE SALARY:** The current minimum salary is \$25,631 per annum. Incumbents at Assignment Level I will receive salary increments reaching \$44,742 per annum after 6 years. All rates are subject to change within this class of positions. There are three assignment levels in this class of positions. Appointments will be made to Assignment Level I. After appointment, employees may be assigned to a higher level at the discretion of the agency.

**READ CAREFULLY AND SAVE FOR FUTURE REFERENCE**

**HOW TO APPLY:** If you believe you meet the requirements in the “How to Qualify” section, you must submit an application using one of the following options:

1. **Online at the DCAS Website:** Go to the Online Application System (OASys) at [www.nyc.gov/examsforjobs](http://www.nyc.gov/examsforjobs) and follow the onscreen application instructions for electronically submitting your application and completing any required forms. The following methods of payment are acceptable: major credit card, bank card associated with a bank account, or prepaid debit card which you may purchase online or at various retail outlets.
2. **By mail:** Fill out an “Application for Examination” form and return the completed form and application fee to DCAS Application Unit, 1 Centre Street, 14<sup>th</sup> Floor, New York, NY 10007.

DCAS will not accept applications in person from candidates.

**Special Circumstances Form:** This form is included in the application package and located online at the DCAS website. This form 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 form that pertains to you when completing your Application for Examination.

You may be given the test before we review your qualifications. You are responsible for determining whether or not you meet the qualification requirements for this examination prior to submitting your application. If you are marked “Not Qualified,” your application fee will not be refunded.

## HOW TO QUALIFY:

**Education and Experience Requirements:** By the **date of appointment**, you must have a four-year high school diploma or its educational equivalent **plus either**:

1. 30 college semester credits at an accredited college or university with at least a 2.0 cumulative index or its equivalent, or
2. two years of honorable full-time U.S. military service or one year of law enforcement experience.

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 Department of Environmental Protection during the pre-employment screening process regarding the approved evaluation services that you may use for foreign education.

**Age Requirements:** You must be at least 16 ½ years of age by the last date of the application period to be permitted to take the examination. You must have attained age 20 to be appointed as an Environmental Police Officer. If you are too young for appointment on the date the eligible list is terminated, you will have no further opportunity for appointment from the list. Only persons who are less than 35 years of age on the first date of the application period for the examination may be appointed as an Environmental Police Officer. Thus, you must not have reached your 35<sup>th</sup> birthday by September 2, 2009 to be appointed as an Environmental Police Officer from Exam. No. 0118.

**Exception to Age Requirements:** All persons who were engaged in military duty as defined in Section 243 of the New York Military Law may deduct from their actual age the length of time spent in such military duty provided the total deduction for military duty does not exceed six years.

**Citizenship Requirement:** United States citizenship is required at the time of appointment to be an Environmental Police Officer.

**Character and Background:** Proof of good character and satisfactory background will be absolute prerequisites to appointment. The following are among the factors which would ordinarily be cause for disqualification: (a) conviction of an offense, the nature of which indicates lack of good moral character or disposition towards violence or disorder, or which is punishable by one or more years of imprisonment; (b) repeated 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; (d) dishonorable discharge from the Armed Forces; and (e) conviction of petit larceny. In accordance with provisions of law, persons convicted of a felony or domestic violence misdemeanor are not eligible for appointment to the title of Environmental Police Officer.

**Medical and Psychological Assessment:** Medical and psychological guidelines have been established for the position of Environmental Police Officer. You will be examined to determine whether you can perform the essential functions of an Environmental Police Officer. Additionally, you will be expected to continue to perform the essential functions of an Environmental 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 Environmental 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 appointment as part of a pre-employment screening process, and 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 at any time during your employment or as a prerequisite for assignment to higher levels. Any Environmental Police Officer found in possession of, or using illegal drugs, or who fails, refuses, or attempts to evade a drug test, will be terminated. The Department of Environmental Protection Police has a strict zero tolerance policy concerning illegal drug use. Individuals who are considering applying for Environmental Police Officers expected to conform their behavior to this policy well before they begin the application process.

**Driver License Requirement:** By the time you are appointed 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.

**Residency Requirement:** By the date of appointment, you must be a resident of the City of New York or of Westchester, Dutchess, Greene, Sullivan, Putnam, Delaware, Ulster, Rockland, Orange or Schoharie 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 the City of New York.

**THE TEST:** You will be given a multiple-choice test. You must achieve a score of at least 70% to pass the test. Your score on this test will be used to determine your place on an eligible list. The multiple-choice test will include questions which may require the use of any of the following abilities:

**Written Comprehension** - understanding written sentences and paragraphs.

**Written Expression** - using English words or sentences in writing so that others will understand.

**Memorization** - remembering information, such as words, numbers, pictures and procedures. Pieces of information can be remembered by themselves or with other pieces of information.

**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.

**Deductive Reasoning** - applying general rules to specific problems and coming up with logical answers. It involves deciding if an answer makes sense.

**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.

**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.

**Spatial Orientation** - determining where you are in relation to the location of some object or where the object is in relation to you.

**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.

**Note:** You are not permitted to enter the test site with cellular phones, beepers, pagers, or other electronic devices. Electronic devices with an alphabetic keyboard or with word processing or data recording capabilities such as planners, organizers, etc. are prohibited. If you are found using these devices, you may be disqualified.

**ADMISSION CARD:** You should receive an Admission Card in the mail about 10 days before the date of the test. If you do not receive an Admission Card at least 4 days before the test date, you must go to the Examining Service Section, 1 Centre Street, 14th floor, Manhattan, to obtain a duplicate card.

**THE TEST RESULTS:** If you pass the multiple-choice test, your name will be placed in final score order on an eligible list and you will be given a list number. You will be notified by mail of your test results. If you meet all requirements and conditions, you will be considered for appointment when your name is reached on the eligible list.

**ADDITIONAL INFORMATION:**

**Investigation:** You will be investigated prior to appointment and must pay a \$75 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 record of the Bureau of Vital Statistics or other satisfactory evidence, naturalization papers if necessary, proof of any military service, and proof of educational requirements. Any willful misstatement or failure to present any required documents will be cause for disqualification. Investigation must be completed prior to appointment.

**Police Officer Status:** Employees in this class of positions are designated Police Officers under the New York State Criminal Procedure Law. Therefore, you must be found qualified to serve as a Police Officer.

**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 your 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.

**Firearms Qualification:** 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 all uniformed positions, including Environmental Police Officer. Firearms qualification tests will be administered annually to determine qualification. Failure to qualify and remain qualified for firearms usage and possession may result in termination.

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The General Examination Regulations of the Department of Citywide Administrative Services apply to this examination and are part of this Notice of Examination. They are posted and copies are available in the Application Unit of the Division of Citywide Personnel Services, 1 Centre Street, 14th Floor, NY, NY 10007.

The City of New York is an Equal Opportunity Employer.  
Title Code No. 70811; The Miscellaneous Service 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)**