



THE CITY OF NEW YORK
 DEPARTMENT OF CITYWIDE
 ADMINISTRATIVE SERVICES
 APPLICATION UNIT
 1 CENTRE STREET, 14TH FLOOR
 NEW YORK, NY 10007

REQUIRED FORMS
APPLICATION FORM

MICHAEL R. BLOOMBERG
 Mayor

EDNA WELLS HANDY
 Commissioner

NOTICE OF EXAMINATION

PROMOTION TO LIEUTENANT (POLICE)

Exam No. 1534
Amended Notice (August 3, 2011)

<p>WHEN TO APPLY: From: July 6, 2011 To: July 26, 2011</p>	<p>APPLICATION FEE: \$101.00 <i>If you pay online by credit card, bank card or debit card, you will receive a \$5.00 discount.</i></p>
<p>THE TEST DATE: The multiple-choice test is expected to be held on Saturday, October 29, 2011.</p>	

The Notice of Examination is amended to add a more detailed description of the multiple-choice test under **THE TEST** section.

WHAT THE JOB INVOLVES: Lieutenants in the NYCPD, under general supervision of a higher ranking superior, supervise the day to day work of a platoon as a Platoon Commander; act as an Operations Coordinator, Special Operations Coordinator, Integrity Control Officer or in some other supervisory capacity in another unit, squad, bureau or office; evaluate the quality of subordinates' performance and review the evaluations made by first line supervisors; perform all additional functions prescribed for the rank by relevant laws, rules and procedures, and other orders or directives of the Police Department; perform special duties or assignments as directed by the Police Commissioner at his discretion. They make adjustments to and may conduct roll call; account for personnel and make personnel assignments; monitor and inspect subordinates; evaluate subordinates and make recommendations regarding remedial actions; train and counsel subordinates; direct and coordinate the actions of subordinates at the scene of police emergencies; direct arrest processing and the detention of prisoners in holding cells; account for, safeguard and maintain department property; safeguard evidence and non-Police Department property; conduct investigations and coordinate searches; complete and review reports, forms and logs; make required notifications; and perform related work.

Lieutenants are required to work Saturdays, Sundays, holidays, nights and change tours or work overtime when ordered as permitted by the Collective Bargaining Agreement.

Some of the physical activities performed by Lieutenants 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; 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: The current minimum salary is \$102,091 per annum. This rate is subject to change.

HOW TO APPLY: If you believe you are eligible to take this examination, 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 and follow the onscreen application instructions for electronically submitting your application and payment, 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. If you pay online by credit card, bank card or debit card, you will receive a \$5.00 discount.
2. **By Mail:** Fill out an "Application for Examination" form. The completed form and application fee, payable by money order to DCAS (EXAMS), should be returned to DCAS Application Unit, 1 Centre Street, 14th Floor, New York, NY 10007.

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

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 above 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 pertain to you when you complete your "Application for Examination."

ELIGIBILITY TO TAKE EXAMINATION: This examination is open to each employee of the New York City Police Department who **on the 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 Sergeant; and
- (2) is not otherwise ineligible.

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

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 the application. If you are marked "Not Eligible," your application fee will not be refunded and you will not receive a score.

Note: See "EFFECTS OF A BREAK IN SERVICE" section, below.

ELIGIBILITY TO BE PROMOTED: To be eligible for promotion, you must have served permanently in the rank of Sergeant in any one or combination of the New York City Police, Transit Police or Housing Authority Police Departments for at least two years and have successfully completed the probationary period for Sergeant. Additionally, you must be permanently employed as a Sergeant or your name must appear on a Preferred List for Sergeant at the time of promotion.

Note: See "EFFECTS OF A BREAK IN SERVICE" section, below.

REQUIREMENTS TO BE PROMOTED:

Education Requirement: Eligibles must have attained ninety-six (96) college semester credits before promotion to the rank of Lieutenant. The 96 college semester credits must have been earned as the result of satisfactory completion of course work at an accredited college or university. Eligibles are required to submit Official Transcripts to the Educational Tracking Unit, Police Academy, 235 East 20 Street, New York, N.Y. 10003 as soon as practicable. Only Official copies of transcripts will be utilized to determine whether a candidate has fulfilled the Education Requirement.

The college credits must have been earned as a result of satisfactory completion of course work at a college or university accredited by an accrediting body recognized by the U.S. Secretary of Education and the Council for Higher Education Accreditation ("CHEA") or, if credits have been earned at a foreign college, the credits must be evaluated by an approved Foreign Evaluation Service. An employee who has graduated from the Police Academy since 1974 may be able to earn college credits based upon his or her graduation from the Police Academy. These college credits can be used towards meeting this Education Requirement; however, these college credits can only be used towards meeting this Education Requirement if they are accepted and listed on an accredited college or university official transcript.

Drug Testing: You will be required to submit to a one time drug test that may occur prior to promotion or after promotion during the probationary period. This drug test will be required in addition to any other drug testing conducted by the New York City Police Department, such as random drug testing.

Driver License Requirement: For promotion to this position, you must have a motor vehicle driver license valid in the State of New York. This license must be maintained for the duration of your employment.

Investigation: To be promoted, you must present to the Police Department all the official documents and proof required to qualify.

THE TEST: You will be given a multiple-choice test. You must achieve a score of at least 70% to pass the test. Ratings for seniority and, if applicable, departmental awards and Veterans' Preference Credit will be added to the test scores of passing candidates to determine final ranking.

The multiple choice test is designed to assess the extent to which candidates have certain abilities and technical knowledge determined to be important to the performance of the tasks of a Lieutenant (Police). Task areas to be tested are as follows: assign and reassign personnel; monitor and inspect subordinates; train, evaluate, reward and correct subordinates; monitor local area conditions and department information sources; direct arrest and detention procedures; direct activities during incidents and emergencies; actions needed to ensure integrity; safeguard evidence and non-police property; account for, safeguard and maintain police property; cooperate with community groups, the public and other agencies; make required notifications and communicate information; prepare and review written forms, logs and reports; and plan and administer programs/design procedures.

The test may include questions which require mastery of technical knowledge based on such materials as: the NYCPD Patrol Guide, New York State Penal Law, Criminal Procedure Law, Family Court Act, Vehicle & Traffic Laws (VTL), Assistance Services such as Early Intervention Programs, services provided by other police units, procedures for use of the FINEST computer system and for the use of SPRINT computer system, 311 System, and Mayor's Executive Order No. 16 of 1978, as amended, and knowledge of department procedures and guidelines regarding the use of forms, reports, logs, written narrative reports, response situations, disciplinary matters, personnel matters and special patrol operations.

The test may also include questions which require the use of any of the following abilities:

Analytical Thinking: Analyzing information and using logic to address specific work-related issues and problems; involves the identification of problems, not implementation of solutions.

Judgment & Decision-Making: Reviewing information to develop and evaluate the relative costs and benefits of potential solutions to problems and choosing the most appropriate one; implementing a course of action determined by thinking analytically. While similar to Planning & Organizing, Judgment and Decision-Making are typically applied over a shorter time frame.

Planning & Organizing: Establishing a method of execution to accomplish a specific goal over an extended period of time; determining appropriate assignments and allocation of resources.

Management of Personnel Resources: Motivating, developing and directing people as they work, identifying the best people for the job; managing employees needed to accomplish tasks.

Time Management: Managing one's time and the time of others in order to promote effective use of work hours.

Stress Tolerance: Accepting criticism and dealing calmly and effectively with high stress situations.

Written Comprehension: Understanding the information and ideas presented in written sentences and paragraphs in work-related documents.

Written Expression: Appropriately communicating information and ideas in written words and sentences so intended audience will understand.

Persuading & Influencing Others: Causing others to change or modify their opinions, views or behaviors using a variety of strategies.

Conflict Resolution: Negotiating with others to resolve grievances or conflicts and handle complaints by developing a constructive solution.

Concern For Others: Acting in a manner sensitive to others' needs and feelings while being understanding and helpful on the job; showing consideration.

Teamwork: Developing mutual trust and cooperation while working together toward the accomplishment of a common goal or outcome.

Integrity: Acting in an honest and ethical manner.

Dependability: Fulfilling obligations and acting in a reliable, responsible and dependable manner.

Initiative & Independence: Displaying a willingness to take on additional responsibilities and challenges, while developing one's ways of doing things and guiding oneself with little or no supervision.

Attention to Detail: Being careful about detail and thorough in completing work tasks.

Self Control: Maintaining composure, keeping emotions in check, controlling anger and avoiding aggressive behavior, even in very difficult situations.

Certain questions may need to be answered on the basis of documents or other information supplied to candidates on the date of the multiple-choice test.

Note: You are not permitted to enter the test site with cellular phones, beepers, pagers, cameras, portable media players, or other electronic devices. Calculators are permitted; however, they must be hand-held, battery or solar powered, numeric only. 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 to be in possession of any of these devices, your test score may be nullified, you may not receive your test results, and your application fee will not be refunded.

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.

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.

SENIORITY AND DEPARTMENTAL AWARDS: Additional points for Seniority and Departmental Awards, and, if applicable, Veterans' Preference Credit, will be awarded only to candidates who pass the written test.

Method of computing seniority: Use the following chart to determine the credit for seniority in the permanent eligible title of Sergeant (Police) in any one or combination of the New York City Police, Transit Police or Housing Authority Police departments, subject to the condition listed below.

If your Date of Permanent Appointment to Sergeant is:	You Will Receive:	If your Date of Permanent Appointment to Sergeant is:	You Will Receive:
10/30/11 or after	not eligible	7/30/06 - 10/29/06	2.560
7/30/11 - 10/29/11	0.120	4/30/06 - 7/29/06	2.682
4/30/11 - 7/29/11	0.242	1/30/06 - 4/29/06	2.804
1/30/11 - 4/29/11	0.364	10/30/05 - 1/29/06	2.926
10/30/10 - 1/29/11	0.486	7/30/05 - 10/29/05	3.048
7/30/10 - 10/29/10	0.608	4/30/05 - 7/29/05	3.170
4/30/10 - 7/29/10	0.730	1/30/05 - 4/29/05	3.292
1/30/10 - 4/29/10	0.852	10/30/04 - 1/29/05	3.414
10/30/09 - 1/29/10	0.974	7/30/04 - 10/29/04	3.536
7/30/09 - 10/29/09	1.096	4/30/04 - 7/29/04	3.658
4/30/09 - 7/29/09	1.218	1/30/04 - 4/29/04	3.780
1/30/09 - 4/29/09	1.340	10/30/03 - 1/29/04	3.902
10/30/08 - 1/29/09	1.462	7/30/03 - 10/29/03	4.024
7/30/08 - 10/29/08	1.584	4/30/03 - 7/29/03	4.146
4/30/08 - 7/29/08	1.706	1/30/03 - 4/29/03	4.268
1/30/08 - 4/29/08	1.828	10/30/02 - 1/29/03	4.390
10/30/07 - 1/29/08	1.950	7/30/02 - 10/29/02	4.512
7/30/07 - 10/29/07	2.072	4/30/02 - 7/29/02	4.634
4/30/07 - 7/29/07	2.194	1/30/02 - 4/29/02	4.756
1/30/07 - 4/29/07	2.316	10/31/01 - 1/29/02	4.878
10/30/06 - 1/29/07	2.438	10/30/01 or earlier	5.000

Conditions: Service in titles other than Sergeant in any one or combination of the New York City Police, Transit Police or Housing Authority Police Departments will not be given seniority credit, except as provided by law. No credit will be given for more than the actual amount of service an eligible has, except as provided by Section 243 of the State Military Law. Any person who, pursuant to Court Order or otherwise, has been accorded retroactive seniority by the Department of Citywide Administrative Services in the title of Sergeant in any one or combination of the New York City Police, Transit Police or Housing Authority Police Departments shall be given appropriate credit.

Note: See "EFFECTS OF A BREAK IN SERVICE" section, below.

Departmental Awards: Use the following chart to determine the points credited for Departmental Awards.

<u>For Each Award:</u>	<u>Add the Following:</u>
Honorable Mention*	0.156
Exceptional Merit	0.125
Commendation	0.094
Meritorious Police Duty	0.063
Excellent Police Duty	0.031
Annual Physical Fitness Incentive Program	max of 0.500 per year to a max of 2.500
Departmental Medal of Honor	0.375
Police Combat Cross	0.219
Medal for Valor (Merit)	0.188

*The following additional points beyond those awarded for Honorable Mention will be applied if the member has also been awarded any of the following medals for the same act; otherwise, the member will receive the points as indicated above:

Departmental Medal of Honor	0.219
Police Combat Cross	0.063
Medal for Valor (Merit)	0.032

Terms and Conditions Governing Credit for Departmental Awards:

- a. Credit shall not be given for Excellent Police Duty awarded in connection with the Police Department's Blood Bank Program.
- b. Credit for the Annual Physical Fitness Incentive Program will be awarded at two-tenths (0.200) of one point for successful completion of the cardiovascular component. One-third (0.300) of one point will be awarded for successful completion of the Job Standard Test (JST), which consists of six components (barrier surmount, stair climb, physical restraint simulation, pursuit run, victim rescue, and trigger pull). The cardiovascular component must be successfully completed before candidates may participate in the Job Standard Test. A maximum of one-half (0.500) point per year earned may be applied toward the exam, to a total of 2.500 points. Consult the current Personnel Bureau Memo for further details of the program.
- c. Credit for awards is granted in one successful examination only, i.e., an examination in which the participating candidate attains a place on the eligible list and from which list he/she is subsequently promoted and passes probation. Credit for an award will not be split between two promotion exams. If a candidate previously reached the maximum on seniority and departmental awards for other promotion exams by using less than the full value of an award, the remainder of the value of the award will **not** be granted on this examination.
- d. Credit for awards must be used by the candidate at the earliest opportunity, i.e., in the first successful examination following acquisition and recognition of the award. Credit for awards will be granted in date order, i.e., oldest awards will be credited first, with the exception of the Annual Physical Fitness Incentive Program, which will be granted first.
- e. Only departmental awards granted on or before the date of the written test will be credited, with the exception of the Annual Physical Fitness Incentive Program. No credit will be given for the Annual Physical Fitness Incentive Program granted in conjunction with an earlier promotional exam where the candidate was placed on a resulting eligible list and from which list he/she was subsequently promoted and passed probation.
- f. Credit for awards earned while employed by the New York City Transit Police Department or New York City Housing Authority Police Department will be granted to eligible candidates in compliance with NYCPD Operations Order No. 94 dated 7/27/93.
- g. The maximum total credit attainable on Seniority and Departmental Awards is 8.751 points. Credit for seniority will be granted before granting credit for awards. This will allow maximum use of awards. Any additional credit earned for awards beyond the maximum may be granted in a subsequent promotion examination, except for awards given partial credit as indicated in "c" above.

EFFECTS OF A BREAK IN SERVICE: The period of a break in service will not be credited toward eligibility to be promoted or in the computation of seniority credits. Additionally, any time served prior to a break in service of more than one year will not be credited for these purposes.

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 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 promotion when your name is reached on the eligible list.

ADDITIONAL INFORMATION:

Probationary Period: The probationary period for Lieutenants promoted as a result of this examination will be twelve (12) months. However, the probationary period may be extended for an additional six (6) months pursuant to the Personnel Rules and Regulations of the City of New York.

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 but on or before the date of the multiple-choice test.

Make-up Test: You may apply for a make-up test if you cannot take the test on the regular test date for any of the following reasons:

- (1) compulsory attendance before a public body;
- (2) on-the-job injury or illness caused by municipal employment;
- (3) absence for one week following the death of a spouse, domestic partner, parent, sibling, child or child of a domestic partner;
- (4) absence due to ordered military duty; or
- (5) a clear error for which the Department of Citywide Administrative Services or the examining agency is responsible.

To request a make-up test, contact the Examining Service Section, 1 Centre Street, 14th Floor, New York, NY 10007, in person or by certified mail as soon as possible and provide documentation of the special circumstances.

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. 70260; Police Service.

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