



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

EDNA WELLS HANDY  
 Commissioner

# NOTICE OF EXAMINATION

**PROMOTION TO CAPTAIN (POLICE)  
 EXAM NO. 2512**

<p><b>WHEN TO APPLY:</b> From: January 4, 2012          To: January 24, 2012</p>	<p><b>APPLICATION FEE: \$101.00</b>  <i>If you pay online by credit card, bank card or debit card, you will receive a \$5.00 discount.</i></p>
<p><b>THE TEST DATE:</b> The multiple-choice test is expected to be held on <b>Saturday, May 19, 2012.</b></p>	

**WHAT THE JOB INVOLVES:** Captains in the Police Department, under general direction, unless detailed to act in a higher rank, command or administer a precinct, unit, squad, bureau, or office, or occupy a position which, in the opinion of the Police Commissioner, requires the assignment of a Captain because of its importance or responsibilities; and perform related work. They supervise and/or exact the proper performance of police duty from subordinate members of the service assigned to the various branches of the department; make investigations and reports on police conditions and activities; perform all additional functions prescribed for the rank by relevant laws, rules, procedures, orders or directives of the Police Department; and perform administrative duties in department offices and commands, and such other special assignments as directed by the Police Commissioner.

Some of the physical activities performed by Captains (Police) and environmental conditions experienced are: working outdoors in all kinds of weather; driving or sitting in a patrol car while remaining continuously alert; climbing up stairs; with background noise, monitoring, understanding and engaging in radio communications; visually monitoring closed circuit television screens; and operating a computer keyboard using fine motor control.

(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 \$114,978 per annum. This rate is subject to change.

**HOW TO APPLY:** If you believe you are eligible to take this examination, you may submit an application on the Online Application System (OASys) at [www.nyc.gov/examsforjobs](http://www.nyc.gov/examsforjobs). Follow the onscreen application instructions for electronically submitting your application and payment, and completing any required forms. A valid email address is required to file online. Several internet service providers, including, but not limited to, Google, Yahoo, Hotmail and AOL, offer free email addresses. 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, or money order payable to DCAS (Exams). If you pay online by credit card, bank card or debit card, you will receive a \$5.00 discount. You may come to the DCAS Computerized Testing Centers to file for this examination online, submit a money order, or obtain a paper application for this examination.

The centers will have hours Monday through Saturday 9:00 A.M. to 5:00 P.M.:

**Manhattan**  
 2 Lafayette Street  
 17<sup>th</sup> Floor  
 New York, NY 10007

**Brooklyn**  
 210 Joralemon Street  
 4<sup>th</sup> Floor  
 Brooklyn, NY 11201

**The Computerized Testing Centers will be closed on January 16, 2012.**

**READ CAREFULLY AND SAVE FOR FUTURE REFERENCE**

**Special Circumstances Form:**

This form is included in the application package available at the DCAS Computerized Testing Centers and located on the DCAS website at [http://www.nyc.gov/html/dcas/html/employment/civilservice\\_exams.shtml#examinationforms](http://www.nyc.gov/html/dcas/html/employment/civilservice_exams.shtml#examinationforms). 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. is permanently (not provisionally) employed in or appears on a Preferred List (see Note, below) for the title of Lieutenant (Police); 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 your application. If you are marked "Not Eligible," your application fee will not be refunded.

**ELIGIBILITY TO BE PROMOTED:**

In order to be eligible for promotion, you must have served permanently in the rank of Lieutenant (Police) 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 Lieutenant (Police). Additionally, you must be permanently employed as a Lieutenant (Police) or your name must appear on a Preferred List for Lieutenant (Police) at the time of promotion.

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

**REQUIREMENTS TO BE PROMOTED:**

**Education Requirement:** In order to be eligible for promotion to Captain, you must possess a baccalaureate degree awarded by 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"). You 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 you have fulfilled the Education Requirement. Foreign education must be evaluated by an approved Foreign Education Evaluation Service. This evaluation must be completed prior to the submission of the Official Transcript to the Educational Tracking Unit.

(Note: Graduation from the Police Academy since 1974 may be accepted by some colleges for credits toward a baccalaureate degree. It is, however, the responsibility of the individual to research which services evaluate Academy graduation for college credits and which colleges will accept such evaluations toward college credits and a baccalaureate degree.)

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

**Drug Testing:** All eligibles for promotion to this position will be required to submit to a drug test. This one time drug test 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:** At the time you are promoted to this position, you must have a motor vehicle driver license valid in the State of New York with no restrictions that would preclude the performance of Captain (Police) work. This license must be maintained for the duration of your employment.

**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, departmental awards, and if applicable, veterans' preference credit, will be added to the multiple-choice test scores of passing candidates only, to determine final scores.

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 Captain. Task areas to be tested are as follows:

**Assign and Reassign Personnel:** reviewing roll call sheets and assigning personnel to posts or duties on a daily basis; accounting for personnel during and after tours of duty; and changing assignments as situations arise during a single tour of duty. These tasks involve both uniformed and civilian personnel.

**Monitor and Inspect Subordinates:** monitoring and inspecting subordinates to determine if they are performing acceptably.

**Train, Evaluate, Reward and Correct Subordinates:** on-the-job training; evaluating work performance; counseling and discussing subordinates' problems; and administering or recommending formal or informal rewards or punishments, transfers or discretionary assignments. These tasks pertain to civilian and uniformed personnel.

**Monitor Local Area Conditions and Department Information Sources:** monitoring and reviewing various information sources to stay abreast of issues and conditions which might affect command operations.

**Direct Arrest and Detention Procedures:** directing, reviewing or monitoring subordinates' actions regarding the arrest, detention and proper treatment of prisoners/detainees.

**Direct Activities During Incidents and Emergencies:** field investigation and supervision of crimes, complaints, and other incidents or emergencies.

**Actions Needed to Ensure Integrity:** the prevention, identification, detection or investigation of alleged police misconduct or corruption.

**Safeguard Evidence and Non-Police Property:** safeguarding, storing, vouchering and accounting for evidence and non-police property.

**Account for, Safeguard and Maintain Police Property:** ensuring that the command has proper equipment and supplies; as well as tracking, securing and maintaining police equipment and the police station.

**Cooperate with Community Groups, the Public and Other Agencies:** answering questions, making referrals, making presentations and otherwise interacting with community groups, members of the public and other city agencies.

**Make Required Notifications and Communicate Information:** making formal notifications as required by department regulations, as well as informal communications of information.

**Prepare and Review Written Forms, Logs and Reports:** preparing or reviewing written forms, logs and reports, as well as department memos, directives and bulletins. The forms and reports may be captioned (fill-in-the-blank), written narrative, or a combination of both.

**Plan and Administer Programs/Design Procedures:** planning, scheduling, administering and evaluating programs or procedures to increase productivity, reduce crime conditions, save money, make the command function smoother, solve administrative problems, etc.

The test may include questions which require mastery of technical knowledge based on such materials as the NYCPD Patrol Guide, Administrative Guide, Interim Orders, Legal Bureau Bulletins, New York State Penal Law, Criminal Procedure Law, Family Court Act, and Mayor's Executive Order No. 16 of 1978, as amended, and may address any of the following areas: Aided Cases; Accidents; Complaints; Summonses; Arrests; Prisoners; Property; Court and Agency Appearances; Patrol Supervision; Special Patrol Operations; Disciplinary Matters; Personnel Matters; Uniforms, Equipment and Department Property.

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

**Written Communication:** Clear expression of ideas in writing and use of good grammatical form.

**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.

**Delegation:** Utilizing subordinates effectively; allocating decision making and other responsibilities to the appropriate subordinates.

**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.

**Analysis:** Identifying problems, securing relevant information, relating data from different sources, and identifying possible causes of problems.

**Judgment:** Developing alternative courses of action and making decisions based on logical assumptions that reflect factual information.

**Decisiveness:** Readiness to make decisions, render judgments, take action, or commit oneself.

**Development of subordinates:** Developing the skills and competencies of subordinates through training and development activities related to current and future jobs.

**Organizational Sensitivity:** Action that indicates an awareness of the impact and the implications of decisions on other components of the organization.

**Sensitivity:** Actions that indicate a consideration for the feelings and needs of others.

**Work Standards:** Setting high goals or standards of performance for self, subordinates, others, and organization. Dissatisfied with average performance.

**Technical Translation:** Demonstrating knowledge of the meaning of technical/professional terminology used on the job.

**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, you may not receive your test results, your test score may be nullified, and your application fee will not be returned.

**SENIORITY AND DEPARTMENTAL AWARDS:** Additional points for seniority and departmental awards, if applicable, will be awarded only to candidates who pass the multiple-choice test.

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

<b>If Your Date of Permanent Appointment to Lieutenant (Police) is:</b>	<b>You Will Receive:</b>	<b>If Your Date of Permanent Appointment to Lieutenant (Police) is:</b>	<b>You Will Receive:</b>
5/20/12 or after	not eligible	2/20/07 - 5/19/07	2.560 points
2/20/12 - 5/19/12	0.120 points	11/20/06 - 2/19/07	2.682 points
11/20/11 - 2/19/12	0.242 points	8/20/06 - 11/19/06	2.804 points
8/20/11 - 11/19/11	0.364 points	5/20/06 - 8/19/06	2.926 points
5/20/11 - 8/19/11	0.486 points	2/20/06 - 5/19/06	3.048 points
2/20/11 - 5/19/11	0.608 points	11/20/05 - 2/19/06	3.170 points
11/20/10 - 2/19/11	0.730 points	8/20/05 - 11/19/05	3.292 points
8/20/10 - 11/19/10	0.852 points	5/20/05 - 8/19/05	3.414 points
5/20/10 - 8/19/10	0.974 points	2/20/05 - 5/19/05	3.536 points
2/20/10 - 5/19/10	1.096 points	11/20/04 - 2/19/05	3.658 points
11/20/09 - 2/19/10	1.218 points	8/20/04 - 11/19/04	3.780 points
8/20/09 - 11/19/09	1.340 points	5/20/04 - 8/19/04	3.902 points
5/20/09 - 8/19/09	1.462 points	2/20/04 - 5/19/04	4.024 points
2/20/09 - 5/19/09	1.584 points	11/20/03 - 2/19/04	4.146 points
11/20/08 - 2/19/09	1.706 points	8/20/03 - 11/19/03	4.268 points
8/20/08 - 11/19/08	1.828 points	5/20/03 - 8/19/03	4.390 points
5/20/08 - 8/19/08	1.950 points	2/20/03 - 5/19/03	4.512 points
2/20/08 - 5/19/08	2.072 points	11/20/02 - 2/19/03	4.634 points
11/20/07 - 2/19/08	2.194 points	8/20/02 - 11/19/02	4.756 points
8/20/07 - 11/19/07	2.316 points	5/20/02 - 8/19/02	4.878 points
5/20/07 - 8/19/07	2.438 points	5/19/02 or earlier	5.000 points

**Conditions:** Service in titles other than Lieutenant (Police) 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 additional 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 Lieutenant (Police) 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.

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

\* 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.

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

**Terms and Conditions Governing Credit for Departmental Awards:**

- Credit shall not be given for Excellent Police Duty awarded in connection with the Police Department's Blood Bank Program.
- 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-tenth (0.100) of one point will be awarded for each of the three remaining components (muscular strength, muscular endurance, flexibility). Consult Personnel Bureau Memo 28s.00 for further information about the program. Candidates must pass the qualifying first event (cardiovascular component) to be eligible for the remaining events. A maximum of one-half (0.500) point per year earned may be applied toward the exam, to a total of 2.5 points.

- 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.
- 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 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.

**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 a year will not be credited for these purposes.

**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 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 Captains promoted as a result of this examination is twelve (12) months. However, the probationary period may be extended for an additional six (6) months.

**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.

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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. 70265; Police Service.

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