



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 SERGEANT (POLICE)
 Exam No. 3539**

WHEN TO APPLY: From: June 5, 2013
 To: June 25, 2013

APPLICATION FEE: \$88.00
If you pay online by credit card, bank card or debit card, you will receive a \$5.00 discount.

THE TEST DATE: The multiple-choice test is expected to be held on **Saturday, October 19, 2013.**

YOU ARE RESPONSIBLE FOR READING THIS NOTICE IN ITS ENTIRETY BEFORE YOU SUBMIT YOUR APPLICATION.

WHAT THE JOB INVOLVES: Sergeants, under general supervision of a higher ranking officer, are responsible and accountable for the supervision of subordinates. They instruct and counsel subordinates in their duties; are responsible for subordinates' general appearance, punctuality, attendance, productivity, good order and discipline; supervise police activity at the operational level and evaluate the quality of subordinates' performance; perform all additional functions prescribed for rank by relevant laws, rules, procedures, orders or directives of the Police Department; perform special duties or assignments as directed by the Police Commissioner at his/her discretion; and perform related duties.

Sergeants complete and/or review reports, forms and logs; make required notifications and other communications; interact with the community and implement programs; make adjustments to roll call and assign personnel; monitor subordinates; assess local area and coordinate activities in the field; conduct preliminary searches/investigations; direct arrest and detention procedures; safeguard evidence and non-police department property; safeguard/inspect police department property; evaluate personnel and recommend actions; and train and counsel subordinates.

Sergeants 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 Sergeants 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 \$79,763 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. 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, 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.

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

The centers will be open Monday through Saturday from 9:00 AM to 5:00 PM:

Manhattan

2 Lafayette Street
17th Floor
New York, NY 10007

Brooklyn

210 Joralemon Street
4th Floor
Brooklyn, NY 11201

Special Circumstances Guide: This guide is included in the application package available at the DCAS Computerized Testing Centers and located on the DCAS website at www.nyc.gov/html/dcas/downloads/pdf/misc/exam_special_circumstances.pdf. This guide 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 guide 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 Police Officer;
- (2) has served as a permanent employee in such title in the New York City Police Department for a period totaling three years preceding that date; and
- (3) 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 "FORMER FIRE SERVICE" section and "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 Police Officer in any one or combination of the New York City Police, Transit Police or Housing Authority Police Departments for at least five years and have successfully completed the probationary period for Police Officer. Additionally, you must be permanently employed as a Police Officer or your name must appear on a Preferred List for Police Officer at the time of promotion.

Note: See "FORMER FIRE SERVICE" section and "EFFECTS OF BREAK IN SERVICE" section, below.

REQUIREMENTS TO BE PROMOTED:

Education Requirement: By the date of promotion, you must have completed at least 64 college semester credits or the educational equivalent of 64 college semester credits, as described in the next paragraph. You are required to submit official documents and proof required to qualify (e.g., transcripts and/or foreign credit evaluation) to the Educational Tracking Unit, Police Academy, 235 East 20th Street, New York, NY 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 the 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 the Education Requirement; however, these college credits can only be used towards meeting the 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 license valid in the State of New York. This license must be maintained for the duration of 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 at a computer terminal or a paper and pencil test. You will be informed of the format on your admission notice. You must achieve at least a 70.000 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 technical knowledge and abilities determined to be important to the performance of the tasks of a Sergeant. Task areas to be tested are as follows: complete and/or review reports, forms and logs; make required notifications and other communications; interact with the community and implement programs; make adjustments to roll call and assign personnel during tour; monitor subordinates; assess local area and coordinate activities in the field; conduct preliminary searches/investigations; direct arrest and detention procedures; safeguard evidence and non-police department property; safeguard/inspect police department property (including station house and other police facilities); evaluate personnel and recommend actions (discipline, transfer, awards or discretionary assignments); and train and counsel subordinates.

The test may include questions which require mastery of technical knowledge based on such materials as: NYCPD Patrol Guide; Interim Orders; Legal Bureau Bulletins; New York State Penal Law and Criminal Procedure Law; Operations Orders; Family Court Act; Crime Complaint Reporting System Reference Guide; and Mayor's Executive Order No. 16 of 1978, as amended. Questions may address any of the following areas: services provided by other police units; messages received from the FINEST and SPRINT computer systems that affect procedures; 311 System; assistance services available to personnel; written narrative reports; response situations; patrol supervision; special patrol operations; disciplinary matters; and personnel matters, in effect up to and including July 1, 2013.

The test may also include questions requiring 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.

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.

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.

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

Behavioral Flexibility - Modifying one's approach to most effectively meet the needs of the situation.

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

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 NOTICE: You should receive an Admission Notice in the mail about 10 days before the date of the test. If you do not receive an Admission Notice at least 4 days before the test date, you must go to the Exam Support Group, 1 Centre Street, 14th floor, Manhattan, to obtain a duplicate notice.

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 points credited for seniority in the eligible title of Police Officer in any one or combination of the New York City Police, Transit Police or Housing Authority Police Departments, subject to the conditions listed below.

<u>If your date of permanent appointment to Police Officer is:</u>	<u>You will receive the following points:</u>	<u>If your date of permanent appointment to Police Officer is:</u>	<u>You will receive following points:</u>
10/20/2010 or after	Not eligible	01/20/2007 - 04/19/2007	3.738
07/20/2010 - 10/19/2010	0.700	10/20/2006 - 01/19/2007	3.955
04/20/2010 - 07/19/2010	0.917	07/20/2006 - 10/19/2006	4.172
01/20/2010 - 04/19/2010	1.134	04/20/2006 - 07/19/2006	4.389
10/20/2009 - 01/19/2010	1.351	01/20/2006 - 04/19/2006	4.606
07/20/2009 - 10/19/2009	1.568	10/20/2005 - 01/19/2006	4.823
04/20/2009 - 07/19/2009	1.785	07/20/2005 - 10/19/2005	5.040
01/20/2009 - 04/19/2009	2.002	04/20/2005 - 07/19/2005	5.257
10/20/2008 - 01/19/2009	2.219	01/20/2005 - 04/19/2005	5.474
07/20/2008 - 10/19/2008	2.436	10/20/2004 - 01/19/2005	5.691
04/20/2008 - 07/19/2008	2.653	07/20/2004 - 10/19/2004	5.908
01/20/2008 - 04/19/2008	2.870	04/20/2004 - 07/19/2004	6.125
10/20/2007 - 01/19/2008	3.087	01/20/2004 - 04/19/2004	6.342
07/20/2007 - 10/19/2007	3.304	10/20/2003 - 01/19/2004	6.559
04/20/2007 - 07/19/2007	3.521	10/19/2003 or earlier	6.776

Conditions:

Service in titles other than Police Officer 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 10 years of permanent service in the eligible title, nor will credit 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 Police Officer 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 “FORMER FIRE SERVICE” section, and “EFFECTS OF A BREAK IN SERVICE” section, below.

Departmental Awards: Use the following chart to determine the points credited for Departmental Awards subject to the terms and conditions listed below.

<u>For each award:</u>	<u>Add the following points:</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	maximum of 0.500 per year to a maximum 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

- 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. Three-tenths (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.
- 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.
- 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 promotion.
- f. Credit for awards earned while employed by the New York City Transit Police Department or the 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 10,000 points. Credit for seniority will be granted before granting credit given 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.

FORMER FIRE SERVICE: In accordance with Section 14-112 and 14-113 of the New York City Administrative Code, any member of the police force of the New York City Police Department who, prior to his or her promotion or employment as such, has served as a member of the uniformed force of the Fire Department, shall have the time served in such position(s) counted as service in the eligible title determining eligibility and seniority for this promotion.

EFFECTS OF A BREAK IN SERVICE: The period of a break in service will not be credited toward eligibility to take the examination, 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 Sergeants 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 where you are an officer or employee of the City;
- (3) absence for one week following the death of a spouse, domestic partner, parent, sibling, child or child of a domestic partner where you are an officer or employee of the City;
- (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 Exam Support Group, 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.

PENALTY FOR MISREPRESENTATION: Any intentional misrepresentation on the application or examination may result in disqualification even after appointment, and may result in criminal prosecution.

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 at nyc.gov/dcas and at the DCAS Computerized Testing Centers.

The City of New York is an Equal Opportunity Employer.

Title Code No. 70235; Police Service.

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