MICHAEL R. BLOOMBERG
Mayor

EDNA WELLS HANDY
Commissioner

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

NOTICE OF EXAMINATION

REQUIRED FORMS

APPLICATION FORM

CORRECTION OFFICER
Exam No. 2304

WHEN TO APPLY: On the date of the test.

APPLICATION FEE: $54.00
Payable only at a Computerized Testing Center on the day of the test by credit card, bank card, debit card, or money order payable to DCAS (EXAMS). ***If you pay by credit card, bank card or debit card, you will receive a $5.00 discount.***

THE TEST DATE: Testing for the title of Correction Officer is expected to be held throughout the year depending on the hiring needs of the agency. Testing for Exam No. 2304 will be held from July 5, 2011 through September 30, 2011. Testing during the **month of July** is expected to be held on the following dates and times:

July 5, 2011 through July 28, 2011	Monday:	9:30 AM
	Tuesday:	6:00 PM
	Wednesday:	1:30 PM
	Thursday:	9:30 AM

There will be no testing on July 21, 2011 at the Brooklyn DCAS Computerized Testing Center.

Additional test dates and times for Exam No. 2304 for the **months of August 2011 and September 2011** will be announced at a later date.

You must report to the test session no later than the times listed above for application processing and fingerprinting. If you are late, you may not be admitted to that test session. The test will begin when all candidates who are admitted are processed and fingerprinted.

DCAS COMPUTERIZED TESTING CENTERS: This exam will be administered at both the Manhattan and the Brooklyn DCAS Computerized Testing Centers:

Manhattan
2 Lafayette Street
17th Floor
New York, NY 10007

Brooklyn
210 Joralemon Street
4th Floor
Brooklyn, NY 11201

Seating is limited. Once the Computerized Testing Centers are filled to capacity for a session, no more candidates will be admitted. You are encouraged to come earlier in the month to take the test since there is generally more seating available at these times.

You may take Exam No. 2304 at either location, but you may only take the test once. If you take Exam No. 2304 more than once, only your first test will be rated and your additional filing fee will not be refunded.

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 score may be nullified, and your application fee will not be refunded.

You may not have any other person, including children, present with you while you are being processed for or taking the test, and no one may wait for you inside of a Computerized Testing Center while you are taking the test.

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.

Test dates and times are subject to change.

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

WHAT THE JOB INVOLVES: Correction Officers, under supervision, maintain security within correctional facilities and are responsible for the custody, control, care, job training and work performance of inmates in detention and sentenced correctional facilities. They supervise inmate meals, visits, recreational programs, and other congregate activities; inspect assigned areas for conditions which threaten safety and security; conduct searches in order to detect contraband; complete forms and reports; maintain appropriate log books; communicate with other area Correction Officers to exchange pertinent information; issue verbal orders, announcements and explanations to inmates; observe inmates and make recommendations concerning medical and/or psychiatric referrals; safeguard Departmental supplies and equipment; escort inmates within and outside of the facility including their transportation in Departmental vehicles; respond to unusual incidents and disturbances; enforce security procedures in accordance with Department guidelines; request medical assistance for inmates when necessary; count and verify the number of inmates present in assigned areas; verify identification of inmates; supervise inmates of either sex; operate a motor vehicle; and perform related work.

Some of the physical activities performed by Correction Officers and environmental conditions experienced are: standing for up to 8½ hours continuously; walking up several flights of stairs; using physical force to break up fights; when assigned a double tour, working 17 hours continuously; working outdoors in all kinds of weather; lifting heavy objects; moving heavy items; being exposed to fumes from disinfectants and sanitary supplies; wearing bullet-resistant or radiation protective vest; being subjected to close contact with inmates; responding to smoke/fire conditions which may require wearing turn-out gear such as boots, gloves, coats and using a 25 lb. Scott Air pack (Self Contained Breathing Apparatus), when necessary.

Special Working Conditions: Correction Officers are required to change tours or work overtime, and to work rotating tours and shifts including nights, Saturdays, Sundays, and holidays.

(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 $39,755 per annum. Incumbents will receive salary increments reaching $76,488 per annum at the completion of five and one half years of employment. There is an annual uniform allowance of $1,100, holiday pay of $1,677 increasing to $3,411 after five and one half years of service, contributions by the City to Welfare and Annuity Funds and City-paid health insurance. In addition, after 5,10,15,and 20 years of service, incumbents receive $4,365, $5,365, $6,365, and $7,365, respectively, in addition to base salary as longevity. All rates are subject to change.

HOW TO APPLY: You will receive an exam application and filing instructions for Exam No. 2304 when you arrive at a DCAS Computerized Testing Center. If you pay by credit card, bank card or debit card, you will receive a $5.00 discount.

The administration of the test is subject to change in the event of an unforeseen occurrence. If you wish to verify the test date and time, you may call the DCAS Interactive Voice Response (IVR) system at (212) 669-1357 two hours before the test session you wish to attend to hear if the test is <u>not</u> being administered at that time. The recorded message will be heard after the "Welcome" greeting. If there is no message regarding testing at the Centers, it means that testing will be administered as scheduled for that day.

Special Circumstances Form: 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.

You will be given the test before we review your qualifications. You are responsible for determining whether or not you will 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 **time you are appointed to this position,** you must have:

1. successfully completed 39 semester credits at 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). In addition, you must complete an additional 21 semester credits, which may be satisfied by successful completion of Academy training, to total 60 semester credits by the end of Academy training; or

2. a four-year high school diploma or its educational equivalent, approved by a State's Department of Education or a recognized accrediting organization, <u>and</u> have completed two years of honorable full-time U.S. military service; or

3. a four-year high school diploma or its educational equivalent, approved by a State's Department of Education or a recognized accrediting organization, <u>and</u> two years of full-time experience (a) in positions classified as Police Officers pursuant to Section 1.20, subd. 34, of the NYS Criminal Procedure Law, or (b) in positions classified as Peace Officers pursuant to Section 2.10 of the NYS Criminal Procedure Law, or (c) in positions designated as Special Patrolman pursuant to Section 14-106 of the Administrative Code and Chapter 13 of Title 38 of the Rules of the City of New York, or (d) in positions in Federal law enforcement or law enforcement in other states or municipalities with status or designations equivalent to (a), (b), or (c) above.

If you were educated outside the United States, you must have your foreign education evaluated to determine its equivalence to education obtained in the United States. You will receive instructions from the Department of Correction during the pre-employment screening process regarding the approved evaluation services that you may use for foreign education.

Minimum Age Requirement: You must be at least 17½ years of age by the last date of the application period to take the examination. Additionally, you must have attained age 21 to be appointed as a Correction Officer. If you are too young for appointment on the date the list is terminated, you will have no further opportunity for appointment from this list.

Driver License Requirement: You must possess a motor vehicle driver license valid in the State of New York at the time of appointment. 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.

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 a felony; (b) conviction of any offense, the nature of which indicates lack of good moral character or disposition towards violence or disorder; (c) repeated convictions of an offense, where such convictions indicate a disrespect for the law; (d) discharge from employment, where such discharge indicates poor behavior or inability to adjust to discipline; (e) dishonorable discharge from the Armed Forces; (f) conviction for petit larceny and (g) conviction for domestic violence.

Peace Officer Status: You must satisfy the requirements established by the State of New York for Peace Officers. You must meet and maintain the requirements for Peace Officer Status for the duration of your employment.

Medical and Psychological Assessment: Medical and psychological guidelines have been established for the position of Correction Officer. You will be examined to determine whether you can perform the essential functions of a Correction Officer. Additionally, you will be expected to continue to perform the essential functions of a Correction 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 Correction Officer. You must 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. Additionally, as a probationary Correction Officer, you are subject to random drug testing during Academy Training. You may again be drug tested on a random basis after your probationary period is completed or as a prerequisite for assignment or promotion. Any member of the NYC Department of Correction found in possession of or using illegal drugs, or who fails, refuses, or attempts to evade a drug test, will be terminated. The NYC Department of Correction has a strict zero tolerance policy concerning illegal drug use. Individuals who are considering applying for positions in the NYC Department of Correction are expected to conform their behavior to this policy well before they begin the application process.

Residency Requirement: The New York State Public Officers Law requires that at the date of appointment, you must be a resident of the City of New York or of Nassau, Westchester, Suffolk, Orange, Rockland or Putnam counties.

English Requirement: You must be able to understand and be understood in English.

Citizenship: United States citizenship is required at the time of appointment.

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 at a computer terminal. Your score on this test will be used to determine your place on an eligible list. You must achieve a score of at least 70% to pass the test. The multiple-choice test may include questions which 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.

Number Facility: adding, subtracting, multiplying and dividing quickly and correctly.

Mathematical Reasoning: understanding and organizing a problem and then selecting a mathematical method or formula to solve the problem. It encompasses reasoning through mathematical problems to determine appropriate operations that can be performed to solve problems.

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: correctly following a rule or set of rules of 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.

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 of record of the Bureau of Vital Statistics or other satisfactory evidence, naturalization papers if necessary, proof of any military service, and proof of meeting educational requirements. Any willful misstatement will be cause for disqualification, and failure to present any documents required for investigation will be cause for discontinuance of the investigation process.

Firearms Qualifications: You must qualify and remain qualified for firearms usage as a condition of employment for the duration of your career. The methods, procedures and protocol for the firearms qualification test will be determined by the Department of Correction. A firearms qualification test will be administered annually to determine qualification. In addition, you must remain authorized to carry firearms under Federal and New York State statutes.

Probationary Period: The probationary period is 24 months. As part of the probationary period, you will be required to successfully complete a prescribed training course. If you fail to successfully complete such training course, you will be terminated by the agency head.

Promotion Opportunities: Employees in the title of Correction Officer are accorded the opportunity to be promoted to the title of Captain (Correction) and, from that title, to Warden (Correction) at several assignment levels.

Special Test Accommodations: If you plan to request special testing accommodations due to disability, you must notify the Examining Service Section at (212) 669-7280 from 10:00 AM to 2:00 PM (New York time) at least ten business days before the date of the test. If your request is not received at least ten business days before the date you would like to take the test, you may be rescheduled for a session convenient to you provided there are more available sessions during the filing period. If there are no more sessions available, you will not have any further opportunities to apply for this exam.