



**Special Circumstances Guide:** This guide is located on the DCAS website at [www.nyc.gov/html/dcas/downloads/pdf/misc/pdf\\_c\\_special\\_circumstances\\_guide.pdf](http://www.nyc.gov/html/dcas/downloads/pdf/misc/pdf_c_special_circumstances_guide.pdf) and available at the DCAS Computer-based Testing & Applications Centers. 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 School Safety Agent; **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.)

This examination is also open to employees who were appointed to an eligible title pursuant to New York State Civil Service Law, section 55-a, and who meet all other eligibility requirements.

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 it is determined prior to the test date that you are not eligible to participate in this examination, you will not receive an Admission Notice to take the multiple-choice test, you will not be permitted into the test site, and your application fee will not be refunded. If it is determined after the test date that you are not eligible to participate in this examination, your application fee will not be refunded and you will not receive a score.

**ELIGIBILITY TO BE PROMOTED:** In order to be eligible for promotion, you must have completed your probationary period in the eligible title as indicated in the above "Eligibility To Take Examination" section, and you must be permanently employed in the eligible title or your name must appear on a Preferred List for the eligible title at the time of promotion. Additionally, you must have served permanently in the eligible title for at least two years, unless your probationary period in that eligible title has been waived pursuant to Rule 5.2.4 of the Personnel Rules and Regulations of the City of New York. Time served prior to a break in service of more than one year will not be credited.

#### **REQUIREMENTS TO BE PROMOTED:**

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

**Special Patrolman Requirement:** At the time you are promoted to this position, you must have been designated as a Special Patrolman by the New York City Police Commissioner, as governed by the Administrative Code Section 14-106 and Chapter 13 of Title 38 of the Rules of the City of New York. This designation must be maintained for the duration of your employment in this position.

**THE TEST:** The multiple-choice test may be given at a computer terminal or in a paper and pencil format. You will be informed of the format on your Admission Notice. You must achieve a score of at least 70% to pass the multiple-choice test. Your score on the multiple-choice test will determine 85% of your final score. Your seniority will determine the remaining 15% of your final score. You must pass the multiple-choice test to have your seniority credited. Your seniority score will be 70 plus 1/2 point for each three months of completed, permanent, continuous service with an agency under the jurisdiction of the Commissioner, Department of Citywide Administrative Services in competitive class titles. See chart below in the section, "Method of Computing Seniority Score" to determine the points credited for seniority in the eligible title. Your service will be credited through the date of the multiple-choice test, up to a maximum of 5 years. Time served prior to a break in service of more than one year will not be credited.

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 Supervisor of School Security. Task areas to be tested are as follows: General Administrative Duties (Forms/Reports); Supervisory Duties; Communication/Information Distribution; Law Enforcement; and Scanning.

The test may include questions which require working knowledge or better (without reference material) of the following non-exclusive list of sources: Penal Law of the State of New York; Criminal Procedure Law of the State of New York, Chancellor's Regulations; New York City Police Department Patrol Guide; New York City Police Department Civilian Handbook and Addendum to Civilian Handbook; New York City Police Department Interim Orders; and Radio Codes.

The test also may 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. For example, Supervisors of School Security may use this ability when assigning more School Safety Agents (SSAs) to schools where crime statistics have intensified.

**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 is typically applied over a shorter time frame. For example, Supervisors of School Security may use this ability when coordinating with other schools and districts in order to effectively manage the flow of traffic at school sporting events.

**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. For example, Supervisors of School Security may use this ability when creating safety initiatives to ensure school dismissals run smoothly without any issues.

**Time Management:** managing one's own time and the time of others in order to promote effective use of work hours. For example, a Supervisor of School Security may use this ability to prioritize daily administrative duties.

**Written Expression:** appropriately communicating information and ideas in written words and sentences so intended audience will understand. For example, a Supervisor of School Security may use this ability to prepare reports.

**Written Comprehension:** understanding the information and ideas presented in written sentences and paragraphs in work-related documents. For example, a Supervisor of School Security might use this ability when reviewing documents before submitting them to the Associate Supervisor of School Security.

**Teamwork:** developing mutual trust and cooperation while working together toward the accomplishment of a common goal or outcome. For example, a Supervisor of School Security may use this ability when working with School Safety Agents (SSAs) to accomplish a task.

**Self-Control:** maintaining composure, keeping emotions in check, controlling anger and avoiding aggressive behavior, even in very difficult situations. For example, a Supervisor of School Security may use this skill if he/she is struck while separating students engaged in a physical confrontation.

**Coaching & Mentoring:** identifying the developmental needs of others and coaching, mentoring, or otherwise helping others to improve their knowledge or skills. For example, Supervisors of School Security may need to guide, assist, and work with subordinates to ensure they are performing all of their duties satisfactorily.

**Warning:** You are not permitted to enter the test site with cellular phones, smart watches, 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. Calculators with functions other than addition, subtraction, multiplication and division are prohibited. Electronic devices with an alphabetic keyboard or with word processing or data recording capabilities such as planners, organizers, etc. are prohibited. If you use any of these devices in the building at any time before, during, or after the test, you may not receive your test results, your test 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 the test site while you are taking the test.

**Required Identification:** You are required to bring one (1) form of valid (non-expired) signature and photo bearing identification to the test site. The name that was used to apply for the exam must match the first and last name on the photo ID. A list of acceptable identification documents is provided below. **If you do not have an acceptable ID, you may be denied testing.** Acceptable forms of identification (bring one) are as follows: State issued driver's license, State issued identification card, US Government issued Passport, US Government issued Military Identification Card, US Government issued Alien Registration Card, Employer ID with photo, or Student ID with photo.

**Leaving:** 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 on which the test is expected to be held. If you do not receive an Admission Notice at least 4 days before the date on which the test is expected to be held, you must go to Administration, Customer and Exam Support, 1 Centre Street, 14<sup>th</sup> Floor, New York, NY 10007, to obtain a duplicate notice. Test site assignments will take your address into consideration, but proximity cannot be guaranteed.

**METHOD OF COMPUTING SENIORITY SCORE:**

Only those candidates who receive a passing score on the multiple-choice test will be granted Seniority subject to the conditions below.

| <b>If your date of permanent appointment to School Safety Agent is:</b> | <b>You will receive the following:</b> | <b>If your date of permanent appointment to School Safety Agent is:</b> | <b>You will receive the following:</b> |
|---|--|---|--|
| 06/25/2017 or after   | Not Eligible                           | 09/25/2014 - 12/24/2014   | 85.000%                                |
| 03/25/2017 - 06/24/2017   | 70.000%                                | 06/25/2014 - 09/24/2014   | 86.500%                                |
| 12/25/2016 - 03/24/2017   | 71.500%                                | 03/25/2014 - 06/24/2014   | 88.000%                                |
| 09/25/2016 - 12/24/2016   | 73.000%                                | 12/25/2013 - 03/24/2014   | 89.500%                                |
| 06/25/2016 - 09/24/2016   | 74.500%                                | 09/25/2013 - 12/24/2013   | 91.000%                                |
| 03/25/2016 - 06/24/2016   | 76.000%                                | 06/25/2013 - 09/24/2013   | 92.500%                                |
| 12/25/2015 - 03/24/2016   | 77.500%                                | 03/25/2013 - 06/24/2013   | 94.000%                                |
| 09/25/2015 - 12/24/2015   | 79.000%                                | 12/25/2012 - 03/24/2013   | 95.500%                                |
| 06/25/2015 - 09/24/2015   | 80.500%                                | 09/25/2012 - 12/24/2012   | 97.000%                                |
| 03/25/2015 - 06/24/2015   | 82.000%                                | 06/25/2012 - 09/24/2012   | 98.500%                                |
| 12/25/2014 - 03/24/2015   | 83.500%                                | 06/24/2012 or Earlier   | 100.000%                               |

**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.

**CHANGE OF MAILING AND/OR EMAIL ADDRESS:** It is critical that you promptly notify DCAS of any change to your mailing address and/or email address. You may miss important information about your exam(s) or consideration for promotion, including important information that may require a response by a specified deadline, if we do not have your correct mailing and/or email address. Change of mailing and/or email address requests submitted to any place other than DCAS, such as your Agency or to the United States Postal Service will NOT update your records with DCAS. To update your mailing and/or email address with DCAS, you must submit a change request by mail or in person. Your request must include your full name, social security number, exam title(s), exam number(s), old mailing and/or email address, and your new mailing and/or email address. Your request can be mailed to DCAS Records Room, 1 Centre Street, 14<sup>th</sup> Floor, New York, NY 10007 or brought in person to the same address Monday through Friday from 9AM to 5PM.

**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 on which testing is expected to begin.

**Make-up Test:** You may apply for a make-up test if you cannot take the test on the regular test date(s) 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 from the test within one week after 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;
- (5) a clear error for which the Department of Citywide Administrative Services or the examining agency is responsible; or
- (6) a temporary disability, pregnancy-related, or child-birth-related condition preventing you from taking the test.

To request a make-up test, contact Administration, Customer and Exam Support in person or by mail at 1 Centre Street, 14<sup>th</sup> Floor, New York, NY 10007, as soon as possible and provide documentation of the special circumstances that caused you to miss your test.

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

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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 at [nyc.gov/dcas](http://nyc.gov/dcas) and at the DCAS Computer-based Testing & Applications Centers.

The City of New York is an Equal Opportunity Employer.  
Title Code No. 60820; School Security 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)