



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 INFORMATION</b> |
| APPLICATION                 |

BILL DE BLASIO  
 Mayor

LISETTE CAMILO  
 Commissioner

# NOTICE OF EXAMINATION

**PROMOTION TO CAPTAIN (POLICE)  
 Exam No. 7544  
 SECOND AMENDED NOTICE - July 26, 2017**

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| <p><b>WHEN TO APPLY:</b> From: May 3, 2017<br/><br/>         To: May 31, 2017</p>                                    | <p><b>APPLICATION FEE: \$101.00</b></p> <p>If you choose to pay the application fee with a credit/debit/gift card, you will be charged a fee of 2.49% of the payment amount. This fee is nonrefundable.</p> |
| <p><b>THE TEST DATE:</b> The multiple-choice test is expected to be held on <b>Wednesday, November 29, 2017.</b></p> |   |

The Notice of Examination is amended to change the date of the test for Exam No. 7544 from October 25, 2017 to November 29, 2017.

The Seniority Chart is updated accordingly.

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

**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.

Captains (Police) are required to work Saturdays, Sundays, holidays, nights and tour changes or work overtime when ordered as permitted by the Collective Bargaining Agreement.

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 \$121,442 per annum. This rate is subject to change.

**HOW TO APPLY:** If you believe you are eligible to take this examination, 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 information. A unique and valid email address is required to apply online. Several internet service providers, including but not limited to Google, Yahoo!, AOL, Outlook.com, and Mail.com offer free email addresses. **All new OASys accounts require verification before a candidate can submit an application to ensure the accuracy of candidate information. Verification is instantaneous for most accounts, but some accounts may require up to 24 hours to be reviewed by a staff member and resolved. Email notification will be sent to those creating accounts that require additional documentation before they can be resolved. Please keep this information and the application period deadline in mind when creating your account.** The following methods of payment are acceptable: major credit card, bank card associated with a bank account, or a prepaid debit card with a credit card logo which you may purchase online or at various retail outlets.

If you are receiving or participating in certain forms of public assistance/benefits/programs, or are a veteran, you may qualify to have the application fee waived. For more information on eligibility for a fee waiver and documentation requirements, visit the Fee Waiver FAQ on the Online Application System at <https://a856-eeexams.nyc.gov/OLEE/oasys/FAQFeeWaiver.aspx>.

**READ CAREFULLY AND SAVE FOR FUTURE REFERENCE**

You may come to the DCAS Computer-based Testing & Applications Centers to apply for this examination online and submit a money order payable to DCAS (Exams) or to submit documentation for a fee waiver.

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

**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

**Queens**  
118-35 Queens Boulevard  
5<sup>th</sup> Floor  
Forest Hills, NY 11375

**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 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 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 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 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.

**REQUIREMENT(S) TO BE PROMOTED:**

**Education Requirement:** In order to be eligible for promotion to Captain (Police), 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, Personnel Bureau, 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:** 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 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 Captain (Police). 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 response to complaints, 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 working knowledge or better (without Reference Material) in effect up to and including June 30, 2017 of the following non-exclusive list of sources:

**General Reference Knowledges:** Knowledge of Department Procedures and Guidelines regarding General Reference Knowledges as they apply to: New York State Penal Law; The Administrative Guide; New York City Local Laws and Regulations; The Family Court Act; Crime Complaint Reporting System Reference Guide; The Legal Guidelines and Bulletins; NYCPD Patrol Guide; Operations Orders; Active Interim Orders; The services provided by other Police Units, non-police public agencies (such as city, state and federal agencies) and private organizations and community groups; Procedures for use of the department computer systems, such as FINEST, ICAD and others; 311 System; Assistance Services such as Early Intervention Programs available to personnel who are experiencing personal difficulties; NYS Vehicle & Traffic Law and Mayor's Executive Order No. 16 of 1978, as amended.

Questions may address any of the following areas:

**Forms, Reports and Logs:** Knowledge of Department Procedures and Guidelines regarding Forms, Reports and Logs as they apply to: Complaint Report (Crime); Line of Duty Injury Report; Accident Report - P.D. Vehicle; Supervisor's Complaint Report/Command Discipline Report/Election; Firearm Discharge/Assault Report (TRI Report); Performance Evaluation (Civilian Personnel, Police Officer or Detective, Sergeant/Lieutenant); Missing - Unidentified Person Report; Stop Report; Self-Inspection Worksheet; Fitness for Duty; Roll Call; Interrupted Patrol Log; Command Log (Blotter); Unusual Occurrence Report; Telephone Record; Prisoner Roster; Integrity Monitoring File; and Resource Log.

**Written Narrative Reports:** Knowledge of Department Procedures and Guidelines regarding Written Narrative Reports as they apply to: Allegation of serious misconduct; Member of the service seriously injured or killed; Barricaded/EDP; Bias Incident; Catastrophic Event (e.g. Building Collapse, Explosion, Major Fire, etc.); Confrontation situation; Criminal Mischief to House of Worship; Hazardous Material Incident; Homicides; Hostage Situation; Reply to Correspondence Received from Member of the Public; Result of Investigation of Civilian Complaint; Major or Newsworthy Crime, Arrest or Incident; Prisoner's Unusual Occurrence; Suspected Explosive Device; Bribery Arrest; Serious Vehicular Accident; Other Unusual Occurrence Reports including Serious Incidents; Precinct Memos; Report Generated from a Memo Sent from an Overhead Command; Child Abuse; Assault on an Officer; Bank Robbery; CCRB Assessment Report; Large Drug Seizure; Line of Duty Injury; Missing Persons (Special Category); Patrol Duties and Responsibilities; Shooting Incident; Criminal Summons Narrative; Stop Report; Use of Force/Use of Deadly Physical Force; Threat Resistance Incident Report and Domestic Violence.

**Response Situations:** Knowledge of Department Procedures and Guidelines regarding Response Situations as they apply to: Allegation of Corruption or Serious Misconduct; Barricade/Hostage; Bomb Threat; Building Collapse; Off Duty Arrest by Member of the Service; Confrontation Situation; Bribery Arrest; Demonstration/Strike; Hazardous Material Spill; Diplomatic Incident; "Man Under" a Train; Police Incident Involving Other Police Agencies/Jurisdictions; Serious Vehicle Accident; Train Accident; Licensed Premises Incident; Emotionally Disturbed Person (EDP); Missing Persons; Radio Motor Patrol (RMP) Accident; Arrest

Situation; Rape; Crimes in Progress (Felony); Crimes in Progress (Non-Felony); Burglary; Child Abuse; Deceased Person (DOA); Family Dispute (MOS or Unusual type of Family Dispute); Aided Case (Routine); Aided Case with Unusual Circumstances; Bias Incident; Complaints; Domestic Violence Offenses; Driving While Intoxicated/Driving While Impaired; Firearms Discharged by Officer; Fires/Explosions & Other Major Disasters; Identity Theft; Narcotics/Illegal Drugs; Off Duty Confrontation with Member of Service on Duty; Police Officer Needs Assistance/Injured Officer; Radio Transmissions; Suspected Terrorist Action; Family Offenses; Active Shooter; and Vehicle Pursuits.

**Patrol Supervision:** Knowledge of Department Procedures and Guidelines regarding Patrol Supervision as they apply to: Procedures regarding Patrol Duties and Responsibilities; Procedures regarding Desk Officer Duties and Responsibilities; Roll Call Procedures; Procedures regarding Dealing with the Public; Procedures regarding Racial Profiling; Procedures regarding Interior Patrol in NYCHA and Residential Multiple Dwelling Buildings; Procedures regarding the Whereabouts of Members of Service; Recording and Referring for Investigation Suspected Public Morals and Narcotics Violations, or Activities connected with Major Crimes; Procedures regarding Unusual Occurrences; Department Vehicle Procedures; Meal Period Procedures; Safeguarding Evidence and Detaining Witnesses for Further Investigation; Procedures regarding Warrant Arrests; Procedures regarding Quality of Life Matters; Procedures regarding Firearms; Procedures concerning Assistance of other City Agencies; Procedures for Reporting Criminal Intelligence Information to the Intelligence Division; Procedures regarding Investigative Encounters; Procedures regarding Stop, Question and Frisk; Procedures regarding Noise Violations; Procedures regarding Sex Crime Victims; Procedures between Patrol Functions and other Department Components; Procedures regarding Public Contact; Procedures regarding Display of Badges, Plates, Cards, etc.; Desk Appearance Ticket Procedures; Handling of Evidence; Invoicing Property; Lost or Stolen Vehicles; Supervising Civilian Staff; Procedures for Dealing with Prisoners; Summons Procedures; Use of Force/Deadly Physical Force; Warrant Procedures; Procedures regarding Person Under a Train; Procedures regarding Inspection of Station House and Station Perimeter and Procedures regarding Setting Up and Securing a Crime Scene.

**Special Patrol Operations:** Knowledge of Department Procedures and Guidelines regarding Special Patrol Operations as they apply to: Coordinating Police Resources at the Scene of an Emergency through the Set-Up of a Command Post; Procedures for Mobilization in Emergency Situations; Procedures regarding the Handling of Hostage/Barricaded/Emotionally Disturbed Persons/Unlawfully Evicted Persons; Police Assistance to Social Service Representatives; Procedures regarding Desk Duty Coverage; Procedures for Protecting Life and Property and Safeguarding Evidence at the Scene of a Suspected Explosive Device; Procedures regarding Serious Power Failures; Procedures regarding Handling of Juveniles; Lost/Missing Children and CIMS Procedures.

**Disciplinary Matters:** Knowledge of Department Procedures and Guidelines regarding Disciplinary Matters as they apply to: Procedures regarding Reports of Violations; Command Discipline Procedures; Proper Wearing of Uniforms; Alcoholic Beverage Policy; Procedures pertaining to Lost or Stolen Firearm, Police Shield or Identification Card; Procedures for Addressing Suspected Drug Abuse and Drug Screening; Drug and Narcotic Policy; Procedures pertaining to Involvement in Police Incidents and Arrests; Integrity Monitoring Programs; Misconduct Procedures; Fitness for Duty; Compliance with Orders and Performance on Duty.

**Personnel Matters:** Knowledge of Department Procedures and Guidelines regarding Personnel Matters as they apply to: Procedures regarding Illness, Emotional Problems and Health Services; Procedures regarding Line of Duty Injury and Treatment; Procedures regarding Off-Duty Employment; Procedures regarding the Death of a Member of the Service; Procedures regarding Various types of Leave (e.g. Sick, Vacation, Authorized, Emergency, Bereavement, Absence with Pay); Procedures and Policies regarding Compensatory Time and Overtime; Conducting Performance Evaluations; Procedures to Address Discrimination; Harassment and EEO Policy; Procedures regarding Periodic Inspections; Procedures regarding Members Court and Agency Appearances; and Procedures for Dealing with the Media.

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. Captains may use this ability to identify trends and/or patterns in activity.

**Quantitative Analysis & Interpretation:** Analyzing, interpreting and understanding the underlying principles and meaning of numerical data; recognizing inconsistencies and errors in reports containing numerical data. May involve making projections. Captains may use this ability when analyzing Complaint Reports or traffic related incidents to determine causes and patterns of complaints.

**Judgement & 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. Captains may use this ability when adjusting personnel tours to address crime, quality of life and traffic issues.

**Planning and Organizing:** Establishing a method of execution to accomplish a specific goal over an extended period of time; determining appropriate assignments and allocation of resources. Captains may use this ability when preparing precinct details for events such as parades or demonstrations.

**Management of Material Resources:** Obtaining and seeing to the appropriate use of equipment, facilities and materials needed to do certain work; managing the things needed to accomplish tasks. Captains may use this ability when obtaining specialized equipment to carry out operations.

**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. Captains may use this ability when selecting the most qualified personnel for units that handle special situations.

**Monitoring:** Assessing performance of oneself, other individuals or organizations to make improvements or take corrective action; overseeing the quality of performance. Captains may use this ability when gathering information to be used in the assessment of a subordinate.

**Time Management:** Managing one's own time and the time of others in order to promote effective use of work hours. Captains may use this ability when preparing information and data to be presented at a large scale meeting.

**Persistence:** Persisting in the face of obstacles until desired outcome is achieved; may modify goals if and when appropriate instead of giving up. Captains may use this ability when implementing procedures to confront spiking crime patterns.

**Adaptability/Flexibility:** Responding to change (positive or negative) in a constructive manner and adapting approach as needed to the situation. Captains may use this ability when managing personnel changes.

**Stress Tolerance:** Accepting criticism and dealing calmly and effectively with high stress situations. Captains may use this ability when placed in charge of large scale operations.

**Active Listening:** Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate and not interrupting at inappropriate times; requires interaction between speaker and listener. Captains may use this ability when addressing roll-call, speaking with precinct personnel or when conducting meetings.

**Persuading & Influencing Others:** Causing others to change or modify their opinions, views or behaviors using a variety of strategies. Captains may use this ability when meeting with local officials, during local council meetings, or when dealing with subordinates.

**Written Expression:** Appropriately communicating information and ideas in written words and sentences so intended audience will understand. Captains may use this ability when completing documentation and reports.

**Conflict Resolution:** Negotiating with others to resolve grievances or conflicts and handle complaints by developing a constructive solution. Captains may use this ability when handling incidents involving on-duty and/or off-duty members of the service.

**Concern for Others:** Acting in a manner sensitive to others' needs and feelings while being understanding and helpful on the job; showing consideration. Captains may use this ability when performing an assessment of a subordinate or when referring staff to counseling or other appropriate resources.

**Coaching & Mentoring:** Identifying the developmental needs of others and coaching, mentoring, or otherwise helping others to improve their knowledge or skills. Captains may use this ability when managing command units.

**Teamwork:** Developing mutual trust and cooperation while working together toward the accomplishment of a common goal or outcome. Captains may use this ability when coordinating a response across multiple agencies, including internal units.

**Integrity:** Acting in an honest and ethical manner.

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

**Achievement/Effort:** Establishing and maintaining personally challenging achievement goals and exerting effort toward mastering tasks to reach set goals.

**Initiative and Independence:** Displaying a willingness to take on additional responsibilities and challenges, while developing one's own way 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.

**Updating & Using Relevant Knowledge:** Keeping up-to-date technically and applying new knowledge to the job.

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

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

**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> |
|---|--------------------------|---|--------------------------|
| 11/30/2017 or after   | Not eligible             | 08/30/2012 - 11/29/2012   | 2.560 points             |
| 08/30/2017 - 11/29/2017   | 0.120 points             | 05/30/2012 - 08/29/2012   | 2.682 points             |
| 05/30/2017 - 08/29/2017   | 0.242 points             | 02/29/2012 - 05/29/2012   | 2.804 points             |
| 03/01/2017 - 05/29/2017   | 0.364 points             | 11/30/2011 - 02/28/2012   | 2.926 points             |
| 11/30/2016 - 02/28/2017   | 0.486 points             | 08/30/2011 - 11/29/2011   | 3.048 points             |
| 08/30/2016 - 11/29/2016   | 0.608 points             | 05/30/2011 - 08/29/2011   | 3.170 points             |
| 05/30/2016 - 08/29/2016   | 0.730 points             | 03/01/2011 - 05/29/2011   | 3.292 points             |
| 02/29/2016 - 05/29/2016   | 0.852 points             | 11/30/2010 - 02/28/2011   | 3.414 points             |
| 11/30/2015 - 02/28/2016   | 0.974 points             | 08/30/2010 - 11/29/2010   | 3.536 points             |
| 08/30/2015 - 11/29/2015   | 1.096 points             | 05/30/2010 - 08/29/2010   | 3.658 points             |
| 05/30/2015 - 08/29/2015   | 1.218 points             | 03/01/2010 - 05/29/2010   | 3.780 points             |
| 03/01/2015 - 05/29/2015   | 1.340 points             | 11/30/2009 - 02/28/2010   | 3.902 points             |
| 11/30/2014 - 02/28/2015   | 1.462 points             | 08/30/2009 - 11/29/2009   | 4.024 points             |
| 08/30/2014 - 11/29/2014   | 1.584 points             | 05/30/2009 - 08/29/2009   | 4.146 points             |
| 05/30/2014 - 08/29/2014   | 1.706 points             | 03/01/2009 - 05/29/2009   | 4.268 points             |
| 03/01/2014 - 05/29/2014   | 1.828 points             | 11/30/2008 - 02/28/2009   | 4.390 points             |
| 11/30/2013 - 02/28/2014   | 1.950 points             | 08/30/2008 - 11/29/2008   | 4.512 points             |
| 08/30/2013 - 11/29/2013   | 2.072 points             | 05/30/2008 - 08/29/2008   | 4.634 points             |
| 05/30/2013 - 08/29/2013   | 2.194 points             | 02/29/2008 - 05/29/2008   | 4.756 points             |
| 03/01/2013 - 05/29/2013   | 2.316 points             | 11/30/2007 - 02/28/2008   | 4.878 points             |
| 11/30/2012 - 02/28/2013   | 2.438 points             | 11/29/2007 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><u>For Each Award:</u></b>             | <b><u>Add the Following Points:</u></b>         |
|---|---|
| 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 |
| Department 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:

|                                  |       |
|----------------------------------|-------|
| <b>Department Medal of Honor</b> | 0.219 |
| <b>Police Combat Cross</b>       | 0.063 |
| <b>Medal for Valor (Merit)</b>   | 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-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.

**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.

**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 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(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 & Application Centers.

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