



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

REQUIRED FORMS

APPLICATION

BILL DE BLASIO
Mayor

LISETTE CAMILO
Commissioner

NOTICE
OF
EXAMINATION

CORRECTION OFFICER

Exam Nos. 9303, 9305, 9318, 9319, 9320

FOURTH AMENDED NOTICE - February 20, 2019

The Notice of Examination is amended to provide updated language with the launch of the new Online Application System (OASys 2.0).

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

WHEN TO APPLY:

Exam No. Application and Scheduling Period

| | |
|------|---------------------------------------|
| 9303 | August 29, 2018 - September 29, 2018 |
| 9305 | September 26, 2018 - October 31, 2018 |
| 9318 | December 27, 2018 - January 26, 2019 |
| 9319 | February 27, 2019 - March 30, 2019 |
| 9320 | April 25, 2019 - May 31, 2019 |

APPLICATION FEE: \$61.00

If you choose to pay the application fee with a credit/debit/gift card you, will be charged a fee of 2.00% of the payment amount. This fee is nonrefundable.

THE TEST SCHEDULE: Testing for the title of Correction Officer is anticipated to be held throughout the year depending on the hiring needs of the agency. Below is the schedule of testing from September 2018 - May 2019:

| Exam No. | Testing Period |
|----------|--|
| 9303 | September 4, 2018 - September 29, 2018 |
| 9305 | October 1, 2018 - October 31, 2018 |
| 9318 | January 2, 2019 - January 31, 2019 |
| 9319 | March 1, 2019 - March 30, 2019 |
| 9320 | May 1, 2019 - May 31, 2019 |

Monthly Schedule: A monthly schedule of the days and times for applying, scheduling and testing will be available within the week prior to the 1st day of each month at www.nyc.gov/dcas and at the DCAS Computer-based Testing & Applications Centers. Although the testing period for the exam numbers will be open for multiple months, the available test dates and times for self-scheduling will be released on a monthly basis and specified on the monthly exam schedule.

DCAS COMPUTER-BASED TESTING & APPLICATIONS CENTERS: This exam will be administered at the DCAS Computer-Based Testing and Applications Centers:

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

Brooklyn
210 Joralemon Street
4th Floor
Brooklyn, NY 11201

Queens
118-35 Queens Boulevard
5th Floor
Forest Hills, NY 11375

Staten Island
135 Canal Street
3rd Floor
Staten Island, NY 10304

Bronx
1932 Arthur Avenue
2nd Floor
Bronx, NY 10457

You may take the Correction Officer test at any location, but you may only take each exam number once. If you take a test with the same exam number more than once, only your first test will be rated and your additional application fee will not be refunded.

Warning: You are not permitted to enter the test site with electronic devices including, but not limited to, cellular phones, smart watches, recording devices, beepers, pagers, cameras, or portable media players. You are not permitted to use any type of headphones or ear buds. Calculators are permitted; however, they must be hand-held, battery or solar powered, and 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 anywhere at any test site, whether in the testing area, restroom, hallway, or other location, at any time before, during or after the test or Protest Review Session, your test score will be nullified, you will be disqualified from taking any civil service tests for up to five years, 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 Computer-based Testing & Applications Center 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, ID NYC, 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.

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 and are responsible for the care, custody, control, job training and work performance of sentenced and detained inmates within New York City 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 Department 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.

Special Working Conditions: Correction Officers are required to work weekends, holidays, nights, rotating tours and overtime when ordered.

Some of the physical activities performed and environmental conditions experienced by Correction Officers are: walking and/or standing in an assigned area for 8 ½ to 17 hours continuously; walking up several flights of stairs; working outdoors in all kinds of weather; exposure to chemical agents; being subjected to close contact with inmates; possible physical restraint of an inmate; interactions with different inmate categories e.g., adolescents and inmates under mental health observation; responding to various incidents as required; carrying or donning heavy equipment; lifting/moving heavy objects.

(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 \$44,333 per annum. Incumbents will receive salary increments reaching \$82,808 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 \$1,769 increasing to \$3,599 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:

If you believe you meet the requirements in the "How to Qualify" section, apply using 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 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 apply to ensure the accuracy of candidate information. Verification is instantaneous for most accounts and you will receive a confirmation email with instruction to activate your account. For any account creation issues, you will receive onscreen prompts to contact DCAS. This review may require up to two (2) business days to be reviewed and 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-exams.nyc.gov/OASysWeb/Home/FAQ>

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:

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|---|---|--|
| <u>Manhattan</u> 2 Lafayette Street 17 th Floor New York, NY 10007 | <u>Brooklyn</u> 210 Joralemon Street 4 th Floor Brooklyn, NY 11201 | <u>Queens</u> 118-35 Queens Boulevard 5 th Floor Forest Hills, NY 11375 |
| <u>Staten Island</u> 135 Canal Street 4 th Floor Staten Island, NY 10304 | <u>Bronx</u> 1932 Arthur Avenue 2 nd Floor Bronx, NY 10457 | |

For questions regarding scheduling and rescheduling refer to the Reservation and Rescheduling FAQs at <https://a856-eeexams.nyc.gov/OLEE/SeatReservation/FAQReservation.aspx>.

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 not being administered at that time. The recorded message will be heard after the “Thank you for calling” 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 Guide: This guide is located on the DCAS website at 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."

If you plan to request special testing accommodations due to disability, do not apply for an exam and self-schedule through OASys. Refer to the Special Test Accommodations Section at the end of this Notice of Examination for instructions on how to apply.

You will be given the test before we review your qualifications. You are responsible for determining whether or not you 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 equivalent, approved by a State's Department of Education or a recognized accrediting organization, and 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, and, two years of satisfactory, 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; **or**
4. six years of active service in the Army Reserve, the Army National Guard, the Navy Reserve, the Air Force Reserve, the Air National Guard, the Marine Corps Reserve, or the Coast Guard Reserve with an honorable discharge. Time spent in the Individual Ready Reserve (IRR) will not count towards six years of active service.

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.

The Prison Rape Elimination Act (PREA): Appointment into this title is subject to the Federal Regulations of the Prison Rape Elimination Act (PREA). As per PREA Regulations, the Department of Correction will not hire or promote anyone who may have contact with inmates and detainees, and who has engaged in sexual abuse in a prison, jail, lockup, community confinement facility, juvenile facility, or other institution (as defined in 42 U.S.C. 1997f); or who has been convicted or civilly or administratively adjudicated to have engaged or attempted to engage in sexual activity in the community facilitated by force, overt or implied threats of force, or coercion, or if the victim did not consent or was unable to consent or refuse.

Minimum Age Requirement: You must be at least 17 ½ years of age by the date you take the multiple-choice test. 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 eligible list is terminated, you will have no further opportunity for appointment from this list.

Driver License Requirement: You must possess a New York State learner's permit at the time of appointment and must obtain a valid driver license from the State of New York prior to graduating from the Department of Correction Academy. If you already have a license you may be disqualified for any moving violation (s), license suspension or an accident record. You must maintain a NYS driver license 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) arrest record or conviction of an offense, the nature of which indicates lack of good moral character or disposition towards violence or disorder; (b) repeated arrests or convictions of an offense, where such convictions or arrests indicate a disrespect for the law; (c) discharge from employment, where such discharge indicates poor behavior or an inability to adjust to discipline; (d) dishonorable discharge from the Armed Forces; and (e) conviction of petit larceny. In accordance with provisions of law, persons convicted of a felony or domestic violence misdemeanor are not eligible for appointment to the title of Correction Officer.

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 a 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. Example: A Correction Officer may use this ability to interpret policies and regulations in a correctional facility and carry out procedures based on the written materials.

Written Expression: using English words or sentences in writing so that others will understand. Example: A Correction Officer may use this ability to write reports using correct grammar, spelling and punctuation.

Memorization: remembering information, such as words, numbers, pictures and procedures. Pieces of information can be remembered by themselves or with other pieces of information. Example: A Correction Officer may use this ability to memorize information such as numbers, pictures, or persons or items in a room or location.

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. Example: A Correction Officer may use this ability to observe behavior, conduct and activities of inmates to verify compliance.

Number Facility: adding, subtracting, multiplying and dividing quickly and correctly. Example: A Correction Officer may use this ability to compile and verify data such as coordinating the distribution of special meals to different correctional facilities.

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. Example: A Correction Officer may use this ability to calculate average number of miles driven for each tour.

Deductive Reasoning: applying general rules to specific problems and coming up with logical answers. It involves deciding if an answer makes sense. Example: A Correction Officer may use this ability to assign inmates tasks and jobs, and needs to determine which tasks can be assigned to which inmate using specific rules.

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. Example: A Correction Officer may use this ability to determine the validity of inmate complaints based on information such as observations and discussions with inmates.

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. Example: A Correction Officer may use this ability to report for roll call ready to receive work assignment orders and ready to be instructed to do things in a particular order.

Spatial Orientation: determining where you are in relation to the location of some object or where the object is in relation to you. Example: A Correction Officer may use this ability to appear before criminal court and may need to find the most direct route in a given map.

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. Example: A Correction Officer may use this ability to identify the location of an item or items after entering a room through a different entrance.

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.

CHANGE OF MAILING ADDRESS, EMAIL ADDRESS, AND/OR TELEPHONE NUMBER:

It is critical that you promptly notify DCAS of any change to your mailing address, email address and/or phone number. If we do not have your correct mailing address, email address and/or phone number, you will not receive information about your exam(s), consideration for appointment and/or important information that may require a response by a specified deadline. If you need to update your Mailing Address, Email Address, and/or Telephone Number, read below:

- City Employees - update this information in NYCAPS Employee Service (ESS) at www.nyc.gov/ess
- All Others - update this information on your Profile page in the Online Application System (OASys) by logging into your OASys account and navigating to your Dashboard, then your Profile tab at www.nyc.gov/examsforjobs
- Submit a written request in-person or by mail: DCAS, 1 Centre Street, 14th Floor, New York, NY 10007 or brought in person to the same address Monday through Friday from 9AM to 5PM. Your written request must include your full name, social security number, exam title(s), exam number(s), previous mailing and/or email address, and your new mailing and/or email address.

CHANGE OF NAME AND/OR SOCIAL SECURITY NUMBER:

Use the Data Correction Form and follow all instructions for changing your name and/or social security number with DCAS. The following link will provide you with the DCAS Data Correction Form: <https://www1.nyc.gov/assets/dcas/downloads/pdf/employment/dpl48a.pdf>.

ADDITIONAL INFORMATION:

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.

Investigation: The position is subject to investigation before appointment. At the time of investigation, you will be required to pay a \$75.00 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 a high school diploma or equivalent, date and place of birth by transcript of record of the Bureau of Vital Statistics or other satisfactory evidence, naturalization papers if necessary, and proof of military service. Any willful misstatement or failure to present any required documents will be cause for disqualification. Investigation must be completed prior to appointment.

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 afforded 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, do not apply for an exam and self-schedule through OASys. If you apply for an exam and schedule yourself for a test date using OASys, you will have no other opportunities to request a special accommodation for that test. You must submit your application and a written request for the specific special accommodation to Administration, Customer and Exam Support by e-mail at testingaccommodations@dcas.nyc.gov or by fax at (212) 313-3241. Please refer to the **Special Circumstances Guide** at http://www.nyc.gov/html/dcas/downloads/pdf/misc/pdf_c_special_circumstances_guide.pdf for information on what to include in your request. Your request must be received at least fifteen business days before the date of your test.

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 Computer-based Testing & Applications Centers.

The City of New York is an Equal Opportunity Employer.
Title Code No. 70410; Correction Service.

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