



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

REQUIRED INFORMATION
APPLICATION

BILL DE BLASIO
 Mayor

LISETTE CAMILO
 Commissioner

NOTICE OF EXAMINATION

ENVIRONMENTAL POLICE OFFICER Exam No. 9313

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

WHEN TO APPLY:

Exam No. Application and Scheduling Period

9313 March 27, 2019 - April 30, 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 2.49% of the payment amount. This fee is nonrefundable.

THE TEST SCHEDULE: The testing period for Environmental Police Officer is anticipated to be held throughout the year depending on the hiring needs of the agency. Below is the schedule for testing from March 27, 2019 - April 30, 2019.

<u>Exam No.</u>	<u>Testing Period</u>
9313	March 27, 2019 - April 30, 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 Application 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 Environmental Police 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

Drug Testing: You must pass a drug screening prior to appointment as part of a pre-employment screening process, and you will be subject to drug testing during Police Academy Training and as part of the medical examination at the end of probation. You may again be drug tested on a random basis at any time during your employment or as a prerequisite for assignment to higher levels. Any Environmental Police Officer found in possession of, or using illegal drugs, or who fails, refuses, or attempts to evade a drug test, will be terminated. The Department of Environmental Protection has a strict zero tolerance policy concerning illegal drug use. Individuals who are considering applying for positions as an Environmental Police Officer are expected to conform their behavior to this policy well before they begin the application process.

License Requirement: On the date of appointment as an Environmental Police Officer, you must possess a motor vehicle driver license valid in the State of New York. This license must be maintained for the duration of your employment.

Residency: By the date of appointment, you must be a resident of the City of New York or of Westchester, Dutchess, Greene, Sullivan, Putnam, Delaware, Ulster, Rockland, Orange or Schoharie counties.

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

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 may require the use of any of the following abilities:

Written Comprehension: understanding written sentences and paragraphs. An Environmental Police Officer might use this ability when reviewing an incident report.

Written Expression: using English words or sentences in writing so that others will understand. An Environmental Police Officer might use this ability when recording the details of an unusual incident.

Memorization: remembering information, such as words, numbers, pictures and procedures. Pieces of information can be remembered by themselves or with other pieces of information. An Environmental Police Officer might use this ability to recall the details of a suspect or vehicle that is fleeing the scene of a crime.

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. An Environmental Police Officer might use this ability to choose an appropriate action when attending to an individual who is in need of medical assistance.

Deductive Reasoning: applying general rules to specific problems and coming up with logical answers. It involves deciding if an answer makes sense. An Environmental Police Officer might use this ability when deciding if an individual who has been accused of trespassing should be arrested.

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. An Environmental Police Officer might use this ability to interpret the intentions of departmental guidelines and protocols, and how they relate to an incident.

Information Ordering: following correctly a rule or set of rules or 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. An Environmental Police Officer might use this ability when deciding the next appropriate action to take when confronting a disorderly individual.

Spatial Orientation: determining where you are in relation to the location of some object or where the object is in relation to you. An Environmental Police Officer might use this ability when interpreting a road map to decide the most efficient route to take to the site of a crime.

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. An Environmental Police Officer might use this ability when comparing the facial characteristics of a suspect to a photograph on file.

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 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 appointment, 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, 14th Floor, New York, NY 10007 or brought in person to the same address Monday through Friday from 9AM to 5PM.

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

Police Officer Status: Employees in this class of positions are designated Police Officers under the New York State Criminal Procedure Law. Therefore, you must be found qualified to serve as a Police Officer.

Probationary Period: The probationary period for this title is 24 months. Among other requirements, you will be required to pass the Police Academy firearms, academic, physical performance, and driving tests, and meet disciplinary and performance standards throughout your probationary period. The probationary period may be extended pursuant to New York Civil Service Law and the Personnel Rules and Regulations of the City of New York.

Firearms Qualification: You must qualify and remain qualified for firearms usage and possession as a condition of employment for the duration of your career. The ability to qualify, and remain qualified, in the use of firearms is essential for Environmental Police Officers. Firearms qualification tests will be administered twice per year. Failure to qualify and remain qualified for firearms usage and possession may result in termination.

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. 70811; The Miscellaneous Service Occupational Group

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