



OPEN-COMPETITIVE EXAMINATION

Examination No. & Title	Salary Grade	Beginning Salary*	Non-Refundable Processing Fee (Waivers Available)
26-713 Environmental Conservation Police Officer Trainee 1	Equated to G-12	\$54,243	\$35
26-714 Environmental Conservation Police Officer Trainee 1 (Chinese Language)	Equated to G-12	\$54,243	
26-715 Environmental Conservation Police Officer Trainee 1 (Spanish Language)	Equated to G-12	\$54,243	

Written Test To Be Held

OCTOBER 19, 2019

Applications MUST Be
Submitted or Postmarked By
SEPTEMBER 4, 2019

You may be assigned to either Saturday or Sunday to take your test. The Department of Civil Service reserves the right to administer tests either online or with paper booklets and answer sheets. Your admission notice will tell you whether your test will be administered online. You cannot request a day in advance or change your scheduled day.

ONLINE APPLICATION PROCESS AVAILABLE at <http://www.cs.ny.gov/exams>

*After completing 30 weeks as an Environmental Conservation Police Officer Trainee 1, the salary increases to \$56,820. After an additional 22 weeks and advancement to Trainee 2, the salary increases to \$59,448. Upon completion of the two-year traineeship, the salary is \$62,228. This includes all contractual wages.

IMPORTANT: Unless waived, you must pay the non-refundable processing fee. For information on fee waivers, visit <https://www.cs.ny.gov/examannouncements/types/oc/appinfo.cfm#Fee>. It is important that you verify that you entered the correct examination number and title on your online or paper application prior to submitting. If you apply online, you should immediately review your email confirmation notice to verify that you applied for the correct examination. If you do not receive a confirmation number after submitting your online application, your application was NOT received by the Department of Civil Service. No late applications will be accepted after the filing deadline has passed.

Appointees who work in the five boroughs of New York City or in Nassau, Suffolk, Rockland, or Westchester Counties will receive an additional \$1,520 annual downstate adjustment. In addition, appointees who work in the following locations will receive an additional supplemental local pay in the following amounts: the counties of Orange, Putnam and Dutchess - \$1,266; the five boroughs of New York City, Rockland, and Westchester Counties - \$1,900; and Nassau and Suffolk Counties - \$2,217.

MINIMUM QUALIFICATIONS: On or before October 19, 2019, you must have:

- Either 1. a bachelor's or higher-level degree including or supplemented by 18 semester credit hours in any combination of courses indicated below as qualifying coursework;
- Or 2. an associate's degree including or supplemented by 18 semester credit hours in any combination of courses indicated below as qualifying coursework; **AND** one of the following:
 - a. one year of experience in the areas of environmental engineering or environmental technology; freshwater or marine sciences, wildlife sciences, or forestry; OR
 - b. one year of experience as a police officer with Municipal Police Training Course certification (or equivalent course approved by the NYS Municipal Police Training Council), or as a certified federal law enforcement officer. A certified Peace Officer Training course **does not** meet this requirement; OR
 - c. two years of active United States military service with an honorable discharge.

Qualifying Coursework: Aquatic & Fisheries Science, Biology, Bio-Molecular Science, Chemistry, Criminology, Criminal Investigations, Criminal Justice, Earth & Marine Science, Environmental & Forest Biology, Environmental Science, Environmental Studies, Environmental Sustainability, Natural Science, Natural Resource Conservation, Natural Resource Management, Physical Science, Terrestrial Ecology, Wildlife Management, or Wildlife Science.

Substitution: up to six semester credit hours in computer science may be applied towards meeting the 18 semester credit hour requirement.

Examples of Non-Qualifying Coursework are, but not limited to: Anatomy/Physiology, Archeology, Astronomy, Aviation, Business Management, Physical Education, Political Science, Public Justice, Public Policy, Sociology, Social Science, Space Science, and Sports/Recreational Management.

Important: You **MUST** submit a list of qualifying courses with your application. Include the name of the college, course title with the corresponding number of credit hours, and date (or expected date) of completion. You may submit this information by entering qualifying courses in the "coursework" section of your online application, listing qualifying courses in the remarks section of your paper application, or attaching a list of qualifying courses to your paper application. **Failure to provide this information may result in the disapproval of your application to take the examination.**

Examples of experience that will **not qualify as Forestry experience** are: Lawn mowing; landscaping; tree and brush trimming; pesticide application; sawing firewood; farm hand; and other types of experience that are categorized as laborer or maintenance work in a garden shop, park, or forest setting.

Examples of experience that **will qualify as Forestry experience** are: Tree physiology, silviculture, dendrology, mensuration, the planning and supervision of disease and insect control, marketing of timber products, and timber cruising.

Examples of experience that **will not qualify as Environmental Technology experience** are: Equipment operators, laboratory workers, and laborers.

Qualifying experience in **Environmental Technology** must be at a paraprofessional or higher level in areas such as solid and hazardous waste, remediation, or pollution prevention.

If you expect to meet the educational requirements by June 30, 2020, you can be admitted to the written test, but you cannot be considered for appointment until you submit proof of successful completion of the educational requirement to the Appointing Authority at the time of the employment interview. Failure to meet the educational requirements by June 30, 2020 may result in your removal from the eligible list.

NOTES:

1. Your degree or college credit must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree or college credit was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. You can write to the Examination Information Desk of the NYS Department of Civil Service for a list of acceptable companies who provide this service. This information can also be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee. If you are applying on the Internet, you must mail the independent verification of equivalency to the New York State Department of Civil Service, Albany, New York 12239. Attention: S2KXM.
2. Environmental Conservation Police Officer Trainee 1's are police officers under state law. At appointment you must be a resident of New York State and at least 21 years old.
3. As stated in Section 58 of the Civil Service Law, at the time of appointment, you must have a high school diploma, a high school equivalency diploma issued by a recognized educational authority, or USAFI GED high school level diploma.
4. **Tattoos:** You must comply with the Department of Environmental Conservation's, Division of Law Enforcement policy which requires all members to present a neat and professional appearance at all times. Tattoos shall not be visible while a member is in uniform. The uniform consists of a short sleeve shirt open at the front of the neck and, in the warmer months, shorts. Presence of a visible tattoo may bar appointment. Members with tattoos on their arms who desire to wear a short sleeve shirt when authorized, may utilize matching flesh colored sleeves to conceal any tattoos on their arms. Such sleeves will be provided at the member's expense and will cover all visible tattoos from the wrist to the shirt sleeve worn. For additional information regarding this policy, contact the Department of Environmental Conservation, Division of Law Enforcement at (518) 402-8829.
5. If you pass the examination for No. 26-714 Environmental Conservation Police Officer Trainee 1 (Chinese Language) or No. 26-715 Environmental Conservation Police Officer Trainee 1 (Spanish Language), you will be required to demonstrate your Chinese or Spanish language proficiency at a level that will ensure your ability to perform properly the duties of the position. Only enough candidates to fill current vacancies will be called to the proficiency test.
6. If you submit an application for No. 26-714 Environmental Conservation Police Officer Trainee 1 (Chinese Language) or No. 26-715 Environmental Conservation Police Officer Trainee 1 (Spanish Language), an application will automatically be submitted for you for No. 26-713 Environmental Conservation Police Officer Trainee 1 at no additional cost.
7. You must possess a valid license to operate a motor vehicle in New York State at the time of appointment and continuously thereafter.
8. You must be legally eligible to carry firearms. Conviction of a felony will bar appointment and a misdemeanor may bar appointment.
9. **Physical Skills and Abilities Testing:** If you are considered for appointment, your physical skills and abilities will be evaluated through tests of strength, agility, flexibility, endurance, and swimming. These physical skills and abilities tests will be conducted by the Department of Environmental Conservation. To obtain a statement of the requirements of these tests, write to the Department of Environmental Conservation, Division of Law Enforcement, 625 Broadway, Albany, NY 12233-2560.
10. **Fingerprints and Fees:** Fingerprinting is required prior to appointment. You will be required to pay the processing fee.
11. **Background Investigation:** Because of the nature of the position there is an investigative screening that may include a thorough character investigation, which may include a polygraph. All convictions must be reported. Conviction of a felony will bar appointment and a misdemeanor or any falsified or omitted information may bar appointment or result in removal after appointment. Each case is determined on its own merits, consistent with the applicable provisions of state and federal laws.

NOTES (continued):

12. **Physical/Medical Requirements:** Your physical and medical condition will be evaluated to ensure that you are able to satisfactorily perform the duties of this position with or without reasonable accommodation. The physical/medical standards include but are not limited to: uncorrected distant visual acuity not less than 20/40 in each eye; corrected distant visual acuity better than or equal to 20/30 (Snellen) in each eye. You must also have satisfactory color vision perception. You will also be tested for satisfactory physical strength and coordination. You will be required to demonstrate the necessary physical fitness to perform the duties of the position of Environmental Conservation Police Officer. To obtain a complete statement of the physical and medical standards write to the Medical Review Unit, NYS Department of Civil Service, 55 Mohawk Street, Suite 201, Cohoes, NY 12047. A medical examination will be required prior to appointment, and you are responsible for payment of the clinical laboratory test fee. Appointees to this position may be required to undergo periodic medical examinations to reassess their ability to perform the essential duties of the position.
13. **Drug Testing:** Prior to appointment, you will be required to participate in a drug-screening test and are responsible for the clinical lab fee. Failure to meet the standards may result in your disqualification. Environmental Conservation Police Officers and trainees regardless of rank are subject to random drug testing. Probationary employees are subject to periodic, unannounced drug testing for the purpose of determining whether they have used a substance in violation on the Random Drug Testing program. Refusals under the Program can subject the employee to disciplinary action up to and including dismissal.
14. **Psychological Evaluation:** Prior to appointment, you will be required to participate in a psychological evaluation to determine your fitness to perform the essential duties of the position.
15. **Probation:** If you are appointed, but your conduct or performance during the traineeship is found to be unsatisfactory, the Department of Environmental Conservation may terminate your employment at any time after three weeks of service and on or before completion of the traineeship.
16. **New York State Residency and United State Citizenship:** Although not required for taking the test, you must be a citizen of the United States at the time of appointment. If appointed, you must maintain New York State residency pursuant to the Public Officers Law.
17. Qualifying part-time and volunteer experience, which can be verified, will be accepted on a prorated basis.

THE POSITIONS: These positions exist in the Department of Environmental Conservation.

DUTIES: As an **Environmental Conservation Police Officer Trainee 1**, you will participate in a residential formal training program lasting about 26 weeks. Upon successful completion of this training program, you will be assigned to a patrol area, most likely in a downstate location. After assignment, you will perform enforcement work under close and continuous supervision. You will be a sworn police officer involved in the enforcement of environmental conservation law in order to protect the State's natural resources and environment. You will investigate complaints in order to detect and document both State and Federal environmental conservation law felonies, misdemeanors, and violations. You will meet with school groups, service groups, regulated community and hunter's and angler's clubs to promote compliance with environmental conservation law, which includes fish and wildlife law. At times, you will be expected to work long and irregular hours on outdoor patrols. You will be required to carry a firearm. You will be assigned a notebook computer and be required to use it daily to transmit information, forms, and reports to supervisory staff. Required uniform clothing and necessary equipment will be provided by the Department. After appointment, you will be required to work out of your home and be accessible to all parts of your patrol area. The location of your residence will have to be within your assigned patrol area and be acceptable to the Department of Environmental Conservation. Pursuant to Public Officers Law, New York State residency must be maintained.

SUBJECT OF EXAMINATION: There will be a **written test** which you must pass in order to be considered for appointment. The **written test** is designed to test for knowledge, skills, and/or abilities in such areas as:

1. **Applying written information (rules, regulations, policies, procedures, directives, etc.) in police situations** - These questions test for the ability to apply written rules in given situations similar to those typically experienced by police officers.
2. **Memory for facts and information** - These questions test for the ability to remember facts and information presented in written form. You will be given 5 minutes to read and study the information in the Memory Booklet. After the 5-minute period, the Memory Booklet will be taken away. You will then be required to answer questions about the material that was presented in the Memory Booklet.
3. **Reading, understanding and interpreting written information** - These questions test for the ability to read, understand, and interpret the kinds of written information that police officers are required to read during their formal training period and on the job.
4. **Preparing written material in a police setting** - These questions test for the ability to prepare the types of reports that police officers write. You will be presented with a page of notes followed by several questions. Each question will consist of four restatements of the information given in the notes. From each set of four, you must choose the version that presents the information most clearly and accurately.
5. **Natural resources and environment** - These questions test for basic practical knowledge of fish, wildlife and other natural resources; outdoor recreation; forestry and environmental awareness.

Your final score must be 70 or higher in order to pass. Rank on the eligible list will be determined after adding any wartime Veterans' and Civil Service Law Section 85-a credits to your final passing score.

Important: The Department of Civil Service and other state agencies may communicate with you through email correspondence. This may include the notification of your examination results and canvassing you for interest in appointment. It will be important for you to keep your email address, phone number and mailing address current by logging into <https://www.cs.ny.gov/home/myaccount>.

TEST GUIDE: *A Guide to the Written Test for the Environmental Conservation Police Officer Trainee and Forest Ranger 1 Series* is available on the Department website at <http://www.cs.ny.gov/testing/testguides.cfm>.

HOW TO APPLY:

- Online our Internet address is <http://www.cs.ny.gov/exams>. NOTE: If you apply online, the non-refundable application processing fee must be paid online via a credit card unless you qualify for a waiver or you are a member of NYS CSEA; or
- Download the examination application NYS-APP form at <http://www.cs.ny.gov/announ/applications.cfm>; or
- Email cs.sm.examinfo@cs.ny.gov to request NYS-APP form; or
- Obtain NYS-APP form from a State agency or facility personnel/business office; or
- Request NYS-APP form by calling the Department of Civil Service in the Albany area at 518-457-2487 or toll free at 1-877-697-5627.

The NYS Department of Civil Service reserves the right to reject for lateness or to accept applications filed after the advertised filing period. All statements you make on your application are subject to investigation.

ADDITIONAL INFORMATION

ADMISSION TO EXAMINATION: Notice to appear for the test may be conditional as review of applications may not be made until after the test. If you have not received your notice to appear for the written test three days before the date of the test, email us at AdmissionNotices@cs.ny.gov. Please provide your first and last name, address, and the last four digits of your social security number, and we will provide you with the information you need to attend your written test. If you have an issue other than not receiving your admission notice, please contact our office at (518) 474-6470 in the Albany area or toll free at 1-877-697-5627. Please leave a clear concise message and provide your first and last name, last four digits of your social security number and a daytime phone number.

NEW YORK STATE IS AN EQUAL OPPORTUNITY EMPLOYER: It is the policy of the State of New York to provide for and promote equal opportunity employment, compensation, and other terms and conditions of employment without unlawful discrimination on the basis of age, race, color, religion, disability, national origin, gender, sexual orientation, veteran or military service member status, marital status, domestic violence victim status, genetic predisposition or status, arrest and/or criminal conviction record, or any other category protected by law, unless based upon a bona fide occupational qualification or other exception.

Appointment to many positions in State government require candidates to undergo an investigative screening. This may include a thorough character investigation, a Federal Bureau of Investigation Criminal Record History Check, a Child Abuse Registry clearance, or other similar procedures. Candidates may be fingerprinted and may be required to pay any necessary fees for that procedure. Depending on the nature of the job, the criminal convictions discovered, or any falsified or omitted information revealed, the investigative findings may bar appointment or result in removal after appointment.

ELIGIBILITY FOR EMPLOYMENT: You must be legally eligible to work in the United States at the time of appointment and throughout your employment with New York State. If appointed, you must produce documents that establish your identity and eligibility to work in the United States, as required by the federal Immigration Reform and Control Act of 1986, and the Immigration and Nationality Act.

RELIGIOUS ACCOMMODATION: Most written tests are held on Saturdays. If you cannot take the test on the announced test date, due to a conflict with a religious observance or practice, check the box under "Religious Accommodation." We will make arrangements for you to take the test on a different date (usually the following day).

REASONABLE ACCOMMODATIONS IN TESTING: It is the policy of the Department of Civil Service, in accordance with the New York State Human Rights Law and the Americans with Disabilities Act, to provide qualified persons with disabilities equal employment opportunity and equal opportunity to participate in and receive the benefits, services, programs, and activities of the Department. It is the policy of the Department to provide such persons reasonable accommodations and reasonable modifications as are necessary to provide equal opportunity. Persons with disabilities who require an accommodation to participate in an examination must note this on their application. Further information is available from the Test Administration Unit of the Department of Civil Service. In the Albany area, call 518-457-2487. Outside of the Albany area, call toll free at 1-877-697-5627. For TDD services, call NY Relay at 711 (requires a fee) or 1-800-662-1220.

TAKING STATE AND LOCAL EXAMINATIONS SCHEDULED FOR THE SAME DAY: If you have applied to take a written test announced by either one or several local jurisdictions (county, town, city) scheduled to be held on the same test date as this written test, you must notify each of the local jurisdictions no later than two weeks before the test date to make arrangements for taking all tests at one test site. All tests will be held at the state examination center. For your convenience, contact information for all local civil service agencies is available on our website at: <http://www.cs.ny.gov/jobseeker/local.cfm>.

CELL PHONES OR ELECTRONIC/COMMUNICATION DEVICES AT THE TEST SITE: Do NOT bring cell phones, beepers, headphones, or any electronic or other communication devices to the test site. The use of such devices at the test site in the test room, hallways, restrooms, building, grounds, or other areas could result in your disqualification.