



OPEN-COMPETITIVE EXAMINATION

| Examination No. & Title | Salary Grade | Beginning Salary | Non-Refundable Processing Fee (Waivers Available) |
|---|--------------|------------------|---|
| 26-816 University Police Officer 1 | 14 | \$50,610 | \$35 |
| 26-817 University Police Officer 1 (Spanish Language) | 14 | \$50,610 | |

Written Test To Be Held

FEBRUARY 1, 2020

Applications **MUST** Be
Submitted or Postmarked By
DECEMBER 18, 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>

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 location pay in the following amounts: the counties of Dutchess, Orange, and Putnam - \$1,266; the five boroughs of New York City, Rockland, and Westchester Counties - \$1,900; and Nassau and Suffolk Counties - \$2,217.

IMPORTANT: Eligible candidates **MUST** pass a physical/medical evaluation and agility performance test prior to appointment (see Notes #11 and #12 for detailed information). This title has an AGE REQUIREMENT (see Note #8 for detailed information regarding this minimum and maximum age).

MINIMUM QUALIFICATIONS: On or before February 1, 2020, you must have:

- Either 1.** two years of active military service with an honorable discharge **AND** 30 college semester credit hours;
- Or 2.** successful completion of a New York State Municipal Police Training Council approved Pre-Employment Training Program **AND** eligibility to complete the second phase of such training program that has not lapsed **AND** 30 college semester credit hours;
- Or 3.** 60 or more college semester credit hours.

If you expect to meet the educational requirements by September 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 September 30, 2020 may result in your removal from the eligible list.

Please visit our website at <http://www.cs.ny.gov/exams> for more information

NOTES:

1. Your 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 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: S2-CPG.
2. A promotion examination is also being held for these positions. If you are eligible for appointment from a promotion list, you may not be appointed in your own agency from the list resulting from this examination open to the public.
3. Although promotion examinations are being held, it is expected that appointments will be made as the result of these examinations open to the public.
4. **Language Proficiency:** If you pass the examination for No. 26-817 University Police Officer 1 (Spanish Language), you will be required to demonstrate your 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.
5. If you submit an application for No. 26-817 University Police Officer 1 (Spanish language), an application will automatically be submitted for you for No. 26-816 University Police Officer 1 at no additional cost.
6. If other language parenthetics are established, the list will also be used to fill those positions and appointees must demonstrate their language proficiency prior to appointment.
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. University Police Officers are public officers under State law. At appointment, you must be a resident of New York State and at least 20 years old. **You cannot have passed your 35th birthday on the date of the written test.** However, time spent on military duty or on terminal leave, not exceeding a total of six years, shall be subtracted from your age if you have passed your 35th birthday.
9. **New York State Residency and United States 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 residency pursuant to the Public Officers Law.
10. As stated in Section 58 of the Civil Service Law, at the time of appointment, you must have a high school diploma, high school equivalency diploma issued by a recognized educational authority, or a USAFI GED high school level diploma.
11. **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 acuity not less than 20/100 in each eye; corrected distant visual acuity better than or equal to 20/30 (Snellen) in each eye. Candidates must also have satisfactory color vision perception. Failure to meet the standards may result in your disqualification. A complete statement of the physical and medical standards is available at: <http://www.cs.ny.gov/ehs/forms.cfm>. 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. Eligibles will be called to the physical/medical screening in score order as needed to fill existing and anticipated vacancies.
12. **Agility:** A physical agility performance test consisting of a distance run, sit-ups, and push-ups must be successfully completed. Copies of the agility standards and details may be obtained by writing to the Office of University Police, State University of New York, State University Plaza, Albany, New York 12246. If you are not subsequently selected for appointment, a record of successful completion of the agility test will be maintained by Systems Administration of the State University of New York, and is valid for one year from the date taken.
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.
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. Failure to meet the standards may result in your disqualification.
15. **Investigative Screening:** Because of the nature of the position, there is a background investigation, including, but not limited to: education, military, employment, credit, drug use and criminal records. Applicants must authorize access to these records. This investigation may include interviews of family, neighbors, associates and others. Derogatory information will be evaluated and may result in disqualification. A complete background check will be required, including a fingerprint check with the New York State Division of Criminal Justice Services and the FBI. You will be responsible for payment of the required fees. All convictions must be reported. Conviction of a felony or misdemeanor, or any falsified or omitted information, may bar appointment or result in removal after appointment, depending upon the relationship of the violation or omission to the duties of the position.

NOTES (continued):

16. You must be legally eligible to carry a firearm and must range qualify in firearms operation after appointment.
17. **Tattoo Policy:** Eligibles must comply with State University of New York University Police Officer policy which requires all members to present a neat and professional appearance at all times. Tattoos, brands, body piercings and other body art shall not be visible while a member is in uniform or other business attire. The uniform includes a short sleeve shirt open at the front of the neck.
18. **Training:** Within one year of initial appointment, you must successfully complete a designated police basic training course in order to be certified as a police officer and retained in this position. The position is subject to a probationary period of between 52 and 78 weeks.

THE POSITIONS: These positions exist in the State University of New York throughout New York State.

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. **Situational Judgment** - These questions test for the ability to identify appropriate and effective responses to work-related challenges. You will be presented with scenarios that reflect the types of challenges one could encounter in a work environment. Each scenario will be followed by several responses to the scenario. You must rate the effectiveness of each response.
2. **Language Fluency** - These questions test for the ability to read, understand, and present a clear and accurate summary of information. For some questions, you will be given a brief reading passage followed by four statements, each summarizing the information. You must then choose the best version. For other questions, you will be given several sentences, one of which contains a spelling, grammatical, or punctuation error. You must then select the line that contains the error.
3. **Information Ordering and Language Sequencing** - These questions test for the ability to properly identify the sequence or order of events, and or to organize information to fit a timeline. You will be given a brief reading passage followed by one or more questions. You must identify the proper sequence of events in order to answer one or more questions.
4. **Problem Sensitivity & Reasoning** - These questions test for the ability to apply information and to identify a problem or potential problem. For some questions, you will be given information in the form of policies, rules, regulations, laws, followed by a situation. You must then identify the problem and apply the information to select the best course of action to take. For other questions, you will be given a scenario and mock witness statements. You must use this information to answer one or more questions about the scenario.
5. **Selective Attention** - These questions test for the ability to focus on completing a task and to pay attention to important details while performing repetitive and monotonous tasks. You will be presented with a series of letters, symbols, and/or numbers. You must select the choice that contains the series of letters, symbols, and/or number that matches exactly.
6. **Visualization** - These questions test for the ability to imagine how something will look when it is moved around or when its parts are changed, moved, or rearranged. You will be presented with an image of a face followed by four images of faces. Each face is disguised or altered in some way. Three of the images have a difference in facial structure or facial features. You must select the choice that contains the image with the identical facial structure and facial features.
7. **Spatial Orientation** - These questions test for the ability to understand how to navigate within spaces or how to get from one point to another. You will be provided with a map followed by one or more questions. You must imagine yourself at a certain location and orient yourself to the direction you would move to get to another location in the shortest (least distance) route from one point to another.

TEST GUIDE: *A Guide to the Written Test for the Entry-Level Law Enforcement Officer Series* is available on the Department website at <http://www.cs.ny.gov/testing/testguides.cfm>.

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.

DUTIES: As a **University Police Officer 1**, you will be trained to become a police officer with police powers as defined in the New York State Criminal Procedural Law. You would then be responsible for the detection and prevention of crime and the enforcement of laws, rules, and regulations for the protection of persons and property and the general maintenance of peace, order, and security. You would develop and maintain a positive relationship with all segments of the campus community in order to obtain cooperation and support in conducting a successful law enforcement program. Typical activities would include crowd control, foot and mobile patrols, traffic control, and participation in crime prevention and personal protection programs. You would also perform additional duties such as dispatching, procedural follow-through, writing reports, and other duties as required.

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>.

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

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.

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.

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.