

PROMOTION



EXAMINATION

NEW YORK STATE DEPARTMENT OF CIVIL SERVICE ANNOUNCES

Promotion Examination Open To

All Qualified Employees of the State University of New York

Examination No. and Title	Salary Grade	Salary	Non-Refundable Processing Fee
36-177 University Police Officer 1	14	\$42,558*	\$15
36-178 University Police Officer 1 (Spanish Language)	14	\$42,558*	

Written Test To Be Held

NOVEMBER 14, 2009

Applications MUST Be

Postmarked By

OCTOBER 5, 2009

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

**Depending on geographic location, appointees may receive an additional Geographic Pay differential.*

MINIMUM QUALIFICATIONS: On or before November 14, 2009, you must be a qualified employee of the State University of New York and have had three months of permanent competitive or 55-b/55-c service as a Campus Public Safety Officer. In addition, you must have successfully completed 60 semester credit hours (see note below). You MUST submit a course listing with your application showing that you meet this requirement (a formal transcript is not necessary now but may be required at time of interview).

Substitution: On or before November 14, 2009, candidates may substitute an Honorable Discharge from the United States military after a minimum of two years of active military service for thirty (30) of the sixty (60) college semester credit hours required; indicate dates and branch of service in the experience portion of the application form.

Anticipated Eligibility: You can be admitted to this examination if you expect to meet the educational requirements by December 31, 2009. Indicate expected coursework completion dates on your course listing. By February 15, 2010, you must provide the Department of Civil Service with verification of successful course completion or your test results will not be scored and your application will be changed to disapproved.

If you were permanently appointed to a qualifying title on or before August 14, 2009, and have served continuously in this title since that date, you are eligible to file for this examination.

QUALIFYING EXPERIENCE FOR APPOINTMENT FROM THE ELIGIBLE LIST: After one year of the service described in the Minimum Qualifications, successful candidates will be qualified for appointment from the eligible list.

ORDER OF CERTIFICATION: The order of certification of this eligible list will be:

1. Within SUNY campus promotion units
2. To other SUNY campus promotion units

NOTES:

1. Your degree or college credit must have been awarded by a regionally accredited college or university or one recognized by the NYS Education Department as following acceptable educational practices. 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.state.ny.us/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 NYS Department of Civil Service, Alfred E. Smith State Office Building, Albany, New York 12239. Attention: S4MAS.
2. This examination is being held on a promotion and open-competitive basis. If you are admitted to the promotion examination under anticipated eligibility (i.e., you do not have the required one year of Qualifying Experience For Appointment From The Eligible List) and if you meet the open-competitive minimum qualifications, you may also be admitted to the open-competitive examination. To be admitted, you must apply for the open-competitive examination according to the instructions given on the open-competitive announcement. Once you meet the required one year of qualifying service for appointment from the promotion list, you will not be eligible for appointment from the open-competitive eligible list.
3. This examination has special minimum qualifications in addition to the usual "time in service requirement." If you are filing on the Internet, please list all pertinent information online. If you are applying on examination application NYS-APP form, you must list all pertinent information on the application. Attach additional sheets if needed.
4. You must possess a valid license to operate a motor vehicle in New York State at the time of appointment and continuously thereafter.
5. University Police Officers are public officers under state law. At appointment you must be a resident of New York State and at least 21 years old. University Police Officers must be qualified to hold such office in accordance with State law. US citizenship is required. Conviction of a felony may bar appointment.
6. If you pass the examination for No. 36-178 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. If you qualified for University Police Officer 1 (Spanish Language), you should also file for No. 36-177 since the qualifications are the same.

Additional Notes:

- **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. 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. Eligibles will be called to the physical/medical screening in score order as needed to fill existing and anticipated vacancies.
- **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, NY 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.

One processing fee must accompany your application for either one or both of these examinations.

Additional Notes: (Continued)

- **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.
 - **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.
 - **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 on your application, may bar appointment or result in removal after appointment, depending upon the relationship of the violation or omission to the duties of the position. You must be legally eligible to carry a firearm and must range qualify in firearms operation after appointment.
 - **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.
 - **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.
- DUTIES:** As a **University Police Officer I**, you will be trained to become a police officer with police powers as defined in the New York State Criminal Procedure 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, written reports, and other duties as required.
- 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. **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.
2. **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.
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. **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.

The rating key for this examination will be established by the New York State Civil Service Commission prior to the date of the test, upon recommendation of a committee of police experts who will review all the questions for appropriateness and the key answers for correctness. There will be no review of the questions by candidates. The committee was selected with the assistance and endorsement of the Police Conference of New York, Inc., the New York State Association of PBAs, Inc., and the New York State Association of Chiefs of Police, Inc. If you pass, your seniority credit(s), if any, will be included in the computation of your final score. Rank on the eligible list will be determined after adding any wartime veterans' credits to your final passing score.

CREDIT FOR SENIORITY: Seniority is credited at the rate of one credit for each five-year period (or fraction thereof), excluding the first year of service.

TEST GUIDE: *A Guide to the Written Test for the Entry-Level Police Officer Series* will be available online on or about August 28, 2009, at <http://www.cs.state.ny.us>. If you do not have access to the Internet, you may request a copy of the Test Guide by e-mail at examinfo@cs.state.ny.us or by calling the Exams Information Desk at the Department of Civil Service in the Albany area at 518-457-6216 or outside the Albany area toll free at 1-877-697-5627.

HOW TO APPLY:

- Online our Internet address is <http://www.cs.state.ny.us/exams>. Click on "Promotion Examinations." 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
 - Download the examination application NYS-APP form at <http://www.cs.state.ny.us/annoum/applications.cfm>; or
 - Email examinfo@cs.state.ny.us 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 [press 2, then press 3] or toll free at 1-877-697-5627 [press 2, then press 3].
- 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

ELIGIBILITY FOR EXAMINATION: To be eligible to compete in this examination, you must be employed in the specified department or agency on a permanent or contingent permanent basis in the competitive class, or in the non-competitive class or labor class if specifically noted on this announcement (or be on an appropriate (unless you are still on probation) or in a higher direct line of promotion.

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, call (518) 474-6470 in the Albany area or toll free at 1-877-697-5627 [press 2, then press 1].

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 in employment, compensation, and other terms and conditions of employment without discrimination on the basis of age, race, color, religion, disability, national origin, gender, sexual orientation, marital status, or arrest and/or criminal conviction record unless based upon a bona fide occupational qualification or other exception.

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: In addition, 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 enjoy equal opportunity. Persons with disabilities who require an accommodation to participate in an examination must note this on their applications. Further information is available from the Special Arrangements Unit of the Department of Civil Service at (518) 457-2487 [press 2, then press 2] in the Albany area, toll free at 1-877-697-5627 [press 2, then press 2], or via TDD (telecommunications device for the deaf) at (518) 457-8480.

MULTIPLE EXAMINATIONS SCHEDULED FOR THE SAME DAY: With the exception of written tests announced by New York City, if you have applied to take a written test announced by a local jurisdiction (county, town, city) scheduled to be held on the same test date as this written test, you must call (518) 474-6470 in the Albany area or toll free at 1-877-697-5627 [press 2, then press 1], 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.