



ERIC L. ADAMS
Mayor

DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES
BUREAU OF EXAMINATIONS

DAWN M. PINNOCK
Commissioner

NOTICE OF EXAMINATION

**PROMOTION TO SERGEANT (POLICE)
Exam No. 2538
AMENDED NOTICE – MARCH 30, 2022**

WHEN TO APPLY: From: March 2, 2022

APPLICATION FEE: \$96.00

To: March 22, 2022

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

THE TEST DATE: Multiple-choice testing is expected to begin on a date to be determined.

The Notice of Examination is amended to add a description of the written test under THE TEST section and change the date multiple-choice testing is expected to begin from Monday, June 6, 2022 to a date to be determined. The date multiple-choice testing is expected to begin, along with an updated Seniority Chart, will be provided at a later date.

**YOU ARE RESPONSIBLE FOR READING THIS ENTIRE NOTICE
BEFORE YOU SUBMIT YOUR APPLICATION.**

WHAT THE JOB INVOLVES:

Sergeants in the Police Department, under general supervision of a higher ranking officer, are responsible and accountable for the supervision of subordinates. They instruct and counsel subordinates in their duties; are responsible for subordinates' general appearance, punctuality, attendance, productivity, good order and discipline; supervise police activity at the operational level and evaluate the quality of subordinates' performance; perform all additional functions prescribed for rank by relevant laws, rules, procedures, orders or directives of the Police Department; perform special duties or assignments as directed by the Police Commissioner at his/her discretion; and perform related duties.

Sergeants (Police) complete and/or review reports, forms and logs; make required notifications and other communications; interact with the community and implement programs; make adjustments to roll call and assign personnel; monitor subordinates; assess local area and coordinate activities in the field; conduct preliminary searches/investigations; direct arrest and detention procedures; safeguard evidence and non-police department property; safeguard/inspect police department property; evaluate personnel and recommend actions; and train and counsel subordinates.

Special Working Conditions:

Sergeants (Police) are required to work Saturdays, Sundays, holidays, nights and tour changes or work overtime when ordered as permitted by the collective bargaining agreement.

Some of the physical activities performed by Sergeants (Police) and environmental conditions experienced are: working outdoors in all kinds of weather; walking and/or standing in an assigned area during a tour; driving or sitting in a patrol car during a tour while remaining alert; running after a fleeing suspect; climbing up stairs; carrying an injured adult with assistance; gripping persons to prevent escape; restraining a suspect by use of handcuffs; detecting odors such as those caused by smoke or gas leaks; engaging in hand to hand struggles to subdue a suspect resisting arrest; being physically active for prolonged periods of time; understanding verbal communication over the radio with background noise; reading and writing under low light conditions; carrying or wearing heavy equipment; and wearing a bullet-resistant vest.

(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 \$96,017 per annum. This rate is subject to change.

ELIGIBILITY TO TAKE EXAMINATION:

This examination is open to each employee of the New York City Police Department who **on the first date of the multiple-choice test:**

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

1. holds a permanent (not provisional) competitive appointment or appears on a Preferred List (see Note, below) for the title of Police Officer; **and**
2. has served as a permanent employee in such title in the New York City Police Department for a period totaling three years preceding that date; **and**
3. is not otherwise ineligible.

(Note: A "Preferred List" is a civil service list which is only for certain former permanent employees of the eligible title who have rehiring rights.)

If you do not know if you are eligible, check with your agency's personnel office. You may be given the test before we verify your eligibility. You are responsible for determining whether or not you meet the eligibility requirements for this examination prior to submitting your application. If it is determined prior to the test date that you are not eligible to participate in this examination, you will not receive an Admission Notice to take the multiple-choice test, you will not be permitted into the test site, and your application fee will not be refunded. If it is determined after the test date that you are not eligible to participate in this examination, your application fee will not be refunded and you will not receive a score.

ELIGIBILITY TO BE PROMOTED:

To be eligible for promotion, you must have served permanently in the rank of Police Officer in any one or the combination of the New York City Police, Transit Police or Housing Authority Police Departments for at least five years and have successfully completed the probationary period for Police Officer. Additionally, you must be permanently employed as a Police Officer or your name must appear on a Preferred List for Police Officer at the time of promotion.

Note: See "FORMER FIRE SERVICE" section and "EFFECTS OF A BREAK IN SERVICE" section, below.

REQUIREMENT(S) TO BE PROMOTED:

Education Requirement: By the date of promotion, you must complete at least 64 college semester credits or the educational equivalent of 64 college semester credits, as described in the next paragraph. You are required to submit official documents and proof required to qualify (e.g., transcripts, and/or foreign credit evaluation) to the Educational Tracking Unit, Personnel Bureau, 235 East 20th Street, New York, NY 10003 as soon as practicable. Only official copies of transcripts will be utilized to determine whether a candidate has fulfilled the Education Requirement.

The college credits must have been earned as a result of satisfactory completion of course work at a college or university accredited by an accrediting body recognized by the U.S. Secretary of Education and the Council for Higher Education Accreditation ("CHEA") or, if the credits have been earned at a foreign college, the credits must be evaluated by an approved Foreign Education Evaluation Service. This evaluation must be completed prior to the submission of the official transcript to the Educational Tracking Unit. An employee who has graduated from the Police Academy since 1974 may be able to earn college credits based upon his or her graduation from the Police Academy. These college credits can be used towards meeting the Education Requirement; however, these college credits can only be used towards meeting the Education Requirement if they are accepted and listed on an accredited college or university official transcript.

Drug Testing: You will be required to submit to a one time drug test that may occur prior to promotion or after promotion during the probationary period. This drug test will be required in addition to any other drug testing conducted by the New York City Police Department, such as random drug testing.

Driver License Requirement: For promotion to this position, you must have a motor vehicle driver license valid in the State of New York with no restrictions that would preclude the performance of Sergeant (Police) work. This license must be maintained for the duration of your employment.

Investigation: To be promoted, you must present to the Police Department all the official documents and proof required to qualify.

HOW TO APPLY:

If you believe you are eligible to take this examination, 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 instructions 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>. **Effective January 2020, the Online Application System is no longer supported on Windows 7 or earlier versions of Windows operating systems.**

You may come to the DCAS Computer-based Testing & Applications Centers to apply for this examination online. However, you must schedule a customer service appointment prior to your visit. Due to the COVID-19 pandemic, DCAS no longer permits walk-ins at DCAS sites.

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

To schedule a customer service appointment through OASys for an exam-related or eligible list-related inquiry, find **Exam #1889**, click **Apply**, and follow the instructions provided to reserve your appointment location, date, and time.

You must complete the entire application by midnight, Eastern Time, of the last day of the application period. If you have questions about applying for this examination, you may contact DCAS at OASys@dcas.nyc.gov.

Special Circumstances Guide: This guide is located on the DCAS website at https://www1.nyc.gov/assets/dcas/downloads/pdf/employment/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."

REQUIRED INFORMATION:

Application for Examination: Follow the online instructions, including those relating to the payment of fee and, if applicable, those found in the Special Circumstances Guide.

THE TEST:

The multiple-choice test may be given at a computer terminal. You will be informed of the format on your Admission Notice. You must achieve at least a 70.000 to pass the test. Ratings for seniority and, if applicable, departmental awards and Veterans' Preference Credit will be added to the test scores of passing candidates to determine final ranking.

The multiple-choice test is designed to assess the extent to which candidates have certain technical knowledge and abilities determined to be important to the performance of the tasks of a Sergeant (Police).

Task areas to be tested are as follows:

Complete and/or Review Reports, Forms and Logs: These tasks involve, but are not limited to, the preparation and/or review of written reports, forms or logs for accuracy and completeness; review of materials for informational purposes. Reports and forms may be of a variety of types such as standard Department Forms, documents, written narratives, or a combination of these types.

Make Required Notifications and other Communications: These tasks involve making formal notifications as required by department regulations, as well as, informal communications of information.

Interact with the Community and Implement Programs: These tasks involve gathering and giving information concerning the community, attending community meetings, and taking action or initiating programs to address community problems or concerns.

Make Adjustments to Roll Call and Assign Personnel During Tour: These tasks involve making changes in roll call, assigning personnel to post or duties, and making adjustments in assignments as situations arise. These tasks involve both civilian and uniformed personnel.

Monitor Subordinates: These tasks involve observation and verification of subordinate performance and identification of performance problems.

Assess Local Area and Coordinate Activities in the Field: These tasks involve assessing local area conditions, and determining the disposition of police personnel and coordinating activities at incidents in the field.

Conduct Preliminary Searches/Investigations: These tasks involve initial investigations of incidents and decisions, or searches to locate suspects or missing/injured persons.

Direct Arrest and Detention Procedures: These tasks involve the pursuit and apprehension of suspects, arrest processing procedures, and detention and lodging of prisoners or juveniles.

Safeguard Evidence and Non-Police Department Property: These tasks involve the safeguarding, storing, invoicing (vouchering), and accounting for evidence and non-Police Department property.

Safeguard/Inspect Police Department Property (Including the Station House and Other Police Facilities): These tasks involve safeguarding or accounting for the proper condition of police property, equipment, the station house, and other police facilities.

Evaluate Personnel and Recommend Actions (Discipline, Transfer, Awards or Discretionary Assignments): These tasks involve conducting formal evaluations, evaluating the suitability of personnel for discretionary assignments, administration or recommendation of rewards or discipline, and recommendation of transfers. These tasks pertain to both uniformed and civilian personnel.

Train and Counsel Subordinates: These tasks involve training, development and counseling of subordinates, including discussion of their problems.

The test may include questions which require working knowledge or better (without Reference Material) in effect up to and including March 16, 2022 of the following non-exclusive list of sources:

General Reference Knowledges: Knowledge of Department Procedures and Guidelines regarding General Reference Knowledges as they apply to: New York State Penal Law and Criminal Procedure Law; The Administrative Code; New York City Local Laws and Regulations; The Family Court Act; Crime Complaint Reporting System Reference Guide; The Legal Guidelines and Bulletins; NYCPD Patrol Guide; Operations Orders; Interim Orders; Services provided by other Police Units; Procedures for use of the ICAD/DAS Lite Computer System; 311 System; Assistance Services available to Personnel; and Mayor's Executive Order No. 16 of 1978, as amended.

Questions may address any of the following areas:

Written Narrative Reports: Knowledge of Department Procedures and Guidelines regarding Written Narrative Reports as they apply to: Assault on an Officer; Bank Robbery; Catastrophic Event (e.g. Building Collapse, Explosion, Major Fire, etc.); Child Abuse; CCRB Assessment Report; Criminal Mischief Report; Criminal Mischief to Department Auto; Demonstration; Discrepancy with Evidence Sent to Police Department Lab; Found Contraband in a Department Facility or Vehicle; Hazardous Material; Homicides; Large Drug Seizure; Line of Duty Injury; Missing Persons (Special Category); Patrol Duties and Responsibilities; Power Outage; Precinct Memos; Serious Vehicular Accident; Shooting Incident; Criminal Summons Narrative; Suspected Explosive Device; Other Unusual Occurrence Reports including Serious Incidents; Use of Force/Use of Deadly Physical Force; Threat Resistance Incident Report and Domestic Violence.

Response Situations: Knowledge of Department Procedures and Guidelines regarding Response Situations as they apply to: Accidents; Aided Case (Routine); Aided Case with Unusual Circumstances; Arrest Situation; Allegation of Corruption; Barricade/Hostage; Bias Incident; Bomb Threat; Bribery Arrest; Building Collapse; Burglary; Child Abuse; Complaints; Crimes in Progress (Felony); Crimes in Progress (Non-Felony); Domestic Violence Offenses; Demonstration/Strike; Driving While Intoxicated/Driving While Impaired; Emotionally Disturbed Person (EDP); Firearms Discharged by Officer; Fires/Explosions & Other Major Disasters; Hazardous Material Spill; Identity Theft; Licensed Premises Incident; Narcotics/Illegal Drugs; Off Duty Arrest by Member of Service; Off Duty Confrontation with Member of Service on Duty; Police Incident Involving Other Police Agencies/Jurisdictions; Police Officer Needs Assistance/Injured Officer; Radio Transmissions; Rape; RMP Accident; Serious Vehicle Accident; Shooting; Suspected Terrorist Action; Family Offenses; Active Shooter; Missing Persons and Vehicle Pursuits.

Patrol Supervision: Knowledge of Department Procedures and Guidelines regarding Patrol Supervision as they apply to: Procedures regarding Patrol Duties and Responsibilities; Procedures regarding Desk Officer Duties and Responsibilities; Roll Call Procedures; Procedures regarding Dealing with the Public; Procedures regarding Racial Profiling; Procedures regarding Interior Patrol in NYCHA and Residential Multiple Dwelling Buildings; Procedures regarding the Whereabouts of Members of Service; Recording and Referring for Investigation Suspected Public Morals and Narcotics Violations, or Activities connected with Major Crimes; Procedures regarding Unusual Occurrences; Department Vehicle Procedures; Meal Period Procedures; Safeguarding Evidence and Detaining Witnesses for Further Investigation; Procedures regarding Warrant Arrests; Procedures regarding Quality of Life Matters; Procedures regarding Firearms; Procedures concerning Assistance of other City Agencies; Procedures for Reporting Criminal Intelligence Information to the Intelligence Division; Procedures regarding Investigative Encounters; Procedures regarding Stop, Question and Frisk; Procedures regarding Noise Violations; Procedures regarding Sex Crime Victims; Procedures between Patrol Functions and other Department Components; Procedures regarding Public Contact; Procedures regarding Display of Badges, Plates, Cards, etc.; Desk Appearance Ticket Procedures; Handling of Evidence; Invoicing Property; Lost or Stolen Vehicles; Supervising Civilian Staff; Procedures for Dealing with Prisoners; Summons Procedures; Use of Force/Deadly Physical Force; Warrant Procedures; Procedures regarding Person Under a Train; Procedures regarding Inspection of Station House and Station Perimeter and Procedures regarding Setting Up and Securing a Crime Scene.

Special Patrol Operations: Knowledge of Department Procedures and Guidelines regarding Special Patrol Operations as they apply to: Coordinating Police Resources at the Scene of an Emergency through the Set-Up of a Command Post; Procedures for Mobilization in Emergency Situations; Procedures regarding the Handling of Hostage/Barricaded/Emotionally Disturbed Persons/Unlawfully Evicted Persons; Police Assistance to Social Service Representatives; Procedures regarding Desk Duty Coverage; Procedures for Protecting Life and Property and Safeguarding Evidence at the Scene of a Suspected Explosive Device; Procedures regarding Serious Power Failures; Procedures regarding Handling of Juveniles; Lost/Missing Children and CIMS Procedures.

Disciplinary Matters: Knowledge of Department Procedures and Guidelines regarding Disciplinary Matters as they apply to: Procedures regarding Reports of Violations; Command Discipline Procedures; Proper Wearing of Uniforms; Alcoholic Beverage Policy; Procedures pertaining to Lost or Stolen Firearm, Police Shield or Identification Card; Procedures for Addressing Suspected Drug Abuse and Drug Screening; Drug and Narcotic Policy; Procedures pertaining to Involvement in Police Incidents and Arrests; Integrity Monitoring Programs; Misconduct Procedures; Fitness for Duty; Compliance with Orders and Performance on Duty.

Personnel Matters: Knowledge of Department Procedures and Guidelines regarding Personnel Matters as they apply to: Procedures regarding Illness, Emotional Problems and Health Services; Procedures regarding Line of Duty Injury and Treatment; Procedures regarding Off-Duty Employment; Procedures regarding the Death of a Member of the Service; Procedures regarding Various types of Leave (e.g. Sick, Vacation, Authorized, Emergency, Bereavement, Absence with Pay); Procedures and Policies regarding Compensatory Time and Overtime; Conducting Performance Evaluations; Procedures to Address Discrimination; Harassment and EEO Policy; Procedures regarding Periodic Inspections; Procedures regarding Members Court and Agency Appearances and Procedures for Dealing with the Media.

The test may also include questions requiring the use of any of the following abilities:

Written Communication: Clear expression of ideas in writing and use of good grammatical form. Example: A Sergeant (Police) may use this ability when sending e-mails and preparing 49s.

Planning and Organizing: Establishing a course of action for self and/or others to accomplish a specific goal; planning proper assignment of personnel and appropriate allocation of resources. Example: A Sergeant (Police) may use this ability when assigning Police Officers to problematic crime locations.

Delegation: Utilizing subordinates effectively; allocating decision making and other responsibilities to the appropriate subordinates. Example: A Sergeant (Police) may use this ability when assigning subordinates to secure and maintain a crime scene.

Management Control: Establishing procedures to monitor and/or regulate processes, tasks or activities of subordinates and job activities and responsibilities; taking action to monitor the results of delegated assignments or projects. Example: A Sergeant (Police) may use this ability when reviewing and inspecting memo book entries.

Organizational Sensitivity: Actions that indicate an awareness of the impact and the implications of decisions on other components of the organization. Example: A Sergeant (Police) may use this ability when determining whether or not to utilize resources such as ESU, Canine or Precinct Detectives.

Sensitivity: Actions that indicate a consideration for the feelings and needs of others. Example: A Sergeant (Police) may use this ability by choosing to discipline a Police Officer privately instead of publicly.

Analysis: Identifying problems, securing relevant information, relating data from different sources, and identifying possible causes of problems. Example: A Sergeant (Police) may use this ability when identifying crime patterns in crime prone locations.

Judgment: Developing alternative courses of action and making decisions based on logical assumptions that reflect factual knowledge. Example: A Sergeant (Police) may use this ability when deciding whether or not to remove a child from a potentially abusive home.

Decisiveness: Readiness to make decisions, render judgments, take action or commit oneself. Example: A Sergeant (Police) may use this ability when deciding to shut off the power to train tracks when a civilian falls off a subway platform.

Work Standards: Setting high goals or standards of performance for self, subordinates, others and organization; dissatisfied with average performance. Example: A Sergeant (Police) may use this ability when having a discussion with a Police Officer about his/her monthly, quarterly or annual evaluation.

Behavioral Flexibility: Modifying one's approach to most effectively meet the needs of the situation. Example: A Sergeant (Police) may use this ability when deciding how to approach a child/adult victim or perpetrator.

Technical Translation: Demonstrating knowledge of the meaning of technical/professional terminology used on the job. Example: A Sergeant (Police) may use this ability when using the term "10-53" in lieu of "Vehicle Collision" during a radio transmission.

Certain questions may need to be answered on the basis of documents or other information supplied to candidates on the date of the multiple-choice test.

SENIORITY AND DEPARTMENTAL AWARDS:

Additional Points for Seniority and Departmental Awards, if applicable, will be awarded only to candidates who pass the multiple-choice test.

Method of Computing Seniority: Use the following chart to determine the points credited for seniority in the eligible title of Police Officer in any one or combination of the New York City Police, Transit Police or Housing Authority Police Departments, subject to the conditions listed below.

The Seniority Chart will be provided at a later date when the updated first date of multiple-choice testing is determined and announced.

Conditions: Service in titles other than Police Officer in any one or combination of the New York City Police, Transit Police or Housing Authority Police Departments will not be given seniority credit, except as provided by law. No additional credit will be given for more than 10 years of permanent service in the eligible title, nor will credit be given for more than the actual amount of service an eligible has, except as provided by Section 243 of State Military Law. Any person who, pursuant to Court Order or otherwise, has been accorded retroactive seniority by the Department of Citywide Administrative Services in the title of Police Officer in any one or combination of the New York City Police, Transit Police or Housing Authority Police Departments shall be given appropriate credit.

Note: See "FORMER FIRE SERVICE" section and "EFFECTS OF A BREAK IN SERVICE" section, below.

Departmental Awards: Use the following chart to determine the points credited for Departmental Awards subject to the terms and conditions listed below.

For each award:	Add the following points:
Honorable Mention*	0.156
Exceptional Merit	0.125
Commendation	0.094
Meritorious Police Duty	0.063
Excellent Police Duty	0.031
Annual Physical Fitness Incentive Program	maximum of 0.500 per year to a maximum of 2.500
Departmental Medal of Honor	0.375
Police Combat Cross	0.219
Medal of Valor (Merit)	0.188

* The following additional points beyond those awarded for Honorable Mention will be applied if the member has also been awarded any of the following medals **for the same act**; otherwise, the member will receive the points as indicated above:

Departmental Medal of Honor	0.219
Police Combat Cross	0.063
Medal for Valor (Merit)	0.032

Terms and Conditions Governing Credit for Departmental Awards:

- a. Credit shall not be given for Excellent Police Duty awarded in connection with the Police Department's Blood Bank Program.
- b. Credit for the Annual Physical Fitness Incentive Program will be awarded at two-tenths (0.200) of one point for successful completion of the cardiovascular component. Three-tenths (0.300) of one point will be awarded for successful completion of the Job Standard Test (JST), which consists of six components (barrier surmount, stair climb, physical restraint simulation, pursuit run, victim rescue, and trigger pull.) The cardiovascular component must be successfully completed before candidates may participate in the Job Standard Test. A maximum of one-half (0.500) point per year earned may be applied toward the exam, to a total of 2.500 points. Consult the Personnel Bureau Memo for further details of the program.
- c. Credit for awards is granted in one successful examination only, i.e., an examination in which the participating candidate attains a place on the eligible list and from which list he/she is subsequently promoted and passes probation. Credit for an award will not be split between two promotion exams.
- d. Credit for awards must be used by the candidate at the earliest opportunity, i.e., in the first successful examination following acquisition and recognition of the award. Credit for awards will be granted in date order, i.e., oldest awards will be credited first, with the exception of the Annual Physical Fitness Incentive Program, which will be granted first.
- e. Only departmental awards granted on or before the date of the written test will be credited, with the exception of the Annual Physical Fitness Incentive Program. No credit will be given for the Annual Physical Fitness Incentive Program granted in conjunction with an earlier promotional exam where the candidate was placed on a resulting eligible list and from which list he/she was subsequently promoted and passed promotion.
- f. Credit for awards earned while employed by the New York City Transit Police Department or the New York City Housing Authority Police Department will be granted to eligible candidates in compliance with NYCPD Operations Order No. 94 dated 7/27/93.
- g. The maximum total credit attainable on Seniority and Departmental Awards is 10.000 points. Credit for seniority will be granted before gaining credit given for awards. This will allow maximum use of awards. Any additional credit earned for awards beyond the maximum may be granted in a subsequent promotion examination, except for awards given partial credit as indicated in "c" above.

FORMER FIRE SERVICE:

In accordance with Section 14-112 and 14-113 of the New York City Administrative Code, any member of the police force of the New York City Police Department who, prior to his or her promotion or employment as such, has served as a member of the uniformed force of the Fire Department, shall have the time served in such position(s) counted as service in the eligible title in determining eligibility and seniority for this promotion.

EFFECTS OF A BREAK IN SERVICE:

The period of a break in service will not be credited toward eligibility to take the examination, eligibility to be promoted, or in the computation of seniority credits. Additionally, any time served prior to a break in service of more than one year will not be credited for these purposes.

EXAM SITE ADMISSION:

Your Admission Notice will be available on your Dashboard in OASys 14 days before the first date on which testing is expected to begin. You can print or display your Admission Notice on your phone or personal device to gain entry to the test site. Test site assignments will take your address into consideration, but nearness to your address cannot be guaranteed.

Warning: After gaining entry to the test site, you are not permitted to enter the testing area with electronic devices. Electronic devices include, but are 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, City or State issued identification card, IDNYC, 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.

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 Self-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 by email at OASys@dcas.nyc.gov, by fax (646) 500-7190, or by regular mail: DCAS, 1 Centre Street, 14th Floor, New York, NY 10007. 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, and/or new telephone number.

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/dp148a.pdf>.

THE TEST RESULTS:

If you pass the multiple-choice test and are marked eligible, your name will be placed in final score order on an eligible list, you will be given a list number and you will be notified by email of your test results. The eligible list determines the order by which candidates will be considered for promotion. If you meet all requirements and conditions, you will be considered for promotion if your name is reached on the eligible list. Once a list has been established, it will typically remain active for four years. To learn more about the civil service system go to: <https://www1.nyc.gov/site/dcas/employment/civil-service-system.page>.

If you believe that your test part was rated incorrectly, you may submit an appeal of your score to DCAS, Committee on Manifest Errors, through the Online Application System (OASys). Your appeal must give specific reasons why your score should be higher. Your appeal may result in a higher or lower rating.

To access the appeal portal of OASys, please log into your OASys account at www.nyc.gov/examsforjobs and use the following steps:

- Navigate to the Dashboard for the Appeals tab.
- Click the NEW APPEAL button to create and submit your appeal.
- Select the exam from the Exam drop-down list, and
- Select the exam part from the Exam Part drop-down list.
- Select the reason for your appeal from the Appeal Reason drop-down list (if applicable).
- Enter the details of your appeal by providing specific reasons why your score should be higher.

Note: You may attach up to 5 documents to support your appeal by using the attachment functionality.

ADDITIONAL INFORMATION:

Probationary Period: The probationary period for Sergeants promoted as a result of this examination will be twelve (12) months. However, the probationary period may be extended for an additional six (6) months pursuant to the Personnel Rules and Regulations of the City of New York.

SPECIAL ARRANGEMENTS:

Late Filing:

Consult **your agency's personnel office** to determine the procedure for filing a late application if you meet one or more of the following conditions:

- You are absent from work for at least one-half of the application period and cannot apply for reasons such as vacation, sick leave or military duty; or
- You become eligible after the above application period closed but before the date on which testing is expected to begin

Make-up Test:

You may apply for a make-up test if you cannot take the test on the regular test date(s) for any of the following reasons:

1. compulsory attendance before a public body;
2. on-the-job injury or illness caused by municipal employment where you are an officer or employee of the City;
3. absence from the test within one week after the death of a spouse, domestic partner, parent, sibling, child or child of a domestic partner where you are an officer or employee of the City;
4. absence due to ordered military duty;
5. a clear error for which the Department of Citywide Administrative Services or the examining agency is responsible; or
6. a temporary disability, pregnancy-related, or child-birth-related condition preventing you from taking the test.

To request a make-up test, contact Administration, Customer, and Exam Support by mail at 1 Centre Street, 14th Floor, New York, NY 10007, or by email at testingaccommodations@dcas.nyc.gov, as soon as possible, and include documentation of the special circumstances that caused you to miss your test.

APPLICATION RECEIPT:

You will be emailed a receipt immediately after you have applied for the examination. If you do not receive this receipt, check "Junk", "Trash", or "Spam" folders for the primary email linked to your Online Application System (OASys) account. If you are unable to locate the email, you can view a summary of the notification email to you on your OASys Dashboard, then Notifications. If you are still unable to find the email, please email DCAS via the Contact feature available in OASys with a description of the issue and include the exam number and your profile number located on your Profile page. While on your Profile page, check that the email addresses you provided are correct and/or updated.

PENALTY FOR MISREPRESENTATION:

Any intentional misrepresentation on the application or examination may result in disqualification, even after promotion, and may result in criminal prosecution.

The General Examination Regulations of the Department of Citywide Administrative Services (DCAS) apply to this examination and are part of this Notice of Examination. They are posted at nyc.gov/dcas and copies are available at the DCAS Computer-based Testing & Applications Centers.

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