



ERIC L. ADAMS
Mayor

DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES
BUREAU OF EXAMINATIONS

DAWN M. PINNOCK
Commissioner

NOTICE OF EXAMINATION

PROMOTION TO LIEUTENANT (POLICE)
Exam No. 3528

WHEN TO APPLY: From: December 1, 2022

APPLICATION FEE: \$101.00

To: December 21, 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 **Thursday, March 23, 2023.**

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

WHAT THE JOB INVOLVES:

Lieutenants in the Police Department, under general supervision of a higher ranking superior, supervise the day-to-day work of a platoon as a Platoon Commander; act as an Operations Coordinator, Special Operations Coordinator, Integrity Control Officer or in some other supervisory capacity in another unit, squad, bureau or office; evaluate the quality of subordinates' performance and review the evaluations made by first line supervisors; perform all additional functions prescribed for the rank by relevant laws, rules and procedures, and other orders or directives of the Police Department; perform special duties or assignments as directed by the Police Commissioner at their discretion. They make adjustments to and may conduct roll call; account for personnel and make personnel assignments; monitor and inspect subordinates; evaluate subordinates and make recommendations regarding remedial actions; train and counsel subordinates; direct and coordinate the actions of subordinates at the scene of police emergencies; direct arrest processing and the detention of prisoners in holding cells; account for, safeguard and maintain department property; safeguard evidence and non-Police Department property; conduct investigations and coordinate searches; complete and review reports, forms and logs; make required notifications; and perform related work.

Special Working Conditions:

Lieutenants (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 Lieutenants (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 \$122,892 per annum. This rate is subject to change.

ELIGIBILITY TO TAKE EXAMINATION:

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

1. holds a permanent (not provisional) competitive appointment or appears on a Preferred List (see Note, below) for the title of Sergeant (Police); **and**
2. 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 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

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

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

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

REQUIREMENT(S) TO BE PROMOTED:

Education Requirement: Eligibles must have attained ninety-six (96) college semester credits before promotion to the rank of Lieutenant (Police). Eligibles are required to submit Official Transcripts and/or Foreign Credit Evaluations to the Educational Tracking Unit, Personnel Bureau, 235 East 20 Street, New York, N.Y. 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 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 this Education Requirement; however, these college credits can only be used towards meeting this Education Requirement if they are accepted and listed on an accredited college or university official transcript.

Driver License Requirement: At the time you are promoted 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 Lieutenant (Police) work. This license must be maintained for the duration of your employment.

Drug Testing: All eligibles for promotion to this position will be required to submit to a drug test. This one-time drug test 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.

Investigation: To be promoted, candidates 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 examination 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."

THE TEST:

The multiple-choice test will be given at a computer terminal. You must achieve a score of at least 70% 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 knowledge and abilities determined to be important to the performance of the tasks of a **Lieutenant (Police)**. Task areas to be tested are as follows:

Assign and Reassign Personnel: Reviewing roll call sheets and assigning personnel to posts or duties on a daily basis; accounting for personnel during and after tours of duty; and changing assignments as situations arise during a single tour of duty. These tasks involve both uniformed and civilian personnel.

Monitor and Inspect Subordinates: Monitoring and inspecting subordinates to determine if they are performing acceptably.

Train, Evaluate, Reward and Correct Subordinates: On-the-job training; evaluating work performance; counseling and discussing subordinates' problems; and administering or recommending formal or informal rewards or punishments, transfers or discretionary assignments. These tasks pertain to civilian and uniformed personnel.

Monitor Local Area Conditions and Department Information Sources: Monitoring and reviewing various information sources to stay abreast of issues and conditions which might affect command operations.

Direct Arrest and Detention Procedures: Directing, reviewing or monitoring subordinates' actions regarding the arrest, detention and proper treatment of prisoners/detainees.

Direct Activities During Incidents and Emergencies: Field investigation and supervision of response to complaints, incidents or emergencies.

Actions Needed to Ensure Integrity: The prevention, identification, detection or investigation of alleged police misconduct or corruption.

Safeguard Evidence and Non-Police Property: Safeguarding, storing, vouchering and accounting for evidence and non-police property.

Account for, Safeguard and Maintain Police Property: Ensuring that the command has proper equipment and supplies; as well as tracking, securing and maintaining police equipment and the police station.

Cooperate with Community Groups, the Public and Other Agencies: Answering questions, making referrals, making presentations and otherwise interacting with community groups, members of the public and other city agencies.

Make Required Notifications and Communicate Information: Making formal notifications as required by department regulations, as well as informal communications of information.

Prepare and Review Written Forms, Logs and Reports: Preparing or reviewing written forms, logs and reports, as well as department memos, directives and bulletins. The forms and reports may be captioned (fill-in-the-blank), written narrative, or a combination of both.

Plan and Administer Programs/Design Procedures: Planning, scheduling, administering and evaluating programs or procedures to increase productivity, reduce crime conditions, save money, make the command function smoother, solve administrative problems, etc.

The test may include questions which require working knowledge or better (without Reference Material) in effect up to and including **December 1, 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; The Administrative Guide; 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; Vehicle & Traffic Law 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; Stop Report; 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:

Analytical Thinking: Analyzing information and using logic to address specific work-related issues and problems; involves the identification of problems, not implementation of solutions. **Example:** Lieutenants (Police) may use this ability to identify trends and or patterns in activity.

Quantitative Analysis & Interpretation: Analyzing, interpreting and understanding the underlying principles and meaning of numerical data; recognizing inconsistencies and errors in reports containing numerical data. May involve making projections. **Example:** Lieutenants (Police) may use this ability when analyzing Complaint Reports or traffic related incidents to determine causes and patterns of complaints.

Judgment & Decision-Making: Reviewing information to develop and evaluate the relative costs and benefits of potential solutions to problems and choosing the most appropriate one; implementing a course of action determined by thinking analytically. **Example:** Lieutenants (Police) may use this ability when adjusting personnel tours to address crime, quality of life and traffic issues.

Planning and Organizing: Establishing a method of execution to accomplish a specific goal over an extended period of time; determining appropriate assignments and allocation of resources. **Example:** Lieutenants (Police) may use this ability when preparing precinct details for events such as parades or demonstrations.

Management of Material Resources: Obtaining and seeing to the appropriate use of equipment, facilities and materials needed to do certain work; managing the things needed to accomplish tasks. **Example:** Lieutenants (Police) may use this ability when obtaining specialized equipment to carry out operations.

Management of Personnel Resources: Motivating, developing and directing people as they work, identifying the best people for the job; managing employees needed to accomplish tasks. **Example:** Lieutenants (Police) may use this ability when selecting the most qualified personnel for units that handle special situations.

Monitoring: Assessing performance of oneself, other individuals or organizations to make improvements or take corrective action; overseeing the quality of performance. **Example:** Lieutenants (Police) may use this ability when gathering information to be used in the assessment of a subordinate.

Time Management: Managing one's own time and the time of others in order to promote effective use of work hours. **Example:** Lieutenants (Police) may use this ability when preparing information and data to be presented at a large scale meeting.

Persistence: Persisting in the face of obstacles until desired outcome is achieved; may modify goals if and when appropriate instead of giving up. **Example:** Lieutenants (Police) may use this ability when implementing procedures to confront spiking crime patterns.

Adaptability/Flexibility: Responding to change (positive or negative) in a constructive manner and adapting approach as needed to the situation. **Example:** Lieutenants (Police) may use this ability when managing personnel changes.

Stress Tolerance: Accepting criticism and dealing calmly and effectively with high stress situations. **Example:** Lieutenants (Police) may use this ability when placed in charge of large scale operations.

Active Listening: Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate and not interrupting at inappropriate times; requires interaction between speaker and listener. **Example:** Lieutenants (Police) may use this ability when addressing roll-call, speaking with precinct personnel or when conducting meetings.

Persuading & Influencing Others: Causing others to change or modify their opinions, views or behaviors using a variety of strategies. **Example:** Lieutenants (Police) may use this ability when meeting with local officials or during local council meetings.

Written Expression: Appropriately communicating information and ideas in written words and sentences so intended audience will understand. **Example:** Lieutenants (Police) may use this ability when completing documentation and reports.

Conflict Resolution: Negotiating with others to resolve grievances or conflicts and handle complaints by developing a constructive solution. **Example:** Lieutenants (Police) may use this ability when handling incidents involving off-duty members of the service.

Concern for Others: Acting in a manner sensitive to others' needs and feelings while being understanding and helpful on the job; showing consideration. **Example:** Lieutenants (Police) may use this ability when performing an assessment of a subordinate.

Coaching & Mentoring: Identifying the developmental needs of others and coaching, mentoring, or otherwise helping others to improve their knowledge or skills. **Example:** Lieutenants (Police) may use this ability when managing command units.

Teamwork: Developing mutual trust and cooperation while working together toward the accomplishment of a common goal or outcome. **Example:** Lieutenants (Police) may use this ability when coordinating a response across multiple agencies.

Integrity: Acting in an honest and ethical manner.

Dependability: Fulfilling obligations and acting in a reliable, responsible and dependable manner.

Achievement/Effort: Establishing and maintaining personally challenging achievement goals and exerting effort toward mastering tasks to reach set goals.

Initiative and Independence: Displaying a willingness to take on additional responsibilities and challenges, while developing one's own way of doing things and guiding oneself with little or no supervision.

Attention to Detail: Being careful about detail and thorough in completing work tasks.

Self Control: Maintaining composure, keeping emotions in check, controlling anger and avoiding aggressive behavior, even in very difficult situations.

Updating & Using Relevant Knowledge: Keeping up-to-date technically and applying new knowledge to the job.

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

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.

SENIORITY AND DEPARTMENTAL AWARDS:

Additional points for Seniority and Departmental Awards, and, if applicable, Veterans' Preference Credit, will be awarded only to candidates who pass the multiple-choice test.

Method of computing seniority: Use the following chart to determine the credit for seniority in the permanent eligible title of Sergeant (Police) in any one or combination of the New York City Police, Transit Police or Housing Authority Police Departments, subject to the conditions listed below.

If your date of permanent appointment to Sergeant (Police) is:	You will receive:	If your date of permanent appointment to Sergeant (Police) is:	You will receive:
03/24/23 or after	Not eligible	12/24/17 - 03/23/18	2.560 points
12/24/22 - 03/23/23	0.120 points	09/24/17 - 12/23/17	2.682 points
09/24/22 - 12/23/22	0.242 points	06/24/17 - 09/23/17	2.804 points
06/24/22 - 09/23/22	0.364 points	03/24/17 - 06/23/17	2.926 points
03/24/22 - 06/23/22	0.486 points	12/24/16 - 03/23/17	3.048 points
12/24/21 - 03/23/22	0.608 points	09/24/16 - 12/23/16	3.170 points
09/24/21 - 12/23/21	0.730 points	06/24/16 - 09/23/16	3.292 points
06/24/21 - 09/23/21	0.852 points	03/24/16 - 06/23/16	3.414 points
03/24/21 - 06/23/21	0.974 points	12/24/15 - 03/23/16	3.536 points
12/24/20 - 03/23/21	1.096 points	09/24/15 - 12/23/15	3.658 points
09/24/20 - 12/23/20	1.218 points	06/24/15 - 09/23/15	3.780 points
06/24/20 - 09/23/20	1.340 points	03/24/15 - 06/23/15	3.902 points
03/24/20 - 06/23/20	1.462 points	12/24/14 - 03/23/15	4.024 points
12/24/19 - 03/23/20	1.584 points	09/24/14 - 12/23/14	4.146 points
09/24/19 - 12/23/19	1.706 points	06/24/14 - 09/23/14	4.268 points
06/24/19 - 09/23/19	1.828 points	03/24/14 - 06/23/14	4.390 points
03/24/19 - 06/23/19	1.950 points	12/24/13 - 03/23/14	4.512 points
12/24/18 - 03/23/19	2.072 points	09/24/13 - 12/23/13	4.634 points
09/24/18 - 12/23/18	2.194 points	03/24/13 - 09/23/13	4.756 points
06/24/18 - 09/23/18	2.316 points	12/24/12 - 03/23/13	4.878 points
03/24/18 - 06/23/18	2.438 points	12/23/12 or earlier	5.000 points

Conditions: Service in titles other than Sergeant (Police) 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 the actual amount of service an eligible has, except as provided by Section 243 of the 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 Sergeant (Police) 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 "EFFECTS OF A BREAK IN SERVICE" section, below.

Departmental Awards: Use the following chart to determine the points credited for departmental awards.

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
Department Medal of Honor	0.375
Police Combat Cross	0.219
Medal for 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:

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

Terms and Conditions Governing Credit for Departmental Awards:

- Credit shall not be given for Excellent Police Duty awarded in connection with the Police Department's Blood Bank Program.
- 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. One-third (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 current Personnel Bureau Memo for further details of the program.
- 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. If a candidate previously reached the maximum on seniority and departmental awards for other promotion exams by using less than the full value of an award, the remainder of the value of the award will not be granted on this examination.
- 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.
- Only departmental awards granted on or before the date of the written test will be credited. 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 probation.

- f. Credit for awards earned while employed by the New York City Transit Police Department or 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 8.751 points. Credit for seniority will be granted before granting credit 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.

EFFECTS OF A BREAK IN SERVICE:

The period of a break in service will not be credited toward 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.

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:

1. Navigate to the Dashboard for the Appeals tab.
2. Click the NEW APPEAL button to create and submit your appeal.
3. Select the exam from the Exam drop-down list, and
4. Select the exam part from the Exam Part drop-down list.
5. Select the reason for your appeal from the Appeal Reason drop-down list (if applicable).
6. 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.

SPECIAL ARRANGEMENTS:

Late Filing:

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

1. 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
2. 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.

ADDITIONAL INFORMATION:

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, under the Notifications tab. 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.

Probationary Period: The probationary period for Lieutenants (Police) promoted as a result of this examination is 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.

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.

The City of New York is an Equal Opportunity Employer.
Title Code No. 70260; Police Service.

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