



# PROMOTION EXAMINATION

Examination No. & Title	Salary Grade	Beginning Salary	Non-Refundable Processing Fee (Waivers Available)
31-000020 University Police Officer 1	14	\$59,298	\$0
31-001020 University Police Officer 1 (Spanish Language)	14	\$59,298	\$0

Multiple-Choice Test  
To Be Held:  
SEPTEMBER 28, 2024\*\*\*

Applications **MUST** Be Submitted  
Online or Postmarked By:  
AUGUST 19, 2024\*\*\*\*

\*\*\*Due to the size of the candidate population for this test date, you may be assigned to Saturday, September 28, 2024, Sunday, September 29, 2024, Saturday, October 5, 2024, or Sunday, October 6, 2024, to take your test. Your admission notice will tell you where and when you are scheduled to appear. You cannot request a day or time in advance or change your scheduled day or time. If you do not receive your admission notice by September 25, 2024, see "ADMISSION TO EXAMINATION" on the last page. If you are viewing this announcement online, it is recommended you print a copy of this announcement for future reference. It is also recommended that you read this announcement in its entirety.

ONLINE APPLICATION PROCESS AVAILABLE at <https://www.cs.ny.gov/jobseeker>

Due to current testing space limitations, candidates may need to travel to a test site to take this examination. Candidates will be notified of their test site location on their admission notice.

Promotion examination open to all qualified employees of the State University of New York.

For Promotion in State Departments, Facilities, and Agencies

**Minimum Qualifications:** On or before September 28, 2024, you must be a qualified employee of the State University of New York State and have had three months of permanent competitive, non-competitive NY HELPS\*, or 55-b/55-c service as a University Police Communications and Security Specialist 1 or University Police Communications and Security Specialist 2 **AND**:

- Either 1. 60 college semester credit hours;
  - Or 2. 30 college semester credit hours **AND** two years of active United States military service with an honorable discharge or under conditions in the New York State Restoration of Honor Act;
  - Or 3. 30 college semester credit hours **AND** successful completion of a New York State Municipal Police Training Council approved Pre-Employment Training Program **AND** eligibility to complete the second phase of such training program that has not lapsed;
  - Or 4. two years of experience as a police officer in New York State with Municipal Police Training Course certification (or equivalent course approved by the NYS Municipal Police Training Council). A certified Peace Officer Training course does not meet this requirement.
- If you expect to meet the educational requirements by **June 30, 2025**, you can take the test. You **MUST** submit proof of successful completion of the educational requirements to the hiring agency at the time of the employment interview or you will not be considered for appointment. Failure to meet the educational requirements by **June 30, 2025**, may result in your removal from the eligible list.
  - Your required educational credentials must have been awarded by an educational institution accredited by a regional, national, or specialized agency recognized as an accrediting agency by the United States (U.S.) Department of Education/Secretary of Education. If awarded by an institution outside of the U.S. and its territories, you must provide independent verification of equivalency. A list of companies that provide these services (fees must be paid to the company you choose) can be found at: <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You will be required to provide this information to the hiring agency at the time of interview.

*If you were permanently appointed to a qualifying title on or before June 28, 2024, 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 service described in the Minimum Qualifications, successful candidates will be qualified for appointment from the eligible list.

Employees appointed to a non-competitive position via the NY HELPS program to a qualifying title in the non-competitive class will have their names restricted from appointment from the eligible list until their position is covered-in to the competitive class by action of the New York State Civil Service Commission or otherwise obtain permanent competitive status in the position.

**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

**Additional Requirements for Appointment:**

1. **Agility:** A physical agility performance test consisting of a distance run, sit-ups, and push-ups must be successfully completed. Copies of the agility standards and details may be obtained by writing to the Office of University Police, State University of New York, State University Plaza, Albany, New York 12246. If you are not subsequently selected for appointment, a record of successful completion of the agility test will be maintained by Systems Administration of the State University of New York and is valid for one year from the date taken.
2. **Background Investigation:** Due to the nature of these positions, there may be an investigative screening which could include a thorough character investigation. All convictions must be reported. Conviction of a felony or misdemeanor or any falsified or omitted information may bar appointment or result in removal after appointment. Each case is determined on its own merit, consistent with the applicable provisions of state and federal laws.
3. **Drug Testing:** Prior to appointment, you will be required to participate in a drug-screening test and are responsible for payment of the clinical lab fee. Failure to meet the standards may result in your disqualification. Probationary employees are subject to periodic, unannounced drug testing for the purpose of determining whether they have used a substance in violation on the Random Drug Testing program. Refusals can subject the employee to disciplinary action and may lead to dismissal. Cannabis use is not permitted for employees in this title. Cannabis use will be tested for during the pre-employment screening process and may be the basis for disqualification for employment or may be a basis for removal from employment. A complete statement of drug testing for this title is available at: <http://www.cs.ny.gov/ehs/forms.cfm>.
4. **Firearms:** Appointees assigned to positions in New York City will be required to obtain and maintain a City firearm permit, which requires an extensive background check from New York City in order to carry a firearm in the performance of their duties. You must successfully complete an assigned firearms training and annual re-qualification and display continued proficiency. Denial or loss of a firearm permit may result in removal from employment in this position.
5. **Language Proficiency:** If you pass the examination and apply to a title which requires language proficiency, you must demonstrate your language proficiency at a level that will ensure your ability to perform the duties of the position properly. The proficiency test will only be given to enough candidates to fill current vacancies.
6. **Physical/Medical:** An evaluation of your physical and medical condition will be done to ensure that you are able to perform the duties of this position with or without reasonable accommodation. The physical/medical standards include but are not limited to height and weight, speech, vision, hearing, cardiovascular, respiratory system, and neurological health requirements. A complete statement of the physical and medical standards is available at: <http://www.cs.ny.gov/ehs/forms.cfm>. A medical examination is required prior to appointment, and you are responsible for payment of the clinical laboratory test fee. Physical/medical candidate screenings will occur in score order, as needed, to fill current and future vacancies. Appointees to this position may require periodic medical examinations to reassess their ability to perform essential duties.
7. **Psychological Evaluation:** You must participate in a psychological evaluation to determine your fitness to perform the essential duties of the position prior to appointment.
8. **Public Officers Status:** Appointees are considered public officers under state law. You must be a resident of New York State and at least 20 years old at the time of appointment. You must be less than or equal to 34 years old on the date of the multiple-choice test. To meet the age requirement for the multiple-choice test, you can subtract time spent on military duty or on terminal leave, not exceeding a total of six years, from your age. (Example: You will be 37 years old on the test date and you've had 3 years of military duty.  $37 - 3 =$  an eligible age of 34 for the purpose of this test.)
9. **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. Members with tattoos on their arms who desire to wear a short sleeve shirt when authorized, may utilize matching flesh-colored sleeves to conceal any tattoos on their arms. Such sleeves will be provided at the member's expense and will cover all visible tattoos from the hand to the shirt sleeve worn.
10. **United State Citizenship and New York State Residency:** Although not required for taking the test, you must be a citizen of the United States at the time of appointment. If appointed, you must also possess and maintain New York State residency pursuant to the Public Officers Law.

**Additional Requirements for Appointment (Continued):**

11. **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.
12. **Driver's License Requirement:** You must possess a valid license to operate a motor vehicle in New York State at the time of appointment and continuously thereafter.

**The Positions:** These positions exist in the State University of New York and are located throughout New York State.

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

**Notes:**

1. In accordance with Section 52.11 of the Civil Service Law, individuals serving permanently in the non-competitive or labor class in a qualifying title (including those serving under Section 55b/c) who otherwise meet the requirements for taking the examination are eligible to compete in this promotion examination.
2. If you submit an application for an examination with a language parenthesis, an application will automatically be submitted for you for the non-language examination.
3. If other language parentheses are established, the list will also be used to fill those positions and appointees must demonstrate their language proficiency prior to appointment.
4. 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.

**IMPORTANT**

Under the provisions of the Professional Policing Act of 2021, New York State Law 9 NYCRR Part 6000 and 9 NYCRR Part 6056 were amended to prescribe minimum training, background, and character standards for appointment of persons to police officer positions. Under the provisions of Part 6000 and Part 6056, you are determined to lack good moral character and you CANNOT be appointed as a police officer in New York State if:

1. You were previously appointed as a police officer in NYS, were removed from said employment for cause, had your training certificate permanently invalidated by the NYS Division of Criminal Justice Services and are listed on their decertification index;
2. You are listed on the National Decertification Index after having been decertified as a police officer in any state other than NYS;
3. Within 3 years from the date of application, you:
  - a. Engaged in criminal activity, whether criminally charged or prosecuted, regardless of where the act took place, if said conduct would constitute an offense in New York, which is defined as:
    - (i) Any felony offense;
    - (ii) Any sex offense or sexually violent offense as defined in article 6C of the Correction Law;
    - (iii) All serious offenses defined in subdivision 17 of section 265 of the Penal Law;
    - (iv) Crimes involving official misconduct and obstruction of public servants as defined in article 195 of the Penal Law; crimes involving bribery of a public servant as defined in article 200 of the Penal Law; crimes involving perjury as defined in article 210 of the Penal Law; and/or crimes relating to judicial proceedings as defined in article 215 of the Penal Law;

- (v) Crimes involving forgery as defined in article 170 of the Penal Law; crimes involving false written statements as defined in article 175 of the Penal Law; crimes involving fraud as defined in article 190 of the Penal Law;
  - (vi) Crimes involving assault and menacing as defined in article 120 of the Penal Law; crimes involving obscenity as defined in article 235 of the Penal Law; crimes against public sensibilities as defined in article 245 of the Penal Law; or crimes against public order as defined in article 240 of the Penal Law.
4. Engaged in the unlawful use of any controlled substances.
  5. Made false statement(s) or engaged in conduct that subverts or attempts to subvert the police employment application process.
  6. Received a dishonorable discharge from any of the Armed Forces of the United States.

**Subject of Examination:** To be considered for appointment to this title, you must pass the **multiple-choice test**. The **multiple-choice test** evaluates your knowledge, skills, and/or abilities in the following areas:

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

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

If you pass, your seniority credit(s), if any, will be included in the computation of your final score. Your final score on the eligible list will be determined after adding any wartime Veterans' credits.

**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.

**Admission To The Test:** If approved for a multiple-choice test, you will receive an admission notice which will indicate your assigned test date and the way your test will be administered. Your test may be administered with paper and pencil or online at a state test site using a state-provided Chromebook. ***You cannot request to change your scheduled day or request a specific type of test administration.***

**Applicants are required to have a Personal NY.gov account and keep their email address up to date.** The Department of Civil Service and other state agencies will communicate with you through email correspondence. This may include notification of your application status, your test arrangements, examination results, and canvassing you for interest in appointment. It will be important for you to keep your email address, phone number, and mailing address current by logging into <https://www.cs.ny.gov/home/myaccount>.

**How To Apply:** You will need a **personal** NY.gov ID to apply for these examinations. If you do not have a **personal** NY.gov account, please [create an account](#).

- Online our Internet address is <http://www.cs.ny.gov/jobseeker>; or
- Download an examination application [NYS-APP form](#); or
- Email [cs.sm.examinfo@cs.ny.gov](mailto:cs.sm.examinfo@cs.ny.gov) to request NYS-APP forms; or
- Obtain an NYS-APP form from a state agency or facility personnel/business office; or
- Request NYS-APP form by calling the Department of Civil Service in the Albany area at 518-457-2487 or toll free at 1-877-697-5627.

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

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#### ADDITIONAL INFORMATION

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

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

**REASONABLE ACCOMMODATIONS IN TESTING:** It is the policy of the Department of Civil Service, in accordance with the New York State Human Rights Law and the Americans with Disabilities Act, to provide qualified persons with disabilities equal employment opportunity and equal opportunity to participate in and receive the benefits, services, programs, and activities of the Department. It is the policy of the Department to provide such persons reasonable accommodations and reasonable modifications as are necessary to provide equal opportunity. Persons with disabilities who require an accommodation to participate in an examination must note this on their application. Further information is available from the Test Accommodation Unit of the Department of Civil Service at [Testaccommodation@cs.ny.gov](mailto:Testaccommodation@cs.ny.gov).

**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 multiple-choice test three days before the date of the test, email us at [AdmissionNotices@cs.ny.gov](mailto:AdmissionNotices@cs.ny.gov). Please provide your first and last name, address, and the last four digits of your social security number, and we will provide you with the information you need to attend your multiple-choice test. If you have an issue other than not receiving your admission notice, please contact our office at (518) 474-6470 in the Albany area or toll free at 1-877-697-5627. Please leave a clear concise message and provide your first and last name, last four digits of your social security number and a daytime phone number.

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

**ELIGIBILITY FOR EXAMINATION:** To be considered a qualified employee eligible to compete in this examination, you must be employed in, or on leave from, 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 preferred list), and have the specified time in the specified title or salary grade. You may not compete in a test for a title if you are permanently employed in that title (unless you are still on probation) or in a higher direct line of promotion.

**CELL PHONES OR ELECTRONIC/COMMUNICATION DEVICES AT THE TEST SITE:** The use of cell phones, beepers, headphones, or any electronic or other communication devices at your personal testing site or in the test room, hallways, restrooms, building, grounds, or other areas, except as expressly authorized by the Department of Civil Service, could result in your disqualification.