



PROMOTION EXAMINATION

Examination No. & Title	Salary Grade	Beginning Salary*	Non-Refundable Processing Fee (Waivers Available)
31-175020 University Police Officer 2	17	\$73,221	\$0
31-184020 University Police Investigator 1	17	\$73,221	\$0

**Multiple-Choice Test
To Be Held:
JUNE 14, 2025**

**Applications MUST Be Submitted
Online or Postmarked By:
APRIL 30, 2025**

You may be assigned to either Saturday or Sunday to take your test. You cannot request or change your scheduled day.

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.

*In the locations of SUNY Stony Brook, SUNY Purchase, SUNY Old Westbury, SUNY Optometry, SUNY Maritime, SUNY Farmingdale, and SUNY Downstate Medical Center, appointees may receive up to an additional \$15,000 geographic pay differential in accordance with NYS Civil Service Law 130.7.

Appointees who work in the five boroughs of New York City or in Nassau, Suffolk, Rockland, or Westchester Counties will receive an additional \$1,711 annual downstate adjustment. In addition, appointees who work in the following locations will receive an additional supplemental local pay in the following amounts: the counties of Orange, Putnam and Dutchess - \$1,424; the five boroughs of New York City, Rockland, and Westchester Counties - \$2,140; and Nassau and Suffolk Counties - \$2,496.

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

Minimum Qualifications: On or before June 14, 2025, you must be a qualified employee of the State University of New York and have had two years of permanent competitive, non-competitive, or 55-b/55-c service as University Police Officer 1 or University Police Officer 1 (Spanish Language).

Only the title or titles listed are qualifying.

If you were permanently appointed to a qualifying title on or before July 14, 2023, 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 three years of the service described in the Minimum Qualifications, successful candidates will be qualified for appointment from the eligible list.

Order of Certification: The order of certification of this eligible list will be:

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

Additional Requirements for Appointment:

- **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.

Continued Employment: To keep this position, you must possess a valid license to operate a motor vehicle in New York State at the time of appointment and continuously thereafter.

Duties: As a **University Police Officer 2**, you would serve as a shift supervisor of the police force on duty. You would plan the University Police Officer 1 work schedules; tour the campus and directly observe University Police Officers 1 on the job to assess the effectiveness and efficiency of their performance and provide on-site instruction in law enforcement techniques; respond to the scenes of incidents involving but not limited to crimes, arrests, major accidents, injuries, deaths and fires in order to personally direct security activities; prepare a variety of written narrative and form reports of shift activities in order to advise the supervisor of the nature and extent of security problems and the effectiveness of the public safety force in handling them; perform routine administrative duties in ensuring timely and proper documentation, record keeping, performance evaluations, and other required reports; and perform many of the same range of duties as University Police Officer 1. You may also be responsible for the Department's training program, crime prevention programs, or community policing function. University Police Officers have Police Officer status and defined in the New York State Criminal Procedure Law.

As a **University Police Investigator 1**, you would investigate crimes and other matters affecting security at the campuses of the State University of New York in order to assist in the apprehension and prosecution of suspects and violators. You would regularly interview witnesses, victims, complainants and suspects and coordinate with local police officials to obtain information relevant to the conduct of law enforcement investigations of criminal acts or violations of University regulations at campuses. You would also periodically instruct other members of the University Police organization in law enforcement and investigative techniques and may meet with student organizations, groups, faculty and staff to discuss security problems, explain the mission of the University Police, and develop positive, cooperative relationships between University Police and the campus community. University Police Investigators have Police Officer status and defined in the New York State Criminal Procedure Law.

Notes:

1. You must be a New York State resident and citizen of the United States at time of appointment. You must maintain New York State residency pursuant to the Public Officers Law.
2. You must possess a valid license to operate a motor vehicle in New York State at the time of appointment and continuously thereafter.

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:	For Examination Nos.	
	31-175020	31-184020
1. New York State Laws - These questions test for knowledge of the laws in effect on January 1, 2025, that law enforcement personnel may encounter in the course of their day-to-day work-related activities. The questions are a sampling of job-related sections of the Penal Law, Criminal Procedure Law, Vehicle and Traffic Law, Family Court Act and other laws relevant to law enforcement in New York State.	X	X
2. Preparing written material in a police setting - These questions test for the ability to prepare the types of reports that police personnel write. Some questions test for the ability to present information clearly and accurately. They consist of restatements of information given in note form. You must choose the best version from each set of four choices. Other questions test for the ability to organize paragraphs. They consist of paragraphs with their sentences out of order. For each of the paragraphs you must choose, from four suggestions, the best order of the sentences.	X	X

Subject of Examination (Continued):	For Examination Nos.	
	31-175020	31-184020
3. Understanding and interpreting written material - These questions test how well you comprehend written material. You will be provided with brief reading selections and will be asked questions about the selections. All the information required to answer the questions will be presented in the selections; you will not be required to have any special knowledge relating to the subject areas of the selections.	X	X
4. Evaluating information and evidence - These questions test for the ability to evaluate and draw conclusions from information and evidence. Each question consists of a set of facts and a conclusion based on the facts. The candidate must decide if the conclusion is warranted by the facts.		X
5. Investigative techniques and criminalistics - These questions test for knowledge of criminal investigation techniques and criminalistics. The questions will deal with, but will not necessarily be restricted to, such concepts as: interviewing; interrogation; evidence gathering and preservation; and surveillance.		X
6. Law enforcement methods and practices - These questions test for knowledge of accepted police methods and practices and/or their application to situations in the police field. The questions are a sampling of the various knowledge that police personnel may be required to possess in the course of their day-to-day work-related activities.	X	
7. Supervision - These questions test for knowledge of the principles and practices employed in planning, organizing, and controlling the activities of a work unit toward predetermined objectives. The concepts covered, usually in a situational question format, include such topics as assigning and reviewing work; evaluating performance; maintaining work standards; motivating and developing subordinates; implementing procedural change; increasing efficiency; and dealing with problems of absenteeism, morale, and discipline.	X	

Test Guide: A Guide to the Multiple-Choice Test for the *Police Supervisor 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 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 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.

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.

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. 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.