

# Q & A SESSION

WHO: FOR ALL INTERESTED IN BECOMING A CORRECTION OFFICER

WHAT: OFFICERS FROM SULLIVAN CORRECTIONAL FACILITY AND WOODBOURNE CORRECTIONAL FACILITY WILL ANSWER QUESTIONS ABOUT THIS CAREER OPPORTUNITY

WHERE: DEPARTMENT OF LABOR, 100 NORTH STREET, MONTICELLO, NY

WHEN: NOVEMBER 13, 2014; 10AM-2PM

MORE INFORMATION: APPLICATIONS MUST BE SUBMITTED OR POSTMARKED BY 11/25/14 AND THE TEST WILL BE HELD ON 1/10/15. PLEASE VISIT THE CIVIL SERVICE WEBSITE FOR MORE INFORMATION ([http://www.cs.ny.gov/examannouncements/announcements/oc/25-](http://www.cs.ny.gov/examannouncements/announcements/oc/25-831.cfm)

[831.cfm](http://www.cs.ny.gov/examannouncements/announcements/oc/25-831.cfm)).





# Open To The Public

Examination No. and Title	Hiring Rate	6-Month Rate	Salary	Non-Refundable Processing Fee
25-831 Correction Officer Trainee	\$39,794	\$41,858	\$47,930	} \$35
25-832 Correction Officer Trainee (Spanish Language)	\$39,794	\$41,858	\$47,930	

**Written Test To Be Held**  
**JANUARY 10, 2015\***

**Applications MUST Be Submitted or Postmarked By**  
**NOVEMBER 25, 2014**

\*Due to the size of the candidate population for this examination, you may be assigned to either Saturday, January 10, 2015, or Sunday, January 11, 2015, testing and either a morning or an afternoon session. Your admission notice will tell you where and when you are scheduled to appear.

**ONLINE APPLICATION PROCESS AVAILABLE at <http://www.cs.ny.gov/exams>**

*Appointees who work in Dutchess, Orange, or Putnam Counties will receive an additional \$1,280 annual mid-Hudson adjustment.*

*Appointees who work in the five boroughs of New York City or in Nassau, Suffolk, Rockland, or Westchester Counties will receive an additional \$3,438 annual downstate adjustment.*

**MINIMUM QUALIFICATIONS:** At the time of appointment, you must meet the following requirements:

1. You must be at least 21 years of age.
2. You must be a high school graduate or have a high school equivalency diploma (issued by an appropriate State education authority). The diploma issued to the high school graduate must be from an accredited public or private school recognized by the New York State Education Department. Diplomas issued through a home study course and not by an appropriate educational authority are not acceptable.
3. By New York State law, a Correction Officer is a peace officer and must be qualified to hold such office and must be a U.S. citizen.
4. Correction Officers are Public Officers. Therefore, although New York State residency is not required to take the written test, New York State residency is required to accept and continue employment.

**NOTES:**

1. All appointees will be employed as Trainees.
2. If you pass the examination for No. 25-832 Correction Officer Trainee (Spanish Language), you will be required to demonstrate your Spanish language proficiency at a level that will ensure your ability to properly perform the duties of the position. Only enough candidates to fill the current vacancies will be called to the proficiency test.
3. If you submit an application for 25-832, Correction Officer Trainee (Spanish Language), an application will automatically be submitted for you for 25-831, Correction Officer Trainee at no additional cost.
4. **Important:** As the processing fee is non-refundable, verify that you entered the correct examination number and title on your online or paper application prior to submitting. If you apply online, you should immediately review your email confirmation notice to verify that you applied for the correct examination. If you do not receive a confirmation number after submitting your online application, your application was NOT received by the Department of Civil Service. No late applications will be accepted after the filing deadline has passed.

**THE POSITIONS:** Correction Officer positions are located throughout New York State in various facilities of the New York State Department of Corrections and Community Supervision.

**DUTIES:** As a Correction Officer, under the direct supervision of a higher-ranking officer, you would be responsible for the custody and security, as well as the safety and well-being, of criminal offenders in New York State Correctional Facilities. You would supervise the movement and activities of inmates, make periodic rounds of assigned areas, conduct searches for contraband, maintain order within the facility, and prepare reports as necessary. You would advise inmates of the rules and regulations governing the operation of the facility and assist them in resolving problems. You would have a high degree of responsibility for your actions and decisions. You will play a large role in the rehabilitative process related to the incarcerated population. You may also be required to carry firearms in the performance of certain duties and to perform other related work as required.

**Physical/Medical Requirements:** Your physical and medical condition will be evaluated to ensure that you are able to satisfactorily perform the duties of this position with or without reasonable accommodation. The physical/medical standards include a fitness test, a medical standards evaluation, and a substance abuse screening.

A complete statement of the physical and medical standards is available at: <http://www.cs.ny.gov/ehs/forms.cfm>. A medical examination will be required prior to appointment, and you are responsible for payment of the clinical laboratory test fee. Appointees to this position may be required to undergo periodic medical examinations to reassess their ability to perform the essential duties of the position.

**Drug Testing:** Prior to appointment, you will be required to participate in a drug screening test and are responsible for the clinical laboratory fee. Failure to meet the standards may result in your disqualification.

**Psychological Evaluation:** Prior to appointment, you will be required to participate in a psychological evaluation to determine your fitness to perform the essential duties of the position. Failure to meet the standards set forth in this evaluation will result in disqualification.

**Background Investigation:** You will undergo a thorough background investigation to determine your suitability for appointment as a Correction Officer. Conviction of a felony will bar appointment. Conviction of misdemeanors or violations of law may bar appointment. A person adjudicated as a youthful offender may be disqualified from appointment. Failure to meet the standards for the background investigation will result in disqualification. Fingerprinting is required and you will be responsible for paying the fee.

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

**Character and Fitness:** Each potential appointee will be the subject of a thorough investigation to help determine character and fitness, and also to verify information provided by the applicant. Applicants must authorize access to educational, financial, military, employment, criminal history, and mental health records. Information contained in such records will be reviewed and evaluated and, if found to be inconsistent with the qualifications for appointment, will result in disqualification. Candidates who receive a satisfactory evaluation on the background investigation and meet all other administrative requirements, will be considered for appointment.

**Traineeship:** As a Correction Officer Trainee, you will be required to participate in and satisfactorily complete all requirements of a 12 month traineeship program before you can advance to Correction Officer. Upon initial appointment, you must attend the DOCCS Training Academy, which is a paid training program structured in a paramilitary environment. You must reside at the Training Academy Sunday evenings through Friday afternoons for a period of 8 weeks. The Training Academy program will include academic courses in emergency response procedures and concepts and issues in corrections. You will also receive physical training to develop fitness, strength, and stamina. Failure to maintain the required academic standing, demonstrate proficiency (qualify) with department issued firearms, demonstrate proficiency in department approved defensive tactic techniques, obtain certification in cardiopulmonary resuscitation (CPR), or meet the physical standards will result in your employment being terminated. Upon graduation from the Training Academy Program, you will be a New York State Peace Officer and receive on-the-job training for 3 weeks; then be assigned to full duty at a Correctional Facility based upon the staffing needs of the department.

**Probation:** All appointees will be required to serve and satisfactorily complete a probationary period of up to 52 weeks which begins at the time of permanent appointment. During probation, performance will be periodically reviewed and carefully evaluated. A probationer who fails to meet the performance standards may be terminated at any time.

**Advancement:** Upon successful completion of the probationary period, Trainees will be appointed to Correction Officer (G-14).

**SUBJECT OF EXAMINATION:** There will be a written test which you must pass in order to be considered for appointment. The written test is designed to test for knowledge, skills, and/or abilities in such areas as:

1. Applying written information in a correctional services setting – These questions test for the ability to read, interpret and apply rules, regulations, directives, written narratives and other related material. You will be required to read a set of information, and to appropriately apply the information to situations similar to those typically experienced in a correctional services setting. All the information needed to answer the questions is contained in the set of information provided. No prior knowledge of the subject is required.
2. Observing and recalling facts and information – These questions test for the ability to observe and recall information presented. You will be presented with information describing or depicting prison scenes or other facts. You will have a short time to memorize the information before it is collected by the monitor. You will then be asked to recall specific details of the information presented.
3. Preparing written material – These questions test for the ability to present information clearly and accurately, and to organize paragraphs logically and comprehensibly. For some questions, you will be given information in two or three sentences followed by four restatements of the information. You must then choose the best version. For other questions, you will be given paragraphs with their sentences out of order. You must then choose, from four suggestions, the best order for the sentences.
4. Understanding and interpreting written information – 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.

Your final score must be 70 or higher in order to pass. Rank on the eligible list will be determined after adding any wartime veterans' and Civil Service Law Section 85-a credits to your final passing score.

**TEST GUIDE:** *A Guide to the Written Test for the Entry-Level Correction Officer Trainee Series* is available on the Department website at <http://www.cs.ny.gov/testing/statetestguides.cfm>.

#### HOW TO APPLY:

- Online our Internet address is <http://www.cs.ny.gov/exams>. NOTE: If you apply online, the non-refundable application processing fee must be paid online via a credit card unless you qualify for a waiver or you are a member of NYS CSEA; or
- Download the examination application NYS-APP#3 25-831 & 25-832 form at <http://www.cs.ny.gov/announce/applications.cfm>; or
- Email [cs.sm.examininfo@cs.ny.gov](mailto:cs.sm.examininfo@cs.ny.gov) to request NYS-APP#3 25-831 & 25-832 form; or
- Obtain NYS-APP#3 25-831 & 25-832 form from a State agency or facility personnel/business office; or
- Request NYS-APP#3 25-831 & 25-832 form by calling the Department of Civil Service in the Albany area at 518-457-2487 [press 2, then press 3] or toll free at 1-877-697-5627 [press 2, then press 3].

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

#### ADDITIONAL INFORMATION

**ADMISSION TO EXAMINATION:** Notice to appear for the test may be conditional as review of applications may not be made until after the test. If you have not received your notice to appear for the written test three days before the date of the test, call 518-474-6470 in the Albany area or toll free at 1-877-697-5627 [press 2, then press 1].

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

Appointment to many positions in State government require candidates to undergo an investigative screening. This may include a thorough character investigation, a Federal Bureau of Investigation Criminal Record History Check, a Child Abuse Registry clearance; or other similar procedures. Candidates may be fingerprinted and may be required to pay any necessary fees for that procedure. Depending on the nature of the job, the criminal convictions discovered, or any falsified or omitted information revealed, the investigative findings may bar appointment or result in removal after appointment.

**ELIGIBILITY FOR EMPLOYMENT:** You must be legally eligible to work in the United States at the time of appointment and throughout your employment with New York State. If appointed, you must produce documents that establish your identity and eligibility to work in the United States, as required by the federal Immigration Reform and Control Act of 1986, and the Immigration and Nationality Act.

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

**REASONABLE ACCOMMODATIONS IN TESTING:** 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 Administration Unit of the Department of Civil Service. In the Albany area, call 518-457-2487 [press 2, then press 2]. Outside of the Albany area, call toll free at 1-877-697-5627 [press 2, then press 2]. For TDD services, call NY Relay at 711 (requires a fee) or 1-800-662-1220.

**MULTIPLE EXAMINATIONS SCHEDULED FOR THE SAME DAY:** If you have applied to take a written test announced by either one or several local jurisdictions (county, town, city) scheduled to be held on the same test date as this written 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/jobserver.html>.

**CELL PHONES OR ELECTRONIC/COMMUNICATION DEVICES AT THE TEST SITE:** Do NOT bring cell phones, beepers, headphones, or any electronic or other communication devices to the test site. The use of such devices at the test site in the test room, hallways, restrooms, building, grounds, or other areas could result in your disqualification.



Dear Applicant:

Thank you for your interest in the examination for New York State correction officer trainee scheduled to be held by the Department of Civil Service on January 10, 2015.

You may apply for the examination on-line at the Department of Civil Service website at [www.cs.ny.gov/exams](http://www.cs.ny.gov/exams).

You may also view or download the examination announcement and application forms from our website at [www.doccs.ny.gov](http://www.doccs.ny.gov). If you choose to mail your completed application to the Department of Civil Service, it must be postmarked no later than November 25, 2014. A \$35 filing fee must also accompany your application. A check or money order should be made payable to the NYS Department of Civil Service to cover this fee. Failure to include the filing fee will result in the rejection of your application by the New York State Department of Civil Service and its being returned to you. Although you will be allowed to re-apply upon re-submission of your application with the filing fee, you will not be allowed into the examination unless both application and filing fee are received with a postmark date of no later than November 25, 2014. Please note that under certain circumstances, some applicants are exempted from the fee requirement. For information on this exemption, please see the examination announcement. Your application and filing fee must be submitted directly to:

APPLICATION PROCESSING  
NYS DEPARTMENT OF CIVIL SERVICE  
ALBANY, NEW YORK 12239

The Department of Corrections and Community Supervision would like to thank you for your interest in employment with our agency. We feel that you will find a career with our agency both challenging and rewarding. We hope you will take this step toward potentially joining us as an employee of the Department.

APPLICATION FOR CORRECTION OFFICER TRAINEE

Send Completed Application to: Albany, NY 12239

ONLINE FILING AVAILABLE AT: www.ccs.ny.gov

Announced Test Date: January 10, 2015

- 25-831, Correction Officer Trainee
25-832, Correction Officer Trainee (Spanish Language)

Last Name, First Name, MI

Mailing Address: No. Street, Apt. or P.O. Box

City or Post Office, State, Zip Code

Social Security Number

Home Phone, Day Phone

Do you have a High School or Equivalent Diploma? Yes No

If YES, Name and location of High School or Issuing Governmental Authority:

RELIGIOUS ACCOMMODATION: I cannot be tested on the scheduled test date due to a conflict with a religious observance or practice.

REASONABLE ACCOMMODATIONS IN TESTING: I require reasonable accommodations to take this test.

ELIGIBILITY FOR EMPLOYMENT: You must be legally eligible to work in the United States at time of appointment and throughout your employment with New York State.

For Civil Service Use Only: W G U

NON-REFUNDABLE PROCESSING FEE

- Check One: I have enclosed the fee. (Enclose a check or money order payable to the NYS Department of Civil Service.) DO NOT SEND CASH! (The fee will NOT BE REFUNDED. If your application is DISAPPROVED.)

Please read exam announcement and information below.

- No Fee Is Due Because: I am a NY State employee represented by CSEA in Negotiating Units 02, 03, 04, or 47, and my fee is paid by my union for an OPEN-COMPETITIVE examination. (State employees represented by PEF are required to pay the Application Processing Fee.) I am unemployed and primarily responsible for the support of a household. I am receiving public assistance.

I affirm under penalties of perjury that all statements made on this application (including any attached papers) are true. I understand that all statements made by me in connection with this application are subject to investigation and verification and that a material misstatement or fraud may disqualify me from appointment and/or lead to revocation of my appointment.

Signature of Applicant, Date, Please print any other last name by which you are or have been known.

EXAMINATION APPLICATION: Use this form to apply for Examination Numbers 25-831 and 25-832, Correction Officer Trainee. Read the exam announcement carefully to be sure that you meet the Minimum Qualifications. Mail your application and the required processing fee to Application Processing, NYS Department of Civil Service, Albany, New York 12239.

ADMISSION TO EXAMINATION

You will be admitted to the test pending a full review of your application. If you take the test but your application is disapproved later, we will notify you of the reason. If you do not receive an admission notice from us at least three days prior to the test date, immediately call (518) 474-6470 in the Albany area, or toll free at 1-877-697-5627 (press 2, then press 1).

PLACE OF EXAMINATION

The written tests are held in the following locations, although some may not be open for this examination. You will be assigned to the nearest OPEN location based on the postal ZIP code for your mailing address: Albany, Amsterdam, Binghamton, Buffalo, Fredonia, Hicksville, Kingston, Middletown, New York City (Manhattan), NYCad, Port Jefferson, Poughkeepsie, Rochester, Saranac Lake, Syracuse, Utica, or Watertown.

RELIGIOUS ACCOMMODATIONS

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

REASONABLE ACCOMMODATIONS IN TESTING

We provide reasonable accommodations for persons with disabilities to take a test. If you need a reasonable accommodation, check the box. "I require reasonable accommodations to take this test." On or before the last date for filing applications, write to the Department of Civil Service or call (518) 457-2487 (press 2, then press 2) (in the Albany area) or 1-877-697-5627 (outside of the Albany area) and describe the accommodation you need. For TDD services, call NY Relay at 711 (requires a fee) or 1-800-662-1220.

NON-REFUNDABLE PROCESSING FEE

Refer to the front of the exam announcement for the required processing fee. Enclose a check or money order for the total amount required, made payable to the New York State Department of Civil Service. DO NOT SEND CASH. If your application is disapproved, the fee will not be refunded. Check the box. "I have enclosed the fee." If you are a NYS employee in a position represented by CSEA and you are applying for an OPEN-COMPETITIVE examination, you are not required to submit a processing fee under current negotiated agreements. Check the box. "I am a NY State employee represented by CSEA in Negotiating Units 02, 03, 04, or 47, and my fee is paid by my union for an OPEN-COMPETITIVE examination. (State employees represented by PEF are required to pay the Application Processing Fee)." Refunds will not be issued to employees covered by the agreements if they submit a fee. No fee is due if you are unemployed and primarily responsible for the support of a household. Do not enclose any payment with your application. Check the box. "I am unemployed and primarily responsible for the support of a household." No fee is due if you are determined eligible for Medicaid, or receiving Supplemental Social Security payments, or Public Assistance (Temporary Assistance for Needy Families/Family Assistance or Safety Net Assistance) or are certified Job Training Partnership Act/Workforce Investment Act eligible through a state or local social service agency. Do not enclose any payment with your application. Check the box. "I am receiving public assistance." All claims are subject to verification. Those not supported by appropriate documentation are grounds for barring or rescinding an appointment.

ADDITIONAL EXAMINATION CREDITS PURSUANT TO CIVIL SERVICE LAW SECTION 85-a

If you are a child or sibling of a firefighter, police officer, emergency medical technician, or paramedic who was killed in the line of duty in the service of New York State, you may be entitled for additional examination credits pursuant to Civil Service Law Section 85-a. For further information, please contact the Department of Civil Service at (518) 473-9950.

PERSONAL PRIVACY PROTECTION LAW NOTIFICATION

The information which you are providing on this application is being requested pursuant to Section 86.3 of the New York State Civil Service Law for the principal purpose of determining the eligibility of applicants to participate in the examination(s) for which they have applied. This information will be used in accordance with Section 86(1) of the Personal Privacy Protection Law, particularly subdivisions (b), (c), and (f). Failure to provide this information may result in disapproval of the application. This information will be maintained by the Director, Division of Staffing Services, Department of Civil Service, Albany, New York 12239. For further information, relating only to the Personal Privacy Protection Law, call (518) 457-9375. For examination information, call (518) 457-2487 (press 2, then press 3), or toll free at 1-877-697-5627 (press 2, then press 3).

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, or arrest and/or criminal conviction record unless based upon a bona fide occupational qualification or other exception.

It is the policy of New York State Department of Civil Service to provide qualified persons with disabilities equal opportunity to participate in and receive the benefits, services, programs and activities of the Department, and to provide such persons reasonable accommodations and necessary modifications as are necessary to provide such equal opportunity, including accommodations in the examination process. Further, it is the policy of the Department to provide reasonable accommodations for religious observance.

**EXTRA CREDITS FOR WAR TIME VETERANS**

**COMPLETE THIS SECTION ONLY IF YOU:** Wish to claim War Time Veteran Credits, AND have not used **DISABLED** veteran credits for a permanent appointment to a position in New York State or Local Government. Answering questions in this section means that you are requesting extra credits as either a non-disabled veteran or a disabled veteran. All veterans are encouraged to answer questions in this section of the application to ensure that appropriate points are added to passing examination scores. Veterans who answer "YES" to questions 1, 2, AND 3 may receive tentative credits as a non-disabled veteran; candidates who also answer "YES" to question 4 may receive tentative disabled veteran credits. If you previously used non-disabled veteran credits to obtain a permanent appointment to a position in New York State or Local Government, and subsequent to appointment, were certified as a disabled veteran, you may be eligible to receive additional disabled veteran credits by answering "YES" to BOTH questions 5a AND 5b in this section. NOTE: All veterans claiming extra credit will be required to produce eligibility documentation which will be verified at time of interview. Candidates found ineligible for such credit will have the points subtracted from their examination score(s). If it is determined that veteran credits do not increase one's reachability for appointment from an eligible list, the use of veteran credits for such appointment will be waived, and veteran credits for future civil service examinations until such time as they are used to receive a permanent appointment as provided by the New York State Constitution.

1. Yes  No  Do you expect to receive or have you already received a discharge which was honorable or release under honorable circumstances from the Armed Forces of the United States? The "Armed Forces of the United States" means the Army, Navy, Marine Corps, Air Force and Coast Guard, including all components thereof, and the National Guard when in the service of the United States pursuant to call as provided by Law, on a full-time active duty basis other than active duty for training purposes.
2. Yes  No  Are you now serving, or have you served, on an active duty basis other than active duty for training purposes during one or more of the following Time of War periods?  
 In the Armed Forces:  
 • Aug. 2, 1990 until the Persian Gulf hostilities end  
 • Feb. 28, 1961 to May 7, 1975  
 • June 27, 1950 to Jan. 31, 1955  
 • Dec. 7, 1941 to Dec. 31, 1946  
 or earned the Armed Forces, Navy, or Marine Corps  
 or in the U.S. Public Health Service:  
 • June 26, 1950 to July 3, 1952  
 • July 29, 1945 to Sept. 2, 1945  
 or in the U.S. Public Health Service:  
 • June 26, 1950 to July 3, 1952  
 • July 29, 1945 to Sept. 2, 1945
3. Yes  No  Are you a United States citizen or an alien lawfully admitted for permanent residence?
4. Yes  No  Do you have a service connected disability rated at 10% or more by the U.S. Department of Veterans Affairs? This disability must have been incurred during a Time of War period listed above.
- 5a. Yes  No  Have you USED NON-DISABLED veteran credits for a permanent appointment to a position in New York State or Local Government?  
 If you answered "Yes" to "5a" above, you must answer "5b".
- 5b. Yes  No  After you were permanently appointed using non-disabled veteran credits, were you subsequently certified as having a service connected disability rated at 10% or more by the U.S. Department of Veterans Affairs?

**New York State Residency Requirement for Extra Credits as a War Time Veteran or Disabled Veteran:** You will be required to provide proof of current New York State residency at time of appointment.

**ADDITIONAL QUESTIONS FOR OPEN-COMPETITIVE APPLICANTS ONLY**

Certain job titles, including many law enforcement positions (such as Correction Officer, Parole Officer, and Park Patrol Officer) and direct patient care positions (such as Mental Health Therapy Aide and Secure Care Treatment Aide), are subject to additional agency criminal history background investigations, as required by law. Applicants should read the official examination announcement for more specific information.

For other titles, please be advised that, while you are required to provide the requested information at this time and the Department of Civil Service may begin the review process, the specific information supplied in this section will not be shared with the interviewing agency(ies) until at least after the first interview. Answering YES to Question 5 may or may not preclude employment, depending on the nature of the criminal offense, its relationship to the position sought, and other factors that must be considered before employment may be lawfully denied based on prior convictions.

If you answer YES to any of these questions, please provide an explanation in the REMARKS section provided below:

1. Yes  No  Were you ever discharged from any employment except for lack of work, funds, disability or medical condition?
2. Yes  No  Did you ever resign from any employment rather than face a dismissal?
3. Yes  No  Did you ever receive a discharge from the Armed Forces of the United States which was not an "Honorable Discharge" or a "General Discharge under Honorable Conditions"?
4. Yes  No  Do you have an arrest or criminal accusation currently pending against you?
5. Yes  No  Have you ever been convicted of a criminal offense (felony or misdemeanor)?

You should answer NO to Question 5 if:

- a. Your conviction (felony or misdemeanor) was sealed by a court; or
- b. The criminal action or proceeding was terminated in your favor, e.g. was dismissed, you received an Adjudgment in Contemplation of Dismissal and the adjournment period has elapsed, you were acquitted; or
- c. The proceeding on the criminal offense resulted in a juvenile delinquency finding or youthful offender adjudication which has been sealed/expunged pursuant to the Family Court Act; or
- d. After completing a treatment program, your plea to a felony or a misdemeanor was withdrawn and you were resentenced to a violation which was sealed by the court or the completion of the program resulted in a dismissal of all charges by the court.

Failure to disclose a prior conviction that does not meet the criteria above, or to truthfully answer these questions, may result in denial of employment based on falsification of the employment application.

**REMARKS:**

# Correction Officer Exam

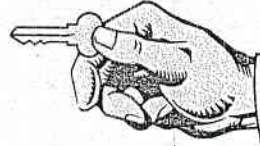
A new examination for the position of correction officer with the New York State Department of Corrections and Community Supervision will be held on

January 10, 2015

## THE KEY TO A SECURE FUTURE

APPLICATIONS MUST  
BE POSTMARKED  
NO LATER THAN  
NOVEMBER 25, 2014.

Don't miss this opportunity for a rewarding career with the New York State Department of Corrections and Community Supervision as a correction officer.



## THE POSITION OF CORRECTION OFFICER:

Candidates must be 21 years of age on or before the date of their appointment

Correction officer positions are located throughout New York State in various facilities of the NYS Department of Corrections and Community Supervision. As a correction officer, under the direct supervision of a higher-ranking officer, you would be responsible for the custody and security, as well as the safety and well-being, of criminal offenders in State Correctional Facilities. You would supervise the movement and activities of inmates; make periodic rounds of assigned areas; conduct searches for contraband; maintain order within the facility; and prepare reports as necessary. You would advise inmates on the rules and regulations governing the operation of the facility and assist them in resolving problems. You would have a high degree of responsibility for your actions and decisions. You would play a large role in the rehabilitative process related to the incarcerated population. You may also be required to carry firearms in the performance of certain duties and to perform other related work as required.

### Compensation

\$ 39,794 – hiring rate  
\$ 200 – Lump sum paid after eight weeks of training  
\$ 41,858 – 6 month salary rate  
\$ 47,930 – After completion of 26 full bi-weekly payroll periods

Annual salary advancements are based on performance evaluations. Employees are also eligible for pay raises as negotiated by their certified bargaining agent.

Additional compensation is provided through a pre-shift briefing premium and corrections expanded duty pay payable each payroll period in addition to base salary. This additional compensation currently amounts to \$179.73 per payroll period.

An inconvenience pay program is in place for evening and night shift employees.

Appointees who work in the five boroughs of New York City or in Nassau, Suffolk, Rockland or Westchester Counties will receive an additional \$3,438 annual downstate adjustment. Appointees who work in Dutchess, Orange or Putnam Counties will receive an additional \$1,280 annual Mid-Hudson adjustment.

### Academy Training Program

You will be required to participate in, and satisfactorily complete, all requirements of a 12-month training program before you can advance to correction officer. As part of the program, you will attend the Correctional Services Training Academy for a minimum of EIGHT weeks of formal training. Paid training at the Academy will include academic courses in such areas as emergency response procedures, interpersonal communications, legal rights and responsibilities, security procedures, and concepts and issues in corrections. You will also receive rigorous physical training to develop fitness, strength and stamina. To physically qualify, it is necessary to perform seven sequential job related tasks in two minutes and fifteen seconds or less. Failure in any of the tasks will result in the recruit failing to meet the agency qualification standards and, accordingly, being dismissed from the Academy. The test is administered during the final week of the training program at the Academy. A thorough explanation and demonstration of the course, and an opportunity for a trial run, will precede the final test.

### College Credit

Candidates who successfully complete the Academy Training and their probationary period are eligible to earn up to sixteen (16) college credits towards a post-secondary degree. Further information can be obtained during your ACADEMY training period.

### Reassignment

Upon completion of the Training Academy program and the on-the-job-training period, new correction officers are assigned to facilities based upon staffing needs of the Department, and can only be assigned to facilities for which no reassignment list exists. This generally



means that new officers are placed at facilities in the lower and mid Hudson Valley areas. Thereafter, employees may request to be reassigned, on the basis of seniority, to other facilities. The waiting time for a transfer depends upon the length of existing reassignment lists and correction officer turnover. It may take several years to be reassigned to certain facilities. However, reassignment to other facilities may be considerably shorter in time. All reassignments are by seniority. Complete details of this procedure are available in each facility's Personnel Office.

Insurance Benefits *HEALTH:* Health insurance and Prescription Drug Coverage for yourself only or family coverage for yourself and your eligible dependents is provided at low cost to the employee. Correction officers can select from several health insurance options to obtain the coverage which best suits their needs. There is a 56-day waiting period before coverage takes effect for new employees.

*DENTAL:* The State of New York and Security Services Unions have a group contract with Group Health Incorporated (GHI) to provide you and your covered dependents with dental insurance benefits, at no cost to the employee. There is a 56-day waiting period before coverage takes effect for new employees.

*VISION CARE:* Vision benefits are provided to new State employees and qualified dependents, once the employee has been on the payroll for 56 days, at no cost to the employee.

*LIFE:* Life insurance available at reduced premiums through your certified bargaining agent.

Leave Benefits *ANNUAL LEAVE:* Entry level employees earn annual leave at the rate of one half day per pay period or 13 days annually. Additional bonus days are provided in union contracts. Forty days maximum accumulation is allowed.

*PERSONAL LEAVE:* Five days of leave are granted on the date of employment for use each year. Personal leave is not cumulative.

*SICK LEAVE:* Earned at the rate of one-half day per pay period or 13 days annually. Accumulation of sick leave from year to year is allowed with a maximum accrual of 225 days. Absences due to illness or death in the employee's immediate family may be chargeable to sick leave, not to exceed 15 days per calendar year.

*WORKERS' COMPENSATION LEAVE:* An employee necessarily absent from duty because of an occupational injury may choose Workers' Compensation Law benefits or the Leave Benefit Program. If the contractual benefits are chosen, the individual agrees to be part of a medical evaluation process designed to return individuals to work on limited duty or light duty prior to full recovery.

*HOLIDAY OBSERVANCES:* There are twelve days, which are observed as holidays by New York State. Correction officers required to work on a holiday shall receive, at their option, either (a) additional compensation or (b) a compensatory day off.

Retirement *General:* Membership is mandatory for permanent, full-time employees. Correction officers are enrolled in accordance with Article 22, Tier 6 of the New York State Employees' Retirement System. Correction officers also have a special provision which allows them to retire at any age, as long as they have 25 years of uniformed service.

*Death Benefits:* Ordinary and accidental death benefits are payable on your behalf to survivors through application to the Retirement System.

Other *Credit Union:* Payroll deduction savings and loan feature.  
*Consumer Buying Power:* Available through your certified bargaining unit.

*Education & Training:* Tuition reimbursement is available for higher education. Continuous on-the-job training is available as an enhancement to promotional opportunities.

Identification Cards, Badges and Fingerprinting Correction officers are Peace Officers under Section 2.10 of the Criminal Procedure Law. Fingerprinting is required of all employees. There is a mandatory \$75 fee for fingerprinting. You must have your ID card with you at all times. Badges are provided by the Department to all correction officers.

You may apply on-line or download examination information and applications at the New York State Department of Civil Service web page - <http://www.es.ny.gov/exams>

To apply you must use form NYS-APP. Forms are available (by mail) at the New York State Department of Civil Service: Albany, NY 12239. Forms may be obtained at one of the NYS Department of Labor Community Service Centers, or local offices; these offices cannot handle mail requests.

Find out more about the Department of Corrections and Community Supervision.

See DOCCS web page - <http://www.doccs.ny.gov/>

# A CAREER IN CORRECTIONS



ANDREW M. CUOMO, GOVERNOR – ANTHONY J. ANNUCCI, ACTING COMMISSIONER

## Correction Officer Trainee

salary starts at \$39,794\* and increases to \$47,930 after one year

We offer the opportunity for a fulfilling career in a stable work environment, with numerous prospects for advancement. Benefits include competitive health and life insurance, 13 paid vacation days, 12 paid holidays, 5 paid personal days, paid sick leave, and a pension plan that allows you to retire after 25 years of service. Become a correction officer with the New York State Department of Corrections and Community Supervision in one of our many correctional facilities located throughout New York State.

The New York State Department of Corrections and Community Supervision will be hiring thousands of new correction officers over the next few years. If you want to be one of them, you must take and pass the Civil Service Examination on **January 10, 2015**. Applications must be postmarked by **November 25, 2014**.

### MINIMUM QUALIFICATIONS:

1. There is no minimum age requirement to take the exam. However, you must be at least 21 years old at time of appointment. There is no maximum age limit.
2. You must be a high school graduate or have a high school equivalency diploma. No college credits are required for this position.
3. You must be a United States citizen.
4. Out-of-state residents are encouraged to take the written test, but you must be a resident of New York State to accept and continue employment.

\*The salary will increase to \$41,858 after 6 months. Additional compensation is provided through a pre-shift briefing premium and corrections expanded duty pay payable each payroll period in addition to base salary. This additional compensation currently amounts to \$179.73 per payroll period. Appointees who work in the five boroughs of New York City or in Nassau; Suffolk, Rockland or Westchester Counties will receive an additional \$3,438 annual downstate adjustment. Appointees who work in Dutchess, Orange, or Putnam Counties will receive an additional \$1,280 annual Mid-Hudson adjustment.

NYSDOCCS is a non-discriminatory affirmative action employer and strongly encourages females and minorities to apply.

Apply on-line or download exam announcements and applications at [www.cs.ny.gov/exams](http://www.cs.ny.gov/exams)

Visit our website at [www.doccs.ny.gov](http://www.doccs.ny.gov) for additional information on the position of correction officer.