



ERIC L. ADAMS
Mayor

DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES
BUREAU OF EXAMINATIONS

DAWN M. PINNOCK
Commissioner

NOTICE OF EXAMINATION

PROMOTION TO CAPTAIN (CORRECTION)
Exam No. 4519
SECOND AMENDED NOTICE - December 18, 2024

WHEN TO APPLY: From: October 4, 2023

APPLICATION FEE: \$96.00

To: October 24, 2023

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, January 23, 2025.**

The Notice of Examination is amended to change the date multiple-choice testing is expected to begin from a date to be determined to Thursday, January 23, 2025 and updating the Method of Computing Seniority chart. Candidates who previously applied do not need to apply again.

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

WHAT THE JOB INVOLVES:

Under general supervision, Captains (Correction) are tasked with the supervision of Correction Officers charged with the care and custody of incarcerated individuals. They coordinate the supervision of inmates; supervise and evaluate work performance of subordinates; oversee inmate movement; authorize and direct search activities; respond to reports of emergencies; confer with staff of all ranks to give and/or receive instructions and to make and/or receive reports; and drive a motor vehicle. All Captains (Correction) perform related work.

Special Working Conditions:

Captains (Correction) may be required to work various shifts including nights, Saturdays, Sundays, and holidays.

Some of the physical activities performed by Captains (Correction) and environmental conditions experienced are: standing for up to 8 1/2 hours continuously; walking up several flights of stairs; using physical force to break up fights; when assigned a double tour, working seventeen (17) hours continuously; working outdoors in all kinds of weather; lifting heavy objects; moving heavy items; being exposed to fumes from disinfectants and sanitary supplies; wearing bullet-resistant or radiation protective vest; being subjected to close contact with inmates; responding to smoke/fire conditions which may require turn-out gear such as boots, gloves, coats and using a 25lb. Scott Air pack (Self Contained Breathing Apparatus), when necessary.

(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 \$93,255 per annum. This rate is subject to change.

ELIGIBILITY TO TAKE EXAMINATION:

This examination is open to each employee of the New York City Department of Correction 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 Correction Officer; **and**
2. has held such permanent competitive title of Correction Officer for not less than two years; **and**
3. is not otherwise ineligible.

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

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

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

ELIGIBILITY TO BE PROMOTED:

In order to be eligible for promotion, you must have completed your probationary period in the eligible title as indicated in the above "Eligibility To Take Examination" section, and you must be permanently employed in the eligible title or your name must appear on a Preferred List for the eligible title at the time of promotion. Additionally, you must have served permanently in the eligible title for at least three years. **Note:** See "EFFECTS OF A BREAK IN SERVICE" section, below.

EDUCATION REQUIREMENT:

If promoted, you will be required to possess, by the completion of the probationary period for Captain (Correction), sixty (60) college credits from an accredited college or university or an educational equivalent, as described below.

College education must be from an accredited college or university, accredited by regional, national, professional or specialized agencies recognized as accrediting bodies by the U.S. Secretary of Education, and by the Council for Higher Education Accreditation (CHEA).

If you were educated outside of the United States, you must have your foreign education evaluation evaluated to determine its equivalence to education obtained in the United States. This is required only if you need credit for your foreign education in this examination.

All official documents and proof required to qualify (e.g. transcripts and/or foreign education credit evaluation) must be submitted directly by the college, university, or evaluating service to the Human Resources Division of the Department of Correction before the end of the probationary period. If you have previously submitted a transcript in connection with another Department of Correction promotional examination, you must resubmit a transcript, even if you have not earned any additional credits. Documents will not be accepted from individual candidates.

Any employee who graduated from the Correction Academy (Recruitment Training) will be deemed to have received college credit on the following basis and will not be required to submit a transcript to verify these credits:

Graduation Date:	College Credits Earned:
Before April 30, 1979	6 college credits
April 30, 1979 - August 31, 1995	13 college credits
September 1, 1995 - June 30, 1998	18 college credits
July 1, 1998 - Current	21 college credits

Educational Equivalent: Each year of experience as a Correction Officer may be substituted for 1.76 college credits up to a maximum of twenty-five (25) years or forty-four (44) college credits. Work experience as a Correction Officer will be prorated in three month increments only.

REQUIREMENT(S) TO BE PROMOTED:

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

Screening Requirements: Promotion into this title and assignments to any special unit are subject to certain mandated screening and review requirements set forth at Part XII of the Consent Judgment in *Nunez v. City of New York*, 11 Civ. 5845 ("Nunez screening requirements"), which can be reviewed at <https://www.justice.gov/opa/file/624846/download>. You must satisfy the Nunez screening requirements in order to be promoted and/or assigned to special units.

Drug Testing: All eligibles for promotion to Captain (Correction) will be required to submit to a drug test. Additionally, as a probationary Captain (Correction), you are subject to random drug testing during Academy Training. You may again be drug tested on a random basis after your probationary period is completed or as a prerequisite for assignment. Any member of the NYC Department of Correction found in possession of or using illegal drugs, or who fails, refuses, or attempts to evade a drug test, will be terminated. The NYC Department of Correction has a strict zero tolerance policy concerning illegal drug use.

Driver License Requirement: By the time you are promoted to this position, you must have a motor vehicle driver license valid in the State of New York. If you have moving violations, license suspension(s) or an accident record, you may be disqualified. This license must be maintained for the duration of your employment.

Medical and Physical Requirement: All eligibles for promotion must be medically and physically able to wear turn-out gear such as boots, gloves, coats and use a 25 lb. Scott Air Pack (Self Contained Breathing Apparatus) to respond to fire emergencies as well as be able to don a gas mask in instances where chemical agents may be used in jail facilities.

Residency Requirement: The New York State Public Officers Law requires that at the date of promotion, you must be a resident of the City of New York, or of Nassau, Westchester, Suffolk, Orange, Rockland or Putnam counties.

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, 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/faqs>. **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 & Application 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.

The centers will be open Monday through Friday from 9:00 AM to 5:00 PM:

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

The DCAS Computer-based Testing & Application Centers will be closed on Monday, October 9, 2023.

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

Special Circumstances Guide: This guide is located on the DCAS website at https://www1.nyc.gov/assets/dcas/downloads/pdf/employment/pdf_c_special_circumstances_guide.pdf and available at the DCAS Computer-based Testing & Application 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."

CREDITS FOR PRIOR SERVICE IN A UNIFORMED TITLE:

In accordance with Section 13-153 of the New York City Administrative Code, any member of the uniformed force of the Correction Department who immediately prior to his or her appointment or employment as such, has served as a member of the uniformed transit police force, housing police service, or uniformed force of the Department of Sanitation shall have the time served in any of such positions counted as service in the eligible title in determining eligibility and seniority for this promotion.

REQUIRED INFORMATION:

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

THE TEST:

The multiple-choice test will be given at a computer terminal. A score of at least 70% is required to pass this test. Your score on this test will determine 75% of your final score. Your seniority, awards, educational achievement and training courses will determine the remaining 25%. Only candidates who obtain a score of at least 70% on the multiple-choice test will be credited with seniority, awards, educational achievement, training courses and, if applicable, veterans' preference credit.

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

Task areas to be tested are as follows:

Conducts Inspections, Searches and Tours: These tasks involve the monitoring and supervision of inspections of Correction Officers, searches of inmates and tours of a Department of Correction facility.

Responds to Conflicts, Emergencies and Other Unusual Situations: These tasks involve the direction and supervision of staff in conflicts and other emergencies and follow-up procedures.

Supervises and Monitors Facility Activities: These tasks involve the monitoring and follow-up of compliance with various consent decrees as they pertain to inmates and operation of the facility.

Oversees Inmate Movement: These tasks involve the oversight and accounting of, and placement of inmates within and outside a Department of Correction facility, including new admissions, hospital runs, scheduled activities and discharges.

Communicates Information: These tasks involve the communication and sharing of information pertaining to the operation of Department of Correction facilities among staff at all levels.

Supervises, Trains, Counsels and Evaluates Subordinates: These tasks involve the supervision of subordinate work performance, the provision of training and counseling when needed to subordinates.

Prepares, Completes and Reviews Forms, Logs and Reports: These tasks involve the preparation and review of Forms, Logs, Memos and other Reports for completeness, accuracy, direction and follow-up action.

Performs Administrative Duties: These duties involve the assigning of overtime to staff, overall inmate count and the collection and distribution of forms to Correction Officers.

Monitors New Admission and Discharge Process: These duties involve ensuring time frames are adhered to during the new admission and discharge process.

The test may include questions which require working knowledge or better (without Reference Material) of the following non-exclusive list of sources in effect up to and including September 30, 2023, such as **Department of Correction Rules and Regulations; Minimum Standards for NYC Correctional Facilities; Health Care Minimum Standards; Policy and Procedures Directives; General Orders; Operations Orders; Inmate Rule Book; Special Tele-Types; Mental Health Minimum Standards; Consent Decrees; Court Mandates; Standards of Proper Employee Ethical Conduct, including the provisions of Mayor's Executive Order No. 16 of 1978, as amended.**

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: A Captain (Correction) may use this ability when determining which information obtained from inmates during a use of force investigation is factual and non-factual.

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: A Captain (Correction) may use this ability when assessing a problem in a Housing Area, creating an action plan and implementing the plan.

Judgment and 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. While similar to Planning and Organizing, Judgment and Decision-Making are typically applied over a shorter time frame. Example: A Captain (Correction) may use this ability when he/she is the first responder to an alarm and must decide whether to request additional staff and/or lock the entire house during the alarm.

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 for work to be accomplished. Example: A Captain (Correction) may use this ability when ensuring there are enough cleaning supplies to maintain the cleanliness of the jail.

Written Expression: Appropriately communicating information and ideas in written words and sentences so the intended audience will understand. Example: A Captain (Correction) may use this ability when preparing an Incident Report.

Teamwork: Developing mutual trust and cooperation while working together toward the accomplishment of a common goal or outcome. Example: A Captain (Correction) may use this ability when working together with another Captain (Correction) during the course of a Use of Force Investigation.

Integrity: Acting in an honest and ethical manner. Example: A Captain (Correction) may use this ability when reporting corruption.

Updating and Using Relevant Knowledge: Keeping up-to-date technically and applying new knowledge to the job. Example: A Captain (Correction) may use this ability by attending training(s) on various policies and computer programs, and applying the new knowledge obtained 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.

SENIORITY AND AWARDS:

Method of Computing Seniority: Use the following chart to determine the credit for seniority in the permanent eligible title of Correction Officer:

<u>If your Date of Permanent Appointment as a Correction Officer is:</u>		<u>If your Date of Permanent Appointment as a Correction Officer is:</u>	
	<u>You will Receive:</u>		<u>You will Receive:</u>
01/24/23 or after	not eligible to take exam	10/24/18 - 01/19/19	81.000%
10/24/22 - 01/23/23	74.000%	07/24/18 - 10/23/18	81.250%
07/24/22 - 10/23/22	74.500%	04/24/18 - 07/23/18	81.500%
04/24/22 - 07/23/22	75.000%	01/24/18 - 04/23/18	81.750%
01/24/22 - 04/23/22	75.500%	10/24/17 - 01/23/18	82.000%
10/24/21 - 01/23/22	76.000%	07/24/17 - 10/23/17	82.250%
07/24/21 - 10/23/21	76.500%	04/24/17 - 07/23/17	82.500%
04/24/21 - 07/23/21	77.000%	01/24/17 - 04/23/17	82.750%
01/24/21 - 04/23/21	77.500%	10/24/16 - 01/23/17	83.000%
10/24/20 - 01/23/21	78.000%	07/24/16 - 10/23/16	83.250%
07/24/20 - 10/23/20	78.500%	04/24/16 - 07/23/16	83.500%
04/24/20 - 07/23/20	79.000%	01/24/16 - 04/23/16	83.750%
01/24/20 - 04/23/20	79.500%	10/24/15 - 01/23/16	84.000%
10/24/19 - 01/23/20	80.000%	07/24/15 - 10/23/15	84.250%
07/24/19 - 10/23/19	80.250%	04/24/15 - 07/23/15	84.500%
04/24/19 - 07/23/19	80.500%	01/24/15 - 04/23/15	84.750%
01/24/19 - 04/23/19	80.750%	01/23/15 or earlier	85.000%

No additional credit will be given for more than ten (10) years of service in the eligible title, nor will credit be given for more than the actual amount of service an eligible has except as provided by Section 243 of 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 Correction Officer shall be given appropriate credit.

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

Awards: Use the following chart to determine the credit to be added for Department Honors and Attendance.

Honors

Departmental Medal of Honor	add 3.00%
Honorable Mention	add 1.75%
Exceptional Merit	add 1.50%
Commendation	add 1.00%
Meritorious Duty	add 1.00%
Excellent Duty	add 1.00%
Employee of the Month	add 1.00%
Employee of the Year	add 1.00%

Attendance

Perfect Attendance - each year (Maximum 5 years)	add 4.00%
Good Attendance - 1 through 5 days of absence of each year (Maximum 5 years)	add 1.00%

Additional Credit for Educational Achievement*

Awarded JD/Ph.D degree	add 3.00%
Awarded Master's Degree	add 2.75%
Awarded Baccalaureate degree or 90-127 credits completed	add 2.50%
Awarded Associate degree or 61-89 credits completed	add 1.50%

Training Courses**

Training course(s) approved by the DOC resulting in certificate of completion	add 0.15%
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*Credit for educational achievement will be granted for the highest level achieved and will be granted for only one educational achievement level. Credit will be awarded for a degree awarded or courses completed from an accredited college or university.

**Credit will be awarded for successful completion of each training course, approved by the Department of Correction, resulting in certificate of completion in such areas as Sensitivity Training, Substance Abuse, CPR, First Aid, Supervision, Conflict Resolution and Report Writing or a closely related area. A maximum of 1.5% will be granted for training courses.

Terms and Conditions Governing Credit for Departmental Awards, Educational Achievement and Training Courses:

- Credit for awards, educational achievements, and training courses will be granted for 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 or she is subsequently promoted and passes probation). Credit for awards, educational achievement, and training courses will not be split between two promotion exams. If a candidate previously reached the maximum on seniority, awards, educational achievement, and training courses 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, educational achievement and training courses must be used by the candidate in the first successful examination following acquisition and recognition of the award.
- Each award is creditable as of the date the notice of award is signed by the Commissioner of Correction.
- Only awards received prior to the date of the Written Test will be counted.
- Credit for educational achievement and training courses will be granted only for credits, degrees or courses completed by **January 31, 2025**. Employees must submit documentation supporting educational achievement and training courses not later than **March 31, 2025** to the Human Resources Division of the Department of Correction. Documentation submitted after **March 31, 2025** will not be accepted. Appeals requesting credit for educational achievement and training courses for which documentation was submitted after **March 31, 2025** will be denied.
- The maximum credit attainable on awards, seniority, educational achievement, and training courses is 100%. Seniority, awards, educational achievement and training courses, and veterans' preference credits will be awarded only to those candidates who pass the multiple-choice test.

EFFECTS OF A BREAK IN SERVICE:

The period of a break in service will not be credited toward eligibility to take the exam, 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 those purposes.

Time on Preferred Lists: Time on a preferred list will be credited toward eligibility to take the exam, toward the three-year eligibility requirement to be promoted, and in the computation of seniority credits. However, time on a preferred list will not be credited towards completion of the probationary period.

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 are also not permitted to use on site any medical assistive devices, including those that give notifications, alerts or vibrates, during the test without the prior express written authorization of DCAS Bureau of Exams.

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 & Application Center while you are taking the test.

Required Identification: You are required to bring one (1) form of valid (non-expired) signature and photo bearing identification to the test site. The name that was used to apply for the exam must match the first and last name on the photo ID. A list of acceptable identification documents is provided below. **If you do not have an acceptable ID, you may be denied testing.** Acceptable forms of identification (bring one) are as follows: State issued driver's license, City or State issued identification card, IDNYC, US Government issued Passport, US Government issued Military Identification Card, US Government issued Alien Registration Card, Employer ID with photo, or Student ID with photo.

Leaving: You must leave the test site once you finish the test. If you leave the test site after being fingerprinted but before finishing the test, you will not be permitted to re-enter. If you disregard this instruction and re-enter the test site, you may not receive your test results, your test score may be nullified, and your application fee will not be refunded.

CHANGE OF MAILING ADDRESS, EMAIL ADDRESS, AND/OR TELEPHONE NUMBER:

It is critical that you promptly notify DCAS of any change to your mailing address, email address and/or phone number. If we do not have your correct mailing address, email address and/or phone number, you will not receive information about your exam(s), consideration for appointment and/or important information that may require a response by a specified deadline. If you need to update your Mailing Address, Email Address, and/or Telephone Number, read below:

- City Employees - update this information in NYCAPS Employee Self-Service (ESS) at www.nyc.gov/ess
- All Others - update this information on your Profile page in the Online Application System (OASys) by logging into your OASys account and navigating to your Dashboard, then your Profile tab at www.nyc.gov/examsforjobs
- Submit a written request by email at OASys@dcas.nyc.gov, by fax (646) 500-7190, or by regular mail: DCAS, 1 Centre Street, 14th Floor, New York, NY 10007. Your written request must include your full name, social security number, exam title(s), exam number(s), previous mailing and/or email address, and your new mailing and/or email address, and/or new telephone number.

CHANGE OF NAME AND/OR SOCIAL SECURITY NUMBER:

Use the Data Correction Form and follow all instructions for changing your name and/or social security number with DCAS. The following link will provide you with the DCAS Data Correction Form: <https://www1.nyc.gov/assets/dcas/downloads/pdf/employment/dp148a.pdf>.

THE TEST RESULTS:

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

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

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

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 agency's 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. being ordered to military duty; or
2. compulsory attendance before a court or other public body or official having the power to compel attendance; or
3. on-the-job injury or illness caused by municipal employment where you are an officer or employee of the City; or
4. absence from the test within one week after the death of a spouse, domestic partner, parent, parent-in-law, sibling, child or child of a domestic partner where you are an officer or employee of the City; or
5. a clear error for which the Department of Citywide Administrative Services or the examining agency is responsible; or
6. a temporary disability; or
7. pregnancy, childbirth, or a related medical condition.

To request a make-up test, contact Administration, Customer, and Exam Support (ACES) 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:

Probationary Period: As part of the probationary period, probationers will be required to successfully complete a prescribed training course. The probationary period for Captains (Correction) promoted as a result of this examination will be one (1) year. However, after 6 months a Commanding Officer may recommend that the employee be granted permanent status. The probationary period may be extended for an additional six (6) months if the educational requirement has not been met, or for other reasons.

The Prison Rape Elimination Act (PREA): Advancement and promotion into this title are subject to the Federal Regulations of the Prison Rape Elimination Act (PREA), 28 C.F.R. Section 115.17 on Hiring and Promotion. As per PREA, the Department of Correction will not hire or promote anyone who may have contact with inmates and detainees, and who has engaged in sexual abuse in a prison, jail, lockup, community confinement facility, juvenile facility, or other institution (as defined in 42 U.S.C. 1997); or who has been convicted or civilly or administratively adjudicated to have engaged or attempted to engage in sexual activity in the community facilitated by force, overt or implied threats of force, or coercion, or if the victim did not consent or was unable to consent or refuse.

Peace Officer Status: You must satisfy the requirements established by the State of New York for Peace Officers. You must meet and maintain the requirements for Peace Officer Status for the duration of your employment.

Firearms Qualifications: You must qualify and remain qualified for firearms usage as a condition of employment for the duration of your career. The methods, procedures and protocol for the firearms qualification test will be determined by the Department of Correction. A firearms qualification test will be administered annually to determine qualification. In addition, you must remain authorized to carry firearms under Federal and New York State statutes.

Application Receipt:

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

PENALTY FOR MISREPRESENTATION:

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

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

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