



THE CITY OF NEW YORK
 DEPARTMENT OF CITYWIDE
 ADMINISTRATIVE SERVICES
 APPLICATIONS SECTION
 18 WASHINGTON STREET
 NEW YORK, NY 10004

REQUIRED FORMS
APPLICATION FORM EDUCATION AND EXPERIENCE TEST PAPER

RUDOLPH W. GIULIANI
 Mayor

WILLIAM J. DIAMOND
 Commissioner

NOTICE OF EXAMINATION

PROMOTION TO ENVIRONMENTAL POLICE OFFICER

Exam. No. 0500

WHEN TO APPLY: From: April 12, 2000 APPLICATION FEE: \$30.00
To: May 2, 2000 Payable only by money order to D.C.A.S. (EXAMS)

WHAT THE JOB INVOLVES: Environmental Police Officers perform and supervise staff performing duties involved in protecting the watershed areas, water supply systems and installations maintained by the Department of Environmental Protection of the City of New York; enforces the City's Watershed Rules and Regulations and other laws; and performs special duties or assignments as may be directed by superior officers. Environmental Police Officers may perform aerial reconnaissance. There are three Assignment Levels within this class of positions. **Assignment Level I:** Under supervision, an Environmental Police Officer patrols and secures water supply facilities and lands, and monitors the environmental integrity of watershed areas. Environmental Police Officers patrol the watershed area, reservoir areas, installations and other sites maintained by the Department of Environmental Protection for the purpose of safeguarding life and property; maintain order by preventing breaches of the peace, despoilage and theft, and by arresting offenders; investigate suspicious persons and occurrences and make lawful arrests when probable cause exists; collect evidence and consult with superior officers about the preparation thereof for court presentation; testify at trials and note dispositions made of these cases by the court; submit reports on all unusual incidents, including accidents, occurring during the officer's tour of duty; may administer first aid when an accident occurs on the officer's post; direct traffic as needed; investigate and report instances of contamination of water courses or violation of Watershed Rules and Regulations; may provide technical training and participate in public education programs. All personnel perform related work.

Some of the physical activities performed by Environmental Police Officers and environmental conditions experienced are: working outdoors in all kinds of weather; walking and/or standing in an assigned area during a tour; driving or sitting in a patrol car during a tour while remaining alert; running after a fleeing suspect; climbing up stairs; carrying an injured adult with assistance; gripping persons to prevent escape; restraining a suspect by use of handcuffs; detecting odors such as those caused by smoke or gas leaks; engaging in hand to hand struggles to subdue a suspect resisting arrest; being physically active for prolonged periods of time; understanding verbal communication over the radio with background noise; reading and writing under low light conditions; carrying or wearing heavy equipment.

(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 for Level I is \$26,000 per annum. This rate is subject to change. There are three assignment levels. Appointments to the higher levels are at the discretion of the agency.

HOW TO APPLY: If you believe you are eligible to take this examination, refer to the "Required Forms" section for the form(s) that you must fill out. Application forms may be obtained from Human Resource Management, 18th floor within the Department of Environmental Protection located in Lefrak City at 59-17 Junction Boulevard, Corona, New York 11368. Properly completed Application Forms **must** be submitted to the Department of Environmental Protection's headquarter address.

ELIGIBILITY TO TAKE EXAMINATION: This examination is open to each employee of the Department of Environmental Protection who **on the last day of the application period:**

- (1) is employed in the title of Special Officer (Aqueduct Patrol) or Associate Special Officer (Aqueduct Patrol); and
- (2) is not otherwise ineligible.

ELIGIBILITY TO BE PROMOTED: In order to be eligible for promotion, you must be employed in the title of Special Officer (Aqueduct Patrol) or Associate Special Officer (Aqueduct Patrol) at the time of promotion.

NOTE: **Employees serving in the titles of Special Officer (Aqueduct Patrol) or Associate Special Officer (Aqueduct Patrol) pursuant to Rule 3.2.11 of the Personnel Rules and Regulations of the City of New York, are eligible to take this examination and eligible for promotion.**

REQUIRED FORM(S):

1. **Application for Examination:** Make sure that you follow all instructions included with your application form, including payment of fee. Save a copy of the instructions for future reference.
2. **Education and Experience Test Paper:** Write your social security number, the examination title and number in the box at the top right side of the cover page. Fill out Section B. This form must be filled out completely and in detail for you to receive your proper rating. Keep a copy of your completed Education and Experience Test Paper for your records.

REQUIREMENT(S) TO BE APPOINTED:

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

Drug Testing: Eligibles must pass a drug screening in order to be appointed. All eligibles for Environmental Police Officer will be drug tested prior to appointment. All Environmental Police Officers are subject to drug testing on a random basis for the duration of their tenure. Any Environmental Police Officer found in possession of, or using illegal drugs, or who fails, refuses, or attempts to evade or alter a drug test will be terminated. The Department of Environmental Protection has a strict zero tolerance policy concerning illegal drug use.

THE TEST: You will be given an experience test. Your score on this test will be used to determine your place on an eligible list. On the experience test, you will receive a score of 70 points for meeting the eligibility requirements listed above. After these requirements are met, you will receive credit up to a maximum of 100 points on the following basis:

As of the last day of the Application Period, if you have been employed by the Department of Environmental Protection in the title of Special Officer (Aqueduct Patrol) or Associate Special Officer (Aqueduct Patrol) for:

You will receive a score of:

Less than 1 year	70.000
At least 1 year but less than 2 years	85.000
2 years or more	100.000

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

You will receive a maximum of one year of experience credit for each year you worked. If you have any of the above experience on a part-time basis, it will be credited according to the equivalent percent of full-time experience.

Education and experience must be obtained by **the last day of the Application Period**.

THE TEST RESULTS: If you pass the education and experience test and are marked eligible, your name will be placed in final score order on an eligible list and you will be given a list number. You will be notified by mail of your test results. If you meet all requirements and conditions, you will be considered for appointment when your name is reached on the eligible list.

ADDITIONAL INFORMATION:

Police Officer Status: Employees in this class of positions are designated Police Officers under the New York State Criminal Procedure Law. Therefore, candidates must be found qualified to serve as Police Officers.

Probationary Period: Appointees are required to serve a two (2) year probationary period; however, time served in the titles of Special Officer (Aqueduct Patrol) and Associate Special Officer (Aqueduct Patrol) will count toward this probation period.

Firearms Qualification: Appointees must qualify and remain qualified for firearms' usage and possession as a condition of employment for the duration of their tenure. The ability to qualify, and remain qualified, in the use of firearms is essential for all uniformed positions, including Environmental Police Officer. Firearms qualification tests will be administered annually to determine qualification. Failure to qualify and remain qualified for firearms usage and possession may result in termination.

Application Receipt: You will be mailed a receipt within three months of the last date of the application period. If you do not receive this item, write to this agency, Attention: Examining Service Section, 2 Washington Street, 17th Floor, New York, NY 10004 to request verification that your application was received. Include your social security number and the examination number and title in your request.

List Termination: The eligible list resulting from this examination will be terminated one year from the date it is established, unless extended by the Commissioner.

The General Examination Regulations of the Department of Citywide Administrative Services apply to this examination and are part of this Notice of Examination. They are posted and copies are available in the Applications Section of the Division of Citywide Personnel Services, 18 Washington Street, NY, NY.

The City of New York is an Equal Opportunity Employer.
Title Code No. 70811; The Miscellaneous Service Occupational Group

For Recorded Information About Examinations for Other City Jobs, Call 212-487-JOBS
Internet: www.ci.nyc.ny.us/html/dcas/home.html