



# OPEN-COMPETITIVE EXAMINATION

Examination No. & Title	Hiring Rate	6-Month Rate	Salary	Non-Refundable Processing Fee (Waivers Available)
26-647 Correction Officer Trainee	\$40,590	\$42,695	\$48,889	} \$35
26-648 Correction Officer Trainee (Spanish Language)	\$40,590	\$42,695	\$48,889	

**Written Test To Be Held**  
**FEBRUARY 2, 2019\***

**Applications MUST Be Submitted or Postmarked By**  
**DECEMBER 12, 2018**

\*Due to the size of the candidate population for this test date, you may be assigned to either a morning or afternoon session on either Saturday, February 2, 2019, or Sunday, February 3, 2019 to take your test. Your admission notice will tell you where and when you are scheduled to appear. You cannot request a day or time in advance or change your scheduled day or time.

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

**IMPORTANT:** Unless waived, you must pay the non-refundable processing fee. For information on fee waivers, visit <https://www.cs.ny.gov/examannouncements/types/oc/appinfo.cfm##Fee>. It is important that you 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.

*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.*

**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 United States 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. 26-648 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 No. 26-648, Correction Officer Trainee (Spanish Language), an application will automatically be submitted for you for No. 26-647, Correction Officer Trainee at no additional cost.
4. **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.
5. **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.
6. **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 may result in disqualification.

**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 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.

**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.

**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.

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

**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 field training for 4 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. **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 observe and memorize the information before it is collected by the monitor. You will then be asked to recall specific details about the information presented.
2. **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 asked concerning the situations presented is contained in the rules, regulations, etc., which are cited.
3. **Understanding and interpreting written material** - These questions test for the ability to understand and interpret written material. You will be presented with brief reading passages and will be asked questions about the passages. You should base your answers to the questions **only** on what is presented in the passages and **not** on what you may happen to know about the topic.
4. **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.

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 Series* is available on the Department website at <http://www.cs.ny.gov/testing/testguides.cfm>.

**Important:** The Department of Civil Service and other state agencies may communicate with you through email correspondence. This may include the notification of your 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:**

- Download the examination application NYS-APP#3 26-647 & 26-648 form at <https://www.cs.ny.gov/extdocs/pdf/26-647&26-648.pdf>; or
- Email [cs.sm.examinfo@cs.ny.gov](mailto:cs.sm.examinfo@cs.ny.gov) to request NYS-APP#3 26-647 & 26-648 form; or
- Obtain NYS-APP#3 26-647 & 26-648 form from a State agency or facility personnel/business office; or
- Request NYS-APP#3 26-647 & 26-648 form by calling the Department of Civil Service in the Albany area at 518-457-2487 or toll free at 1-877-697-5627.

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

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**ADDITIONAL INFORMATION**

**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, email us at [AdmissionNotices@cs.ny.gov](mailto:AdmissionNotices@cs.ny.gov). Please provide your first and last name, address, and the last four digits of your social security number, and we will provide you with the information you need to attend your written 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.

**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 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.

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. Outside of the Albany area, call toll free at 1-877-697-5627. For TDD services, call NY Relay at 711 (requires a fee) or 1-800-662-1220.

**TAKING STATE AND LOCAL 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/jobseeker/local.cfm>.

**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.

APPLICATION FOR CORRECTION OFFICER TRAINEE

Send Application Processing Completed New York State Department of Civil Service Application to: Albany, NY 12239

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

Announced Test Date: February 2, 2019

- 26-647, Correction Officer Trainee 26-648, 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

Email Address # 1

Email Address # 2

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

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

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. 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.

For Civil Service Use Only

Two empty boxes for identification or photos.

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EXAMINATION APPLICATION

Use this form to apply for Examination Numbers 26-647 and 26-648, 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.

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), Nyack, Port Jefferson, Poughkeepsie, Rochester, Saranac Lake, Syracuse, Utica, or Watertown.

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) 473-6621.

PERSONAL PRIVACY PROTECTION LAW NOTIFICATION

The information which you are providing on this application is being requested pursuant to Section 50.3 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 96(1) of the Personal Privacy Protection Law, particularly subdivisions (b), (e), 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 or toll free at 1-877-697-5627.

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.

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.)

No Fee Is Due Because:

- I am applying for an OPEN-COMPETITIVE examination and my fee is paid by my union because I am a NY State employee represented by CSEA in Negotiating Units 02, 03, 04, or 47. (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 am applying for an OPEN-COMPETITIVE examination and I am a veteran.

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. I understand the application processing fee(s) paid with this application are non-refundable.

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

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.

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 reasonable 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.

**TESTING ACCOMMODATIONS:**

**RELIGIOUS OBSERVANCE OR PRACTICE:** Most written tests are held on Saturdays. If you cannot be tested on Saturday due to a religious observance or practice, you must check the box next to the question below. If you check this box, the Department of Civil Service will schedule your test for the Sunday following the test date. Sunday tests are generally administered in Albany, Buffalo, and New York City. (If you need something other than a Sunday test date due to a religious observance or practice, please use "Other Accommodations" below).

I require a Sunday test date due to a religious observance or practice.

**REASONABLE ACCOMMODATIONS FOR INDIVIDUALS WITH DISABILITIES:** Reasonable Accommodations are provided for persons with disabilities who wish to take a written test. If you need a test accommodation due to disability, please check the box below.

I require a reasonable accommodation due to a disability.

**OTHER ACCOMMODATIONS:** Requests for Testing Accommodations may also be requested as needed due to pregnancy, for nursing mothers, or for other circumstances that may impact your ability to be tested without accommodation. If you will need a test accommodation for such other reasons, or if you need something other than a Sunday test date due to a religious observance or practice, please check the box below.

I require a test accommodation, other than a Sunday test day, for reasons other than a disability.

**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.

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 expeditionary medal for service in:**  
 • **(Panama)** Dec. 20, 1989 to Jan. 31, 1990  
 • **(Lebanon)** June 1, 1983 to Dec. 1, 1987  
 • **(Grenada)** Oct. 23, 1983 to Nov. 21, 1983  
**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 also subject to agency criminal history background investigations, as required by law. Applicants should read the official examination announcement for more specific information.

**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?

**REMARKS:**