Career Opportunities in New York State Law Enforcement

Examination No. & Title

Non-Refundable Processing Fee
(Waivers Available)

$35

26-874 University Police Officer 1
26-875 University Police Officer 1 (Spanish Language)
26-876 Environmental Conservation Police Officer Trainee 1
26-877 Environmental Conservation Police Officer Trainee 1 (Chinese Language)
26-878 Environmental Conservation Police Officer Trainee 1 (Spanish Language)
26-879 Park Police Officer Trainee
26-880 Park Police Officer Trainee (Spanish Language)
26-881 Forest Ranger 1
26-886 Municipal Police Officer/Deputy Sheriff

Written Test To Be Held: SEPTEMBER 17, 2022*

You MUST submit your application online by: AUGUST 3, 2022

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

ONLINE APPLICATION PROCESS ONLY at https://www.cs.ny.gov/jobseeker

You must review important information on the New York State Department of Civil Service COVID-19 policy that applies to all candidates sitting for in-person Civil Service examinations being administered at a New York State test center. You can access our full policy on the Department of Civil Service website.

*Due to the size of the candidate population for this date, candidates may be scheduled to take their test on either September 17, 2022 or a subsequent date. Your admission notice will tell you where and when you are scheduled to appear. You cannot request or change your scheduled day or location. Due to current testing space limitations, candidates may need to travel to a test site to take this examination. Candidates will be notified of their test site location on their admission notice.

These positions exist in the State University of New York, NYS Department of Environmental Conservation, NYS Office of Parks, Recreation and Historic Preservation, and NYS municipal agencies statewide.

For additional information on these examinations, please visit: https://www.cs.ny.gov/police

Minimum Qualifications: On or before September 17, 2022, you must have:

For University Police Officer 1 titles - Exam Nos. 26-874 and 26-875:

Either 1: 60 or more college semester credit hours;
Or 2: 30 college semester credit hours AND two years of active United States military service with an honorable discharge or under conditions in the New York State Restoration of Honor Act;
Or 3: 30 college semester credit hours AND successful completion of a New York State Municipal Police Training Council approved Pre-Employment Training Program AND eligibility to complete the second phase of such training program that has not lapsed.

For additional details about the positions, salaries, and additional requirements, please visit: https://www.cs.ny.gov/police/titles/university-police-officer.cfm

For Environmental Conservation Police Officer Trainee 1 titles - Exam Nos. 26-876, 26-877, 26-878:

Either 1: a bachelors' or higher-level degree;
Or 2: an associate degree; AND one of the following:
   a. one year of experience in the areas of environmental engineering or environmental technology, freshwater or marine sciences, wildlife sciences, or forestry; OR
   b. one year of experience as a police officer with Municipal Police Training Course certification (or equivalent course approved by the NYS Municipal Police Training Council). A certified Peace Officer Training course does not meet this requirement; OR
   c. one year of experience as a certified federal law enforcement officer; OR
   d. two years of active United States military service with an honorable discharge or under conditions in the New York State Restoration of Honor Act.

Examples of experience that will not qualify as Forestry experience are: Lawn mowing; landscaping; tree and brush trimming; pesticide application; sawing firewood; farm hand; and other types of experience that are categorized as laborer or maintenance work in a garden shop, park, or forest setting.

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Please visit our website at https://www.cs.ny.gov/jobseeker for more information

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Examples of experience that will qualify as Forestry experience are: Tree physiology, silviculture, dendrology, mensuration, the planning and supervision of disease and insect control, marketing of timber products, and timber cruising.

Examples of experience that will not qualify as Environmental Technology experience are: Equipment operators, laboratory workers, and laborers.

Qualifying experience in Environmental Technology must be at a paraprofessional or higher level in areas such as solid and hazardous waste, remediation, or pollution prevention.

For additional details about the positions, salaries, and additional requirements, please visit: https://www.cs.ny.gov/police/titles/environmental-conservation-police-officer-tr.cfm

For Park Police Officer Trainee titles - Exam Nos. 26-879 and 26-880:

Either 1: 60 or more college semester credit hours;
Or 2: 30 college semester credit hours AND two years of active United States military service with an honorable discharge or under conditions in the New York State Restoration of Honor Act;
Or 3: 30 college semester credit hours AND successful completion of a New York State Municipal Police Training Council approved Pre-Employment Training Program AND eligibility to complete the second phase of such training program that has not lapsed.

For additional details about the positions, salaries, and additional requirements, please visit: https://www.cs.ny.gov/police/titles/park-police-officer-tr.cfm

For Forest Ranger 1 - Exam No. 26-881:

Either 1: An associate or higher-level degree in aquatic biology, conservation biology, environmental biology, wildlife biology, environmental and natural resource conservation, environmental engineering, fisheries and fisheries sciences and management, fish and wildlife technology, aquatic and fisheries science, forestry, forest engineering, forest management, forest recreation, forest resource management, forest resources production and management, forest sciences and biology, forest technology, land surveying technology, natural resource management, natural resources management and policy, wildlife science, wildlife fish and wildlands science and management, or any other associate or higher-level degree program accredited by the Society of American Foresters;

Or 2: two years of active United States military service with an honorable discharge or under conditions in the New York State Restoration of Honor Act AND two years of qualifying experience in forest management, fish and wildlife management, forest, fish, wildlife interpretation in a wildland setting and law enforcement in a park, forest, or wildland setting.

Examples of experience that will NOT qualify are but not limited to: animal husbandry, lawn mowing, landscaping, tree and brush trimming, timber harvesting, pesticide application, sawing firewood, farm hand and other types of experience that are categorized as laborer or maintenance work in a garden shop, park, or forestry setting.

For additional details about the positions, salaries, and additional requirements, please visit: https://www.cs.ny.gov/police/titles/forest-ranger.cfm

For Municipal Police Officer/Deputy Sheriff - Exam No. 26-886:

Either 1: 60 or more college semester credit hours;
Or 2: 30 college semester credit hours AND two years of active United States military service with an honorable discharge or under conditions in the New York State Restoration of Honor Act;

Or 3: 30 college semester credit hours AND successful completion of a New York State Municipal Police Training Council approved Pre-Employment Training Program AND eligibility to complete the second phase of such training program that has not lapsed.

Examination No. 26-886 is being held pursuant to section 23(4) of the Civil Service Law which provides that a municipal commission, in the absence of an eligible list of its own, may request the state civil service department to furnish it with the names of persons on an appropriate eligible list established by the department. Appointments to positions in municipal police departments and sheriff's offices will be made from this eligible list if certified to a municipal civil service agency at their request, in the absence of a mandatory local eligible list.

For additional details about the positions, salaries, and additional requirements, please visit: https://www.cs.ny.gov/police/titles/municipal-police-deputy-sheriff.cfm

Qualifying experience: If verifiable, we will accept and prorate appropriate part-time and volunteer experience. If you expect to meet the educational requirements by June 30, 2023, you can take the test. You MUST submit proof of successful completion of the educational requirements to the appointing authority at the time of the employment interview or you will not be considered for appointment. Failure to meet the educational requirements by June 30, 2023, may result in your removal from the eligible list.

Your required educational credentials must have been awarded by an educational institution accredited by a regional, national, or specialized agency recognized as an accrediting agency by the United States (U.S.) Department of Education/Secretary of Education. If awarded by an institution outside of the U.S. and its territories, you must provide independent verification of equivalency. A list of companies that provide these services (fees must be paid to the company you choose) can be found at: http://www.cs.ny.gov/jobseeker/degrees.cfm.
Additional Requirements for Appointment:

- **Language Proficiency:** If you pass the examination and apply to a title which requires language proficiency, you must demonstrate your language proficiency at a level that will ensure your ability to perform the duties of the position properly. The proficiency test will only be given to enough candidates to fill current vacancies.

Notes:

1. If you submit an application for an examination with a language parenthetical, an application will automatically be submitted for you for the non-language examination at no additional cost.
2. If other language parenthetics are established, these lists will also be used to fill those positions and appointees must demonstrate their language proficiency prior to appointment.
3. Although promotion examinations are being held for the University Police Officer 1 and University Police Officer 1 (Spanish Language), it is expected that appointments will be made as a result of the open competitive exams.
4. If you are eligible for appointment from a promotion list for University Policy Officer 1 or University Police Officer 1 (Spanish Language), you may not be appointed in your own agency from the list resulting from this examination open to the public.

**Subject of Examination:** To be considered for appointment to this title, you must pass the **written test.** The written test evaluates your knowledge, skills, and/or abilities in the following areas:

1. **Situational Judgment** – These questions test for the ability to identify appropriate and effective responses to work-related challenges. You will be presented with scenarios that reflect the types of challenges one could encounter in a work environment. Each scenario will be followed by several responses to the scenario. You must rate the effectiveness of each response.
2. **Language Fluency** – These questions test for the ability to read, understand, and present a clear and accurate summary of information. For some questions, you will be given a brief reading passage followed by four statements, each summarizing the information. You must then choose the best version. For other questions, you will be given several sentences, one of which contains a spelling, grammatical, or punctuation error. You must then select the line that contains the error.
3. **Information Ordering and Language Sequencing** – These questions test for the ability to properly identify the sequence or order of events, or to organize information to fit a timeline. You will be given a brief reading passage followed by one or more questions. You must identify the proper sequence of events in order to answer one or more questions.
4. **Problem Sensitivity & Reasoning** – These questions test for the ability to apply information and to identify a problem or potential problem. For some questions, you will be given information in the form of policies, rules, regulations, laws, followed by a situation. You must then identify the problem and apply the information to select the best course of action to take. For other questions, you will be given a scenario and mock witness statements. You must use this information to answer one or more questions about the scenario.
5. **Selective Attention** – These questions test for the ability to focus on completing a task and to pay attention to important details while performing repetitive and monotonous tasks. You will be presented with a series of letters, symbols, and/or numbers. You must select the choice that contains the series of letters, symbols, and/or number that matches exactly.
6. **Visualization** – These questions test for the ability to imagine how something will look when it is moved around or when its parts are changed, moved, or rearranged. You will be presented with an image of a face followed by four images of faces. Each face is disguised or altered in some way. Three of the images have a difference in facial structure or facial features. You must select the choice that contains the image with the identical facial structure and facial features.
7. **Spatial Orientation** – These questions test for the ability to understand how to navigate within spaces or how to get from one point to another. You will be provided with a map followed by one or more questions. You must imagine yourself at a certain location and orient yourself to the direction you would move to get to another location in the shortest (least distance) route.

**Test Guide:** A Guide to the Written Test for the Entry-Level Law Enforcement Officer Series is available on the Department website at [http://www.cs.ny.gov/testing/testguides.cfm](http://www.cs.ny.gov/testing/testguides.cfm).

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

**Note:** The Department of Civil Service may administer tests either online or with paper booklets and answer sheets.

**Admission To The Test:** If approved for a written test, you will receive an admission notice which will indicate your assigned test date and the way your test will be administered. Your test may be administered with paper and pencil or online at a state test site using a state-provided Chromebook. You cannot request to change your scheduled day or request a specific type of test administration.

Applicants are required to have a Personal NY.gov account and keep their email address up to date. The Department of Civil Service and other state agencies will communicate with you through email correspondence. This may include notification of your application status, your test arrangements, examination results, and canvassing you for interest in appointment. It will be important for you to keep your email address, phone number, and mailing address current by logging into [https://www.cs.ny.gov/home/myaccount](https://www.cs.ny.gov/home/myaccount).
Career Opportunities in NYS Law Enforcement

How To Apply:
You will need a personal NY.gov ID to apply for these examinations. If you do not have a personal NY.gov account, please create an account.
- Online our Internet address is http://www.cs.ny.gov/jobseeker.

The NYS Department of Civil Service reserves the right to reject or accept applications. All statements you make on your application are subject to investigation.

Important: Unless waived, you must pay the non-refundable processing fee. If you apply online, you must use a MasterCard or Visa. If you qualify for a waiver of the processing fee you may still apply online. For information on fee waivers, visit https://www.cs.ny.gov/examannouncements/types/cc/appinfo.cfm#Fee. Any past due application processing fees must be paid in full prior to submitting an application. Please email FeesUnitMail@cs.ny.gov regarding inquiries about any past due 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.

ADDITIONAL INFORMATION

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

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 1-877-877-5627. For TDD services, call NY Relay at 711 (requires a fee) or 1-800-662-1220.

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. 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 1-877-877-5627. Please leave a clear concise message and provide your first and last name, last four digits of your social security number and a daytime phone number.

TAKING STATE AND LOCAL EXAMINATIONS SCHEDULED FOR THE SAME DAY: If you have applied to take a 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: The use of cell phones, beepers, headphones, or any electronic or other communication devices at your personal testing site or in the test room, hallways, restrooms, building, grounds, or other areas, except as expressly authorized by the Department of Civil Service, could result in your disqualification.

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