

BILL DE BLASIO
Mayor

LISETTE CAMILO
Commissioner

**NOTICE
OF
EXAMINATION**

SCHOOL SAFETY AGENT
Exam Nos. 9322, 9324, 9326, 9328

**YOU ARE RESPONSIBLE FOR READING THIS NOTICE IN ITS ENTIRETY
BEFORE YOU SUBMIT YOUR APPLICATION.**

WHEN TO APPLY:

<u>Exam No.</u>	<u>Application and Scheduling Period</u>
9322	September 26, 2018 - October 31, 2018
9324	November 28, 2018 - December 31, 2018
9326	January 28, 2019 - February 28, 2019
9328	March 27, 2019 - April 30, 2019

APPLICATION FEE: \$47.00

If you choose to pay the application fee with a credit/debit/gift card, you will be charged a fee of 2.49% of the payment amount. This fee is nonrefundable.

THE TEST SCHEDULE: Testing for the title of School Safety Agent is anticipated to be held throughout the year depending on the hiring needs of the agency. Below is the schedule of testing from October 1, 2018 - April 30, 2019:

<u>Exam No.</u>	<u>Testing Period</u>
9322	October 1, 2018 - October 31, 2018
9324	December 1, 2018 - December 31, 2018
9326	February 1, 2019 - February 28, 2019
9328	April 1, 2019 - April 30, 2019

Monthly Schedule: A monthly schedule of the days and times of application, scheduling and testing will be available within the week prior to the 1st day of each month at www.nyc.gov/dcas and at the DCAS Computer-based Testing & Applications Centers. Although the testing period for the exam numbers will be open for multiple months the available test dates and times for self-scheduling will be released on a monthly basis and specified on the monthly exam schedule.

DCAS COMPUTER-BASED TESTING & APPLICATIONS CENTERS: This exam will be administered at the DCAS Computer-based Testing & Applications Centers:

<u>Manhattan</u>	<u>Brooklyn</u>	<u>Queens</u>	<u>Staten Island</u>
2 Lafayette Street 17th Floor New York, NY 10007	210 Joralemon Street 4th Floor Brooklyn, NY 11201	118-35 Queens Boulevard 5 th Floor Forest Hills, NY 11375	135 Canal Street 3 rd Floor Staten Island, NY 10304

You may take the School Safety Agent test at either location, but you may only take each exam number once. If you take a test with the same exam number more than once, only your first test will be rated and your additional application fee will not be refunded.

Warning: You are not permitted to enter the test site with cellular phones, smart watches, beepers, pagers, cameras, portable media players, or other electronic devices. Calculators are **not** permitted. 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 in the building at any time before, during, or after the test, you may not receive your test results, your test score may be nullified, and your application fee will not be refunded.

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 & Applications 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, State issued identification card, US Government issued Passport, US Government issued Military Identification Card, US Government issued Alien Registration Card, ID NYC, 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.

Test dates and times are subject to change.

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

You will be given the test before we review your qualifications. You are responsible for determining whether or not you meet the qualification requirements for this examination prior to submitting your application. If you are marked "Not Qualified," your application fee will not be refunded.

HOW TO QUALIFY:

Special Patrolman Requirement: At the time of appointment, you must meet the following qualifications for Special Patrolman status (a status given by the New York City Police Department as governed by Administrative Code Section 14-106 and Chapter 13 of Title 38 of the Rules of the City of New York):

- be twenty-one years of age or older,
- a citizen of the United States,
- a resident of New York City, unless exempted by law,
- if discharged from military service, the discharge must not have been dishonorable,
- be of good moral character, and
- have no record of convictions for any felony or serious offense as enumerated in §265.00 (17) of the New York State Penal Law. An applicant with any conviction who has a Certificate of Good Conduct providing relief from that conviction may be eligible for appointment. An applicant with a misdemeanor conviction or violation for a serious offense enumerated in Penal Law §265.00 (17), who has a Certificate of Relief from Disabilities providing relief from that conviction, may also be eligible for appointment.

All candidates will undergo a background check conducted by the New York City Police Department to verify the above qualifications, including character. This background check will commence prior to appointment. At the time of investigation and at the time of appointment, you must present originals or certified copies of all required documents and proof, including, but not limited to, proof of date and place of birth by transcript or record of the Bureau of Vital Statistics or other satisfactory evidence, naturalization papers if necessary, proof of any military service, and proof of meeting educational requirements. You must pay a \$75.00 fee for fingerprint screening. Any willful misstatement or failure to present any required documents will be cause for disqualification. Further, any individual who fails to successfully pass this background check will not be appointed or will be terminated from the position.

You must maintain the above qualifications for the duration of your employment with the exception of New York City residency. After two years of continuous employment (in which residency must be maintained in New York City), residency may be allowed in Nassau, Suffolk, Westchester, Orange, Rockland, or Putnam county.

Education Requirement: You must meet the education requirements by **January 31, 2019** for Exam No. 9322 and Exam No. 9324. You must meet the education requirements by **June 30, 2019** for Exam No. 9326, and Exam No. 9328.

A four-year high school diploma or its educational equivalent, approved by a State's Department of Education or a recognized accrediting organization.

If you were educated outside the United States, you must have your foreign education evaluated to determine its equivalence to education obtained in the United States. You will receive instructions from the Police Department during the pre-employment screening process regarding the approved evaluation services that you may use for foreign education.

Medical and Psychological Assessment: Medical and psychological guidelines have been established for the position of School Safety Agent. You will be examined to determine whether you can perform the essential functions of a School Safety Agent. Where appropriate, a reasonable accommodation will be provided for a person with a disability to enable him or her to take the examination, and/or to perform the essential functions of the job.

Physical Testing: Physical standards have been established for the position of School Safety Agent. You will be required to pass a qualifying physical test.

Drug Screening Requirement: You must pass a drug screening in order to be appointed.

English Requirement: You must be able to understand and be understood in English.

Proof of Identity: Under the Immigration Reform and Control Act of 1986, you must be able to prove your identity and your right to obtain employment in the United States prior to employment with the City of New York.

THE TEST: You will be given a multiple-choice test at a computer terminal. Your score on this test will be used to determine your place on an eligible list. You must achieve a score of at least 70% to pass the test. The multiple-choice test may include questions which may require the use of any of the following abilities:

Written Comprehension: understanding written sentences and paragraphs. Example: A School Safety Agent might use this ability when reviewing an incident report.

Written Expression: using English words or sentences in writing so that others will understand. Example: A School Safety Agent might use this ability when preparing incident reports.

Memorization: remembering information, such as words, numbers, pictures and procedures. Pieces of information can be remembered by themselves or with other pieces of information. Example: A School Safety Agent might use this ability when remembering the location of persons or items.

Problem Sensitivity: being able to tell when something is wrong or likely to go wrong. It includes being able to identify the whole problem as well as elements of the problem. Example: A School Safety Agent might use this ability when dealing with an irate member of the public.

Deductive Reasoning: applying general rules to specific problems and coming up with logical answers. It involves deciding if an answer makes sense. Example: A School Safety Agent might use this ability when determining the proper course of action to take when identifying and reporting a crime.