

# **Instructions to Applicants for the October 16, 2010 Correction Officer Trainee Examination**

Thank you for your interest regarding the examination for New York State correction officer trainee scheduled to be held on **October 16, 2010**.

Your application **must** be postmarked no later than **September 13, 2010**. A **\$35.00** filing fee **must** also accompany your application. A check or money order should be made payable to the **NYS Department of Civil Service** to cover this fee. Your application and filing fee **must** be submitted directly to:

**APPLICATION PROCESSING  
NYS DEPARTMENT OF CIVIL SERVICE  
ALFRED E. SMITH OFFICE BUILDING  
ALBANY, NEW YORK 12239**

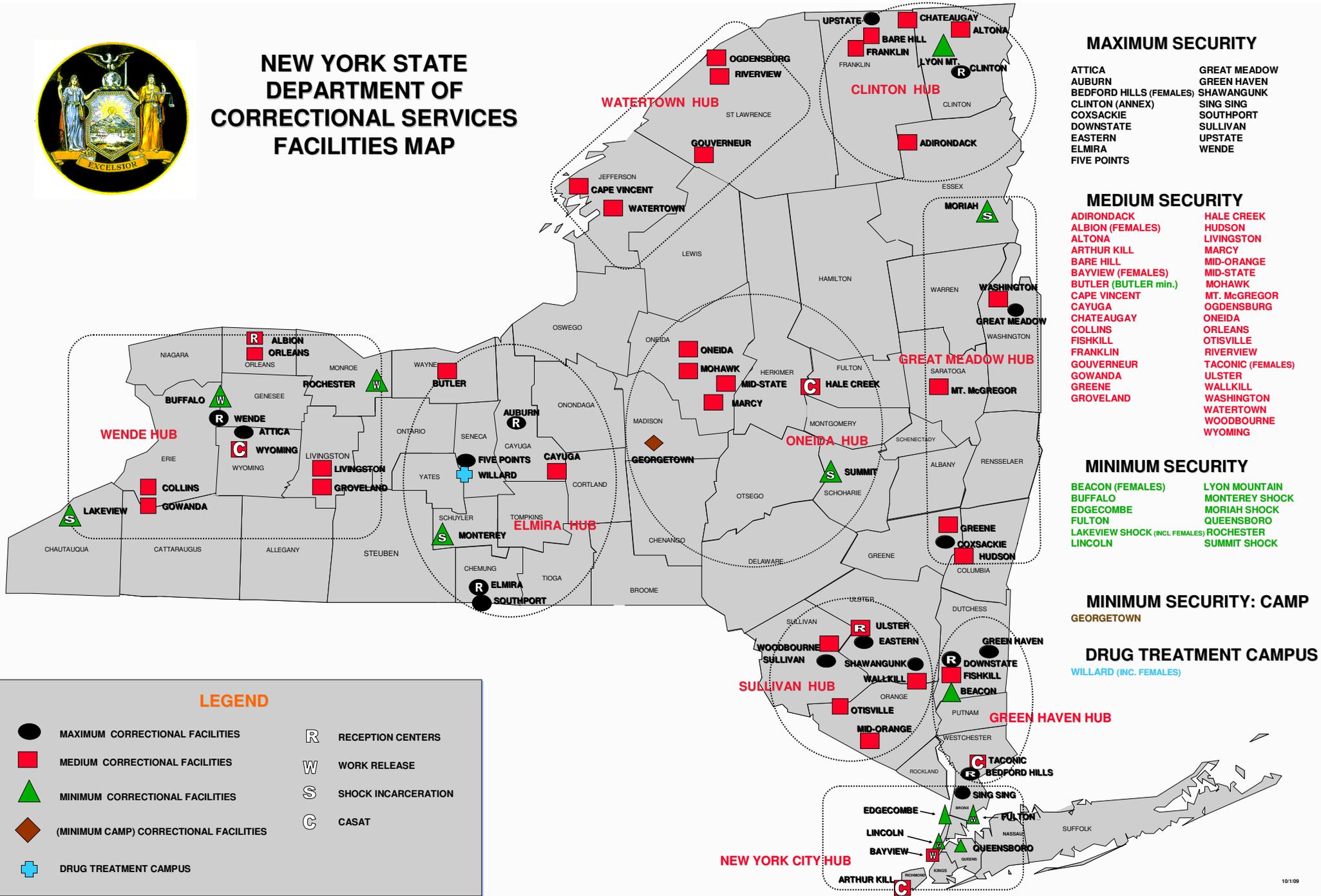
Please note that under certain circumstances some applicants are exempted from the fee requirement. For information on this exemption, please see the Civil Service announcement included with this packet. Please remember, however, that there is no exemption from the requirement that your application for this examination must be postmarked no later than **September 13, 2010**.

Please be advised that there is also an option to apply online for this examination directly through the Department of Civil Service web site at **[www.cs.state.ny.us/exams](http://www.cs.state.ny.us/exams)**.

The Department of Correctional Services would like to thank you for your interest in employment with this agency. We feel that you will find a career with this agency both challenging and rewarding. We hope you will take this step toward potentially joining us as an employee of the Department.



# NEW YORK STATE DEPARTMENT OF CORRECTIONAL SERVICES FACILITIES MAP



## MAXIMUM SECURITY

- |                         |              |
|-------------------------|--------------|
| ATTICA                  | GREAT MEADOW |
| AUBURN                  | GREEN HAVEN  |
| BEDFORD HILLS (FEMALES) | SHAWANGUNK   |
| CLINTON (ANNEX)         | SING SING    |
| COXSACKIE               | SOUTHPORT    |
| DOWNSTATE               | SULLIVAN     |
| EASTERN                 | UPSTATE      |
| ELMIRA                  | WENDE        |
| FIVE POINTS             |              |

## MEDIUM SECURITY

- |                      |                   |
|----------------------|-------------------|
| ADIRONDACK           | HALE CREEK        |
| ALBION (FEMALES)     | HUDSON            |
| ALTONA               | LIVINGSTON        |
| ARTHUR KILL          | MARCY             |
| BARE HILL            | MID-ORANGE        |
| BAYVIEW (FEMALES)    | MID-STATE         |
| BUTLER (BUTLER min.) | MOHAWK            |
| CAPE VINCENT         | MT. MCGREGOR      |
| CAYUGA               | OGDENSBURG        |
| CHATEAUGAY           | ONEIDA            |
| COLLINS              | ORLEANS           |
| FISHKILL             | OTISVILLE         |
| FRANKLIN             | RIVERVIEW         |
| GOUVERNEUR           | TACONIC (FEMALES) |
| GOWANDA              | ULSTER            |
| GREENE               | WALKKILL          |
| GROVELAND            | WASHINGTON        |
|                      | WOODBORNE         |
|                      | WYOMING           |

## MINIMUM SECURITY

- |                                |                |
|--------------------------------|----------------|
| BEACON (FEMALES)               | LYON MOUNTAIN  |
| BUFFALO                        | MONTEREY SHOCK |
| EDGECOMBE                      | MORIAH SHOCK   |
| FULTON                         | QUEENSBORO     |
| LAKEVIEW SHOCK (INCL. FEMALES) | ROCHESTER      |
| LINCOLN                        | SUMMIT SHOCK   |

## MINIMUM SECURITY: CAMP

- GEORGETOWN

## DRUG TREATMENT CAMPUS

- WILLARD (INC. FEMALES)

# Correction Officer Exam

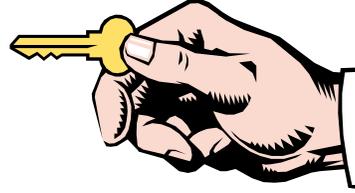
A new examination for the position of correction officer with the New York State Department of Correctional Services will be held on

**October 16, 2010**

## THE KEY TO A SECURE FUTURE

**APPLICATIONS MUST  
BE POSTMARKED  
NO LATER THAN  
SEPTEMBER 13, 2010.**

Don't miss this opportunity for a rewarding career with the New York State Department of Correctional Services as a correction officer.



**Candidates must  
be 21 years of age  
on or before the  
date of their  
appointment**

### THE POSITION OF CORRECTION OFFICER:

Correction officer positions are located throughout New York State in various facilities of the NYS Department of Correctional Services. 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 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 on 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.

### **Compensation**

\$ 36,420 – hiring rate (increase expected upon completion of current contract negotiations)

\$ 200 – Lump sum paid after eight weeks of training

\$ 38,310 – 6 month salary rate

\$ 43,867 – After completion of 26 full bi-weekly payroll periods

Annual salary advancements are based on performance evaluations. Employees are also eligible for pay raises as negotiated by their certified bargaining agent.

Additional compensation is provided through a pre-shift briefing premium and corrections expanded duty pay payable each payroll period in addition to base salary. This additional compensation currently amounts to \$128.63 per payroll period.

An inconvenience pay program is in place for evening and night shift employees.

Appointees who work in the five boroughs of New York City or in Nassau, Suffolk, Rockland or Westchester Counties will receive an additional \$3,210 annual downstate adjustment. Appointees who work in Dutchess, Orange or Putnam Counties will receive an additional \$1,195 annual Mid-Hudson adjustment.

### **Academy Training Program**

You will be required to participate in, and satisfactorily complete, all requirements of a 12-month training program before you can advance to correction officer. As part of the program, you will attend the Correctional Services Training Academy for a minimum of EIGHT weeks of formal training. Paid training at the Academy will include academic courses in such areas as emergency response procedures, interpersonal communications, legal rights and responsibilities, security procedures, and concepts and issues in corrections. You will also receive rigorous physical training to develop fitness, strength and stamina. To physically qualify, it is necessary to perform seven sequential job related tasks in two minutes and fifteen seconds or less. Failure in any of the tasks will result in the recruit failing to meet the agency qualification standards and, accordingly, being dismissed from the Academy. The test is administered during the final week of the training program at the Academy. A thorough explanation and demonstration of the course, and an opportunity for a trial run, will precede the final test.

### **College Credit**

Candidates who successfully complete the Academy Training and their probation period are eligible to earn up to sixteen (16) college credits towards a post-secondary degree. Further information can be obtained during your ACADEMY training period.

### **Reassignment**

Upon completion of the Training Academy program and the on-the-job-training period, new correction officers are assigned to facilities based upon staffing needs of the Department, and can only be assigned to facilities for which no reassignment list exists. This generally

means that new officers are placed at facilities in the lower and mid Hudson Valley areas. Thereafter, employees may request to be reassigned, on the basis of seniority, to other facilities. The waiting time for a transfer depends upon the length of existing reassignment lists and correction officer turnover. It may take several years to be reassigned to certain facilities. However, reassignment to other facilities may be considerably shorter in time. All reassignments are by seniority. Complete details of this procedure are available in each facility's Personnel Office.

#### Insurance Benefits

**HEALTH:** Health insurance and Prescription Drug Coverage for yourself only or family coverage for yourself and your eligible dependents is provided at low cost to the employee. Correction officers can select from several health insurance options to obtain the coverage which best suits their needs. There is a 56-day waiting period before coverage takes effect for new employees.

**DENTAL:** The State of New York and Security Services Unions have a group contract with Group Health Incorporated (GHI) to provide you and your covered dependents with dental insurance benefits, at no cost to the employee. There is a 56-day waiting period before coverage takes effect for new employees.

**VISION CARE:** Vision benefits are provided to new State employees and qualified dependents, once the employee has been on the payroll for 56 days, at no cost to the employee.

**LIFE:** Life insurance available at reduced premiums through your certified bargaining agent.

#### Leave Benefits

**ANNUAL LEAVE:** Entry level employees earn annual leave at the rate of one half day per pay period or 13 days annually. Additional bonus days are provided in union contracts. Forty days maximum accumulation is allowed.

**PERSONAL LEAVE:** Five days of leave are granted on the date of employment for use each year. Personal leave is not cumulative.

**SICK LEAVE:** Earned at the rate of one-half day per pay period or 13 days annually. Accumulation of sick leave from year to year is allowed with a maximum accrual of 225 days. Absences due to illness or death in the employee's immediate family may be chargeable to sick leave, not to exceed 15 days per calendar year.

**WORKERS' COMPENSATION LEAVE:** An employee necessarily absent from duty because of an occupational injury may choose Workers' Compensation Law benefits or the Leave Benefit Program. If the contractual benefits are chosen, the individual agrees to be part of a medical evaluation process designed to return individuals to work on limited duty or light duty prior to full recovery.

**HOLIDAY OBSERVANCES:** There are twelve days, which are observed as holidays by New York State. Correction officers required to work on a holiday shall receive, at their option, either (a) additional compensation or (b) a compensatory day off.

#### Retirement

**General:** Membership is mandatory for permanent, full-time employees. Correction officers are enrolled in accordance with Article 14, Tier III of the New York State Employees' Retirement System. Correction officers also have a special provision which allows them to retire at any age, as long as they have 25 years of uniformed service.

**Death Benefits:** Ordinary and accidental death benefits are payable on your behalf to survivors through application to the Retirement System.

#### Other

**Credit Union:** Payroll deduction savings and loan feature.

**Consumer Buying Power:** Available through your certified bargaining unit.

**Education & Training:** Tuition reimbursement is available for higher education. Continuous on-the-job training is available as an enhancement to promotional opportunities.

#### Identification Cards, Badges and Fingerprinting

Correction officers are Peace Officers under Section 1.20 of the Criminal Procedure Law. Fingerprinting is required of all employees. There is a mandatory \$75 fee for fingerprinting. You must have your ID card with you at all times. Badges are provided by the Department to all correction officers.

You may apply on-line or download examination information and applications at the [New York State Department of Civil Service](http://www.cs.state.ny.us/exams) web page - <http://www.cs.state.ny.us/exams>

To apply you must use form NYS-APP#3. Forms are available (by mail or in person) at the New York State Department of Civil Service: Alfred E. Smith State Office Building, Albany NY 12239. Forms may be obtained at one of the NYS Department of Labor Community Service Centers, or local offices; these offices cannot handle mail requests.

Find out more about the [Department of Correctional Services](http://www.docs.state.ny.us/).

See DOCS web page - <http://www.docs.state.ny.us/>



# Open To The Public

Examination No. and Title	Hiring Rate	6-Month Rate	Salary	Non-Refundable Processing Fee
25-431 Correction Officer Trainee	\$36,420*	\$38,310*	\$43,867*	\$35
25-432 Correction Officer Trainee (Spanish Language)	\$36,420*	\$38,310*	\$43,867*	

**Written Test To Be Held**  
**OCTOBER 16, 2010**

**Applications MUST Be Postmarked By**  
**SEPTEMBER 13, 2010**

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

*\*Salary increase expected upon completion of current contract negotiations.*

If you took a County Correction Officer/Trainee examination on April 10, 2010, you may apply for this examination but you will not be admitted to the written test on October 16, 2010. If you apply, your results from the County Correction Officer/Trainee examination will be used to calculate your final score for this examination. If you score 70 or higher on the April 10, 2010 County Correction Officer/Trainee examination, your name will be included on the eligible list for this New York State examination. You must pay the required non-refundable processing fee.

*Appointees who work in the five boroughs of New York City or in Nassau, Suffolk, Rockland, or Westchester Counties will receive an additional \$3,210 annual downstate adjustment. Appointees who work in Dutchess, Orange, or Putnam Counties will receive an additional \$1,195 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 U.S. 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.

**THE POSITIONS:** Correction Officer positions are located throughout New York State in various facilities of the New York State Department of Correctional Services.

**NOTES:**

1. All appointees will be employed as Trainees.
2. Due to the size of the candidate population for this examination, you may be assigned to either a **Saturday or Sunday testing** and either a **morning or an afternoon session**. Your admission notice will tell you where and when you are scheduled to appear. (See Additional Information – Admission to Examination on page 2 regarding receipt of Admission Notice.)
3. If you pass the examination for No. 25-432 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.
4. If you are qualified for No. 25-432 Correction Officer Trainee (Spanish Language), you should file for both examinations, as there is only one application processing fee.

**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 and Correctional Camps. 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 will 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.

**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.

To obtain a complete statement of the physical and medical standards, write to the Medical Review Unit, New York State Department of Civil Service, 55 Mohawk St., Suite 201, Cohoes, NY 12047. 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.

**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.

**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 set forth in this evaluation will result in disqualification.

**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.

**One Processing Fee MUST Accompany Your Application For Either One Or Both Of These Examinations.**

**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.

**Traineeship:** You will be required to participate in, and satisfactorily complete, all requirements of a 12-month program before you can advance to Correction Officer. As part of the program, you will attend the Correctional Services Training Academy for a period of eight weeks of formal training. Paid training at the Academy will include academic courses in such areas as emergency response procedures, interpersonal communications, legal rights and responsibilities, security procedures, and concepts and issues in corrections. You will also receive rigorous physical training to develop fitness, strength, and stamina. Failure to maintain the required academic standing, to qualify with weapons, or to qualify in meeting the physical standards, will result in your employment being terminated. Additionally, failure to obtain certification in cardiopulmonary resuscitation (CPR) while at the Academy will result in your employment being terminated. You will receive on-the-job training for three weeks and then be assigned to a correctional facility for full duty, as dictated by 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 are designed to test how well the candidates can observe and recall information presented. The candidates will be presented with information describing or depicting prison scenes or other facts. They will have a short time to memorize the information before it is collected by the monitor. They will then be asked to recall specific details.
2. **Applying written information in a correctional services setting** – These questions are designed to evaluate the candidates' ability to read, interpret and apply rules, regulations, directives, written narratives and other related material. The candidates are 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. **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.
4. **Understanding and interpreting written material** – These questions test how well you comprehend written material. You will be provided with brief reading selections and will be asked questions about the selections. All the information required to answer the questions will be presented in the selections; you will not be required to have any special knowledge relating to the subject areas of the selections.

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 Trainee Series* will be available online at <http://www.cs.state.ny.us> on or about July 30, 2010. If you do not have access to the Internet, you may request a copy of the Test Guide by calling the New York State Department of Correctional Services at (518) 457-8131.

#### HOW TO APPLY:

- Online our Internet address is <http://www.cs.state.ny.us/exams>. NOTE: If you apply online, the non-refundable application processing fee must be paid online via a credit card unless you qualify for a waiver or you are a member of NYS CSEA; or
- Download the examination application NYS-APP#3 form at <http://www.cs.state.ny.us/announ/applications.cfm>; or
- Email [examinfo@cs.state.ny.us](mailto:examinfo@cs.state.ny.us) to request NYS-APP#3 form; or
- Obtain NYS-APP#3 form from a State agency or facility personnel/business office; or
- Request NYS-APP#3 form by calling the Department of Civil Service in the Albany area at 518-457-2487 [press 2, then press 3] or toll free at 1-877-697-5627 [press 2, then press 3].

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, call (518) 474-6470 in the Albany area or toll free at 1-877-697-5627 [press 2, then press 1].

**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 in employment, compensation and other terms and conditions of employment without discrimination on the basis of age, race, color, religion, disability, national origin, gender, sexual orientation, marital status, or arrest and/or criminal conviction record 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.

**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:** In addition, 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 enjoy equal opportunity. Persons with disabilities who require an accommodation to participate in an examination must note this on their applications. Further information is available from the Test Administration Unit of the Department of Civil Service at (518) 457-2487 [press 2, then press 2] in the Albany area, toll free at 1-877-697-5627 [press 2, then press 2], or via TDD (telecommunications device for the deaf) at (518) 457-8480.

**MULTIPLE EXAMINATIONS SCHEDULED FOR THE SAME DAY:** With the exception of written tests announced by New York City, if you have applied to take a written test announced by a local jurisdiction (county, town, city) scheduled to be held on the same test date as this written test, you must call (518) 474-6470 in the Albany area or toll free at 1-877-697-5627 [press 2, then press 1], 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.

**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 Completed Application To: **Application Processing  
New York State Department of Civil Service  
Alfred E. Smith State Office Building  
Albany, NY 12239**

Read Instructions on Page 2 First - Please Print Clearly

Announced Test Date: **October 16, 2010**

- 25-431, Correction Officer Trainee**  
 **25-432, Correction Officer Trainee (Spanish Language)**

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ M \_\_\_\_\_

Mailing Address: No., Street, Apt., or P.O. Box \_\_\_\_\_

City or Post Office \_\_\_\_\_ State \_\_\_\_\_ ZIP Code \_\_\_\_\_

Social Security Number

Home Phone ( ) - ( ) Day Phone ( ) - ( )

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

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

**RELIGIOUS ACCOMMODATION**

I cannot be tested on the scheduled test date due to a conflict with a religious observance or practice. (See Page 2)

**REASONABLE ACCOMMODATIONS IN TESTING**

I require reasonable accommodations to take this test. (See Page 2)

**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.

For Civil Service Use Only

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W  G  U

**STUDENT LOANS**

YES  NO  Have you any loans made or guaranteed by the NYS Higher Education Services Corporation which are currently outstanding?  
 YES  NO  If so, are you currently in default on any such loan?

**ADDITIONAL QUESTIONS FOR OPEN-COMPETITIVE APPLICANTS ONLY:**

YES  NO  Were you ever discharged from any employment except for lack of work or funds, disability or medical condition?  
 YES  NO  Did you ever resign from any employment rather than face discharge?  
 YES  NO  Did you ever receive a discharge from the Armed Forces of the United States which was other than "Honorable" or which was issued under other than honorable conditions?  
 YES  NO  Have you ever been convicted of any crime (felony or misdemeanor)?  
 YES  NO  Are you now under charges for any crime?

If you answered YES to any of these questions, provide details under REMARKS on Page 2. Your failure to answer any of these questions or to provide details will significantly delay any determination concerning your qualifications and may deprive you of potential employment opportunities.

**NON-REFUNDABLE PROCESSING FEE** Please read exam announcement and information on Page 2.

**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.

**No Fee Is Due Because:**

- I am a NY State employee and my fee is paid by my union for an open-competitive examination. (CSEA Negotiating Units 02, 03, 04 or 47)  
 I am unemployed and primarily responsible for the support of a household.  
 I am receiving public assistance as described on Page 2.

**(The fee will NOT BE REFUNDED if your application is DISAPPROVED.)**

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.

**X** \_\_\_\_\_

Signature of Applicant

Date

Please print any other last name by which you are or have been known.

**DO NOT COMPLETE THIS SECTION UNLESS YOU:**

1. Wish to claim War Time Veterans Credits, AND
2. Have NOT used veterans credits for appointment to a position in NY State or Local Government.

**EXTRA CREDITS FOR WAR TIME VETERANS** YOUR ANSWERS MUST BE "YES" TO BE ELIGIBLE FOR ADDITIONAL CREDITS.

YES  NO  I expect to receive or have 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.**

YES  NO  I am now serving, or have 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 to the date when the Persian Gulf hostilities ends;
- 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.

YES  NO  I am a United States citizen or an alien lawfully admitted for permanent residence.

To claim additional credits as a Disabled Veteran, you must also answer YES to this question:

YES  NO  I have a service connected disability rated at 10% or more by the US Department of Veterans Affairs. This disability was incurred during a "Time of War" period listed above.

**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.

It is the policy of the New York State Department of Civil Service to provide for and promote equal opportunity in employment, compensation and other terms and conditions of employment without discrimination on the basis of age, race, creed, color, national origin, gender, sexual orientation, disability, Vietnam Era Veteran status, marital status or genetic predisposition or carrier status.

It is the policy of the 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 enjoy such equal opportunity, including accommodations in the examination process. Further, it is the policy of the Department to provide reasonable accommodations for religious observers.

**EXAMINATION APPLICATION**

Use this form to apply for Examination Numbers 25-431 and 25-432, 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, Alfred E. Smith State Office Building, 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 are applying for a written test and you do not receive a notice from us by three days before the test date, immediately call (518) 474-6470 in the Albany area, or toll free at 1-877-697-5627 (press 2, then press 1).

**PLACE OF EXAMINATION**

Unless the exam announcement states otherwise, written tests are held in the following locations, although some may not be open for every examination. You will be assigned to the nearest open location based on the postal ZIP code for your mailing address.

Albany	Kingston	Rochester
Amsterdam	Middletown	Saranac Lake
Binghamton	New York City (Manhattan)	Syracuse
Buffalo	Nyack	Utica
Fredonia	Port Jefferson	Watertown
Hicksville	Poughkeepsie	

**RELIGIOUS ACCOMMODATIONS**

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**

We provide reasonable accommodations for persons with disabilities to take a test. If you need a reasonable accommodation, check the box, "I require reasonable accommodations to take this test." On or before the last date for filing applications, write to the Department of Civil Service or call (518) 457-2487 (press 2, then press 2) in the Albany area, toll free at 1-877-697-5627 (press 2, then press 2) or via TDD (Telephone Device for the Deaf) (518) 457-8480 and describe the accommodation you need.

**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 NYS 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 NYS employee and my fee is paid by my union (CSEA Negotiating Units 02, 03, 04 & 47)." 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.

**EXTRA CREDITS FOR WAR TIME VETERANS**

Answering these questions means that you are requesting the extra credits. Do not answer the questions if you are not a war time active duty member of the Armed Forces or a War Time Veteran or if you do not want to request the extra credits.

If you are currently in the Armed Forces on full-time active duty (other than for training) or if you are a War Time Veteran or Disabled Veteran, you are eligible for extra credits added to your exam score if you pass. These extra credits can be used only once for any permanent government employment in New York State. If you want to have these extra credits added to your exam score, you must answer the questions now. You can waive the extra credits later if you wish. At the time of interview and appointment you will be required to produce the documentation, such as discharge papers, to prove that you are eligible for the extra credits.

**ADDITIONAL EXAMINATION CREDITS PURSUANT TO CIVIL SERVICE LAW SECTION 85-a**

If you are a child of a police officer or firefighter 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) 473-8102.

**PERSONAL PRIVACY PROTECTION LAW**

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 (press 2, then press 3); or toll free at 1-877-697-5627 (press 2, then press 3).

**REMARKS:**

**New York State  
Department of Civil Service**

*Committed to Innovation, Quality, and Excellence*

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*A Guide to the Written Test*

**for the**

**Entry-Level Correction Officer Series**

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Opportunities at **work.**



David A. Paterson  
*Governor*

Nancy G. Groenwegen  
*Commissioner*

## ***INTRODUCTION***

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The New York State Department of Civil Service has developed this test guide to familiarize you with the written test for the Entry-Level Correction Officer Series. This test guide provides a general description of the subject areas which will be tested and the different types of questions you may see on the test. The Examination Announcement will specify the exact subject areas to be included on the particular examination you will be taking.

The written test for the Entry-Level Correction Officer Series has an overall time allowance of 2 1/2 hours. The test questions will cover the following four subject areas:

- 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 material before it is collected by the monitor. You will then be presented with questions which require you to recall specific details about the material.
- 2. APPLYING WRITTEN INFORMATION IN A CORRECTIONAL SERVICES SETTING:** These questions test for the ability to read, interpret, and apply regulations, directives, written narratives, and other related material, in a correctional services setting. 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. PREPARING WRITTEN MATERIAL:** These questions test for the ability to present information clearly and accurately and for the ability 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 among four suggestions, the best order for the sentences.
- 4. UNDERSTANDING AND INTERPRETING WRITTEN MATERIAL:** These questions test for the ability to comprehend written material. You will be provided with brief reading selections and will be asked questions relating to the selections. All the information required to answer the questions will be provided in the selections. You will not be required to have any special knowledge relating to the subject areas of the selections.

These are the only subject areas that will be included on the written test.

The remainder of this test guide explains how you will be tested in each of the subject areas listed above. A **TEST TASK** is provided for each subject area. This is an explanation of how a question will be presented and how to correctly answer it. Read each explanation carefully. This test guide also provides at least one **SAMPLE QUESTION** for each subject area. The sample question will be similar to the type of questions that will be presented on the actual test. This test guide provides the **SOLUTION** and correct answer to each sample question. You should study each sample question and solution in order to understand how the correct answer was determined.

## **SUBJECT AREA 1**

**OBSERVING AND RECALLING FACTS AND INFORMATION:** These questions test for the ability to observe and recall facts and information, without the aid of notes.

**TEST TASK:** You will be presented with facts or photographs which describe or depict prison scenes. You will have a short time to observe and memorize the material before it is collected by the monitor. You will not be allowed to take notes during this study period. You will then be presented with questions which require you to recall specific details about the material.

**SAMPLE PHOTOGRAPH:** Look closely at the people in the photograph. Who are they? (e.g., correction officer, inmate, or instructor) What are they wearing? What are they doing? Note the setting of the scene. What objects are present? How are the objects positioned? What are the people doing with the objects?

Try to remember all the details about the photograph so that you can answer questions about the photographs later, without the aid of notes.



**INMATES IN PRISON YARD**

### **SAMPLE QUESTIONS:**

You will be presented with two types of questions in the memory test booklet.

- the four-choice, multiple choice question, and
- the two-choice, True/False question

Following are samples of each:

#### **SAMPLE QUESTION 1:**

The following question is based on the photograph labeled "INMATES IN PRISON YARD."

In the photograph, what was the focus of attention of the group?

- A. a weightlifting bench
- B. an inmate holding his fist out
- C. a barbell on the ground
- D. an inmate lifting weights on a bench

*The correct answer to sample question 1 is B.*

**SOLUTION:** To answer this question correctly, you must be able to recall that the group in the photograph appeared to be looking at an inmate holding his fist out. Therefore, the correct answer to sample question 1 is choice B.

#### **SAMPLE QUESTION 2:**

The following question is based on the photograph labeled "INMATES IN PRISON YARD."

One of the inmates in the prison yard was holding a barbell.

- A. True
- B. False

*The correct answer to sample question 2 is B.*

**SOLUTION:** To answer this question correctly, you must be able to recall that none of the inmates in the photograph were holding a barbell. Therefore, the correct answer to sample question 2 is "False" (choice B).

## **SUBJECT AREA 2**

**APPLYING WRITTEN INFORMATION IN A CORRECTIONAL SERVICES SETTING:** These questions test for the ability to apply written information, such as rules, regulations, directives, narrative reports, and other material, in a correctional services setting.

**TEST TASK:** You will be presented with a set of rules, regulations, or other written information which you must read. Then, you will be presented with a situation that is similar to those typically experienced in a correctional services setting. For each question, you must apply information in the rule, to the given situation, in order to answer the question correctly.

### **SAMPLE RULE:**

**Personal Grooming Standards** - Employees shall be well groomed, appropriately dressed, and present a neat, clean appearance while on duty. Moderate amounts of cologne or perfume may be used.

- I. **Hair** - The hair must be kept clean and within Department standards. Uniformed staff may not wear hair styles that feature spikes, shaved patterns, lines, tails, symbols, or names cut into the hair. Unnatural color dyes, or any other styles which distract from their professional appearance should be avoided.

**Males** - The hair shall be neatly groomed so as not to fall over the ears or eyebrows or extend more than 1/2" below the top of the uniform collar.

**Females** - While in uniform, the hair shall be neatly groomed and arranged/styled so that it does not extend more than 1/2" below the top of the uniform collar. Pins, combs, or barrettes similar to the color of the hair are permitted, provided they are tasteful, not ostentatious, and concealed as much as possible. Hair ornaments or ribbons shall not be worn.

- II. **Facial Hair** - Recruits reporting to the Academy shall keep existing facial hair trimmed as set forth below. Recruits shall not be permitted to grow new facial hair while at the Academy.

**Beards** - Security staff appointed after 1990 are not permitted to wear beards. Security staff appointed prior to 1990 may wear beards, provided they are kept trimmed within one inch.

**Sideburns** - Sideburns shall be neatly trimmed. The base shall be clean shaven on a horizontal line and shall not extend below the lowest part of the exterior ear openings. Muttonchops or flared sideburns are prohibited.

**Mustaches** - Mustaches must be neatly trimmed and not extend beyond the corners of the mouth or fall below the center line of the lips.

### **SAMPLE SITUATION:**

While inspecting the appearance of Correction Officers at pre-shift briefing, a Sergeant observes the following:

- **Officer A** - a male officer wearing his hair 1/4" over his ears and 1/4" below the top of his uniform collar
- **Officer B** - a female officer wearing shoulder-length hair arranged in a single braid
- **Officer C** - a female officer wearing a yellow ribbon in her hair, in recognition of her husband who is overseas with the military
- **Officer D** - a male officer who did not have a mustache when graduating from the Academy, but who has grown a neatly trimmed mustache since reporting to the facility.

### **SAMPLE QUESTION:**

Based on the preceding rule, which officer is in compliance with the Personal Grooming Standards?

- A. Officer A
- B. Officer B
- C. Officer C
- D. Officer D

*The correct answer to this sample question is D.*

**SOLUTION:** *To answer this question correctly, you must compare the descriptions of the four officers presented in situation, to the relevant sections of the stated rule:*

**Officer A** is wearing his hair 1/4" over his ears. This is in violation of the rule for males, which states that "The hair shall be neatly groomed so as not to fall over the ears..." Therefore, Officer A is not in compliance with the standards.

**Officer B** is wearing a shoulder-length braid. This is in violation of the rule for females, which states that hair should "not extend more than 1/2" below the top of the uniform collar." Therefore, Officer B is not in compliance with the standards.

**Officer C** is wearing a yellow ribbon in her hair. This is in violation of the rule for females, which states that "Hair ornaments or ribbons shall not be worn." Therefore, Officer C is not in compliance with the standards.

**Officer D** has a neatly trimmed mustache. This complies with the rule on mustaches, which states that "Mustaches must be neatly trimmed..." Officer D is in compliance with the standards. Therefore, the correct answer to this sample question is choice D.

## **SUBJECT AREA 3**

**PREPARING WRITTEN MATERIAL:** These questions test for the ability to present information clearly and accurately and for the ability to organize paragraphs logically and comprehensibly.

**TEST TASK:** There are two separate test tasks in this subject area:

- In the first, **Information Presentation**, you will be presented with information in two or three sentences, followed by four restatements of the information. You must choose the version that presents the original information most clearly and accurately.
- In the second, **Paragraph Organization**, you will be given paragraphs with their sentences out of order. You must choose, from among four suggestions, the best order for the sentences.

### **INFORMATION PRESENTATION SAMPLE QUESTION:**

Correction Officer Gilson failed to take proper precautions. His failure to take proper precautions caused a personal injury accident.

Which one of the following best presents the information above?

- A. Correction Officer Gilson failed to take proper precautions that caused a personal injury accident.
- B. Proper precautions, which Correction Officer Gilson failed to take, caused a personal injury accident.
- C. Correction Officer Gilson's failure to take proper precautions caused a personal injury accident.
- D. Correction Officer Gilson, who failed to take proper precautions, was in a personal injury accident.

*The best answer to this sample question is C.*

### **SOLUTION:**

**Choice A** conveys the incorrect impression that proper precautions caused a personal injury accident.

**Choice B** conveys the incorrect impression that proper precautions caused a personal injury accident.

**Choice C** best presents the original information: Correction Officer Gilson failed to take proper precautions and this failure caused a personal injury accident.

**Choice D** states that Correction Officer Gilson was in a personal injury accident. The original information states that Gilson caused a personal injury accident, but it does not state that Gilson was in a personal injury accident.

## **SUBJECT AREA 3 cont.**

### **PARAGRAPH ORGANIZATION SAMPLE QUESTION:**

The following question is based upon a group of sentences. The sentences are shown out of sequence, but when correctly arranged, they form a connected, well-organized paragraph. Read the sentences, and then answer the question about the best arrangement of these sentences.

1. Eventually, they piece all of this information together and make a choice.
2. Before actually deciding upon a corrections job, people usually think about several possibilities.
3. They imagine themselves in different situations, and in so doing, they probably think about their interests, goals, and abilities.
4. Choosing a correctional services occupation is an important decision to make.

Which one of the following is the best arrangement of these sentences?

- A. 2-4-1-3
- B. 2-3-4-1
- C. 4-2-1-3
- D. 4-2-3-1

*The best answer to this sample question is D.*

### **SOLUTION:**

**Choices A and C** present the information in the paragraph out of logical sequence. In both **A** and **C**, sentence 1 comes before sentence 3. The key element in the organization of this paragraph is that sentence 3 contains the information to which sentence 1 refers; therefore, in logical sequence, sentence 3 should come before sentence 1.

**Choice B** also presents the information in the paragraph out of logical sequence. Choice **B** places sentence 4 in between sentence 1 and sentence 3, thereby interrupting the logical sequence of the information in the paragraph.

**Choice D** presents the information in the paragraph in the best logical sequence. Sentence 4 introduces the main idea of the paragraph: "Choosing a correctional services occupation." Sentences 2-3-1 then follow up on this idea by describing, in order, the steps involved in making such a choice. **Choice D is the best answer to this sample question.**

## **SUBJECT AREA 4**

**UNDERSTANDING AND INTERPRETING WRITTEN MATERIAL:** These questions test for the ability to understand and interpret written material.

**TEST TASK:** You will be provided with brief reading selections and will be asked questions relating to the selections. All of the information required to answer the questions will be provided in the selections. You will not be required to have any special knowledge relating to the subject areas of the selections.

### **SAMPLE QUESTION:**

Transporting Inmates

Correction officers who are transporting inmates are responsible for the safety and security of such inmates from the time they leave the jail until the inmates are delivered to their destination or until the inmates are returned to the jail. The officers should not make any stops during the trip unless it is absolutely necessary. If stopping is absolutely necessary, the officers must take all possible precautions to maintain their own safety and the safety and security of the inmates. If an unavoidable delay is experienced (for example heavy traffic, car trouble, or bad weather) the officers must take the first opportunity to notify the jail of the delay. If a situation occurs which is not covered by specific instructions, the officers must contact their jail's watch commander if it is possible. If it is not possible to contact the watch commander, the officers must exercise their best judgment to fulfill their responsibility to maintain the safety and security of the inmates.

Which one of the following statements concerning the transportation of inmates is best supported by the passage above?

- A. If it appears that the trip might be delayed, the officers transporting the inmates should notify the jail immediately.
- B. If it is necessary to make a stop, the inmates should be secured with leg-irons and handcuffs.
- C. The officers transporting the inmates are responsible for maintaining the safety and security of the inmates at all times during the trip.
- D. If the vehicle transporting the officers and the inmates becomes involved in a traffic accident, the first thing the officers should do is notify their watch commander.

*The correct answer to this sample question is C.*

### **SOLUTION:**

*To answer this question correctly, you must evaluate each choice against information in the passage..*

**Choice A** states, if it appears that a trip might be delayed, the officers should notify the jail immediately. However, the passage states, if a delay is experienced, the officers must take the first opportunity to notify the jail of the delay. Choice A is not supported by information in the passage. Therefore, choice A is not correct.

**Choice B** states, if it is necessary to make a stop, the inmates should be secured with leg-irons and handcuffs. However, the passage states, if stopping is absolutely necessary, the officers must take all possible precautions to maintain their own safety and the safety and security of the inmates. It does not state that inmates must be secured with leg-irons and handcuffs. The appropriate method will vary depending on the nature of the inmates, the purpose of the trip, and the circumstances of the stop. Therefore, choice B is not correct.

**Choice C** states that the officers transporting the inmates are responsible for maintaining the safety and security of the inmates at all times during the trip. Information in the passage states that correction officers who are transporting inmates are responsible for the safety and security of such inmates from the time they leave the jail until the inmates are delivered to their destination or until the inmates are returned to the jail." Choice C is supported by information in the passage. **Therefore, choice C is the correct answer to this question.**

**Choice D** states, if the vehicle transporting the officers and the inmates becomes involved in a traffic accident, the first thing the officers should do is notify their watch commander. However, the passage makes no mention of notifying the watch commander if the transport vehicle becomes involved in a traffic accident. Therefore, choice D is not correct.

## **TEST SECURITY**

The test you will be taking is the property of the New York State Department of Civil Service. Candidates may not remove test material from the test site and may not reproduce, reconstruct, or discuss the test content with others. Unauthorized possession or disclosure of the test material is prohibited by law and punishable by imprisonment and/or a fine. Additionally, candidates may be disqualified from appointment to the positions for which the examination is being held and from being a candidate for any civil service examination for five years. After you take the test, other individuals may want to talk with you about the test. You should not discuss the questions and answers, even in general terms. You should be careful that you do not inadvertently violate test security and put yourself at risk.

## **CONCLUSION**

Your attitude and approach to the test will influence how well you perform. A positive attitude will help you do your best.

### **Before the test ...**

- Study and review this guide to familiarize yourself with what the test will cover.
- Study and review the subject areas that will be covered on the test.

### **On the day of the test ...**

- Arrive at the test site on time.
- Bring your Admission Notice, two No. 2 pencils, a photo ID containing your signature, a quiet lunch or snack, and any other **allowed** materials.
- Do **NOT** bring this test guide to the test site.

### **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 anywhere on the grounds of the test site (this includes the test room, hallways, restrooms, building, grounds, and parking lots) could result in your disqualification.

### **During the test ...**

- Read and follow all directions on your Admission Notice, test booklets, answer sheets, and Candidate Directions.
- Follow the Monitor's instructions.
- Keep track of the time.

### **After the test ...**

- Do **NOT** remove any test materials from the test room.
- Do **NOT** paraphrase, reconstruct, or reproduce the test material in any way.
- Do **NOT** discuss the test material with others.

It is the policy of the New York State Department of Civil Service to provide reasonable accommodation to ensure effective communication of information to individuals with disabilities. If you need an auxiliary aid or service to make the information available to you, please contact the New York State Department of Civil Service Public Information Office at (518) 457-9375.

Visit the New York State  
Department of Civil Service web site  
[www.cs.state.ny.us](http://www.cs.state.ny.us)



New York State  
Department of Civil Service  
Albany, NY 12239

2010

# Correction Officer Exam

A new examination for the position of correction officer with the New York State Department of Correctional Services will be held on

**October 16, 2010**

## THE KEY TO A SECURE FUTURE

**APPLICATIONS MUST  
BE POSTMARKED  
NO LATER THAN  
SEPTEMBER 13, 2010.**

Don't miss this opportunity for a rewarding career with the New York State Department of Correctional Services as a correction officer.



**Candidates must  
be 21 years of age  
on or before the  
date of their  
appointment**

### THE POSITION OF CORRECTION OFFICER:

Correction officer positions are located throughout New York State in various facilities of the NYS Department of Correctional Services. 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 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 on 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.

### **Compensation**

\$ 36,420 – hiring rate (increase expected upon completion of current contract negotiations)

\$ 200 – Lump sum paid after eight weeks of training

\$ 38,310 – 6 month salary rate

\$ 43,867 – After completion of 26 full bi-weekly payroll periods

Annual salary advancements are based on performance evaluations. Employees are also eligible for pay raises as negotiated by their certified bargaining agent.

Additional compensation is provided through a pre-shift briefing premium and corrections expanded duty pay payable each payroll period in addition to base salary. This additional compensation currently amounts to \$128.63 per payroll period.

An inconvenience pay program is in place for evening and night shift employees.

Appointees who work in the five boroughs of New York City or in Nassau, Suffolk, Rockland or Westchester Counties will receive an additional \$3,210 annual downstate adjustment. Appointees who work in Dutchess, Orange or Putnam Counties will receive an additional \$1,195 annual Mid-Hudson adjustment.

### **Academy Training Program**

You will be required to participate in, and satisfactorily complete, all requirements of a 12-month training program before you can advance to correction officer. As part of the program, you will attend the Correctional Services Training Academy for a minimum of EIGHT weeks of formal training. Paid training at the Academy will include academic courses in such areas as emergency response procedures, interpersonal communications, legal rights and responsibilities, security procedures, and concepts and issues in corrections. You will also receive rigorous physical training to develop fitness, strength and stamina. To physically qualify, it is necessary to perform seven sequential job related tasks in two minutes and fifteen seconds or less. Failure in any of the tasks will result in the recruit failing to meet the agency qualification standards and, accordingly, being dismissed from the Academy. The test is administered during the final week of the training program at the Academy. A thorough explanation and demonstration of the course, and an opportunity for a trial run, will precede the final test.

### **College Credit**

Candidates who successfully complete the Academy Training and their probation period are eligible to earn up to sixteen (16) college credits towards a post-secondary degree. Further information can be obtained during your ACADEMY training period.

### **Reassignment**

Upon completion of the Training Academy program and the on-the-job-training period, new correction officers are assigned to facilities based upon staffing needs of the Department, and can only be assigned to facilities for which no reassignment list exists. This generally

means that new officers are placed at facilities in the lower and mid Hudson Valley areas. Thereafter, employees may request to be reassigned, on the basis of seniority, to other facilities. The waiting time for a transfer depends upon the length of existing reassignment lists and correction officer turnover. It may take several years to be reassigned to certain facilities. However, reassignment to other facilities may be considerably shorter in time. All reassignments are by seniority. Complete details of this procedure are available in each facility's Personnel Office.

#### Insurance Benefits

**HEALTH:** Health insurance and Prescription Drug Coverage for yourself only or family coverage for yourself and your eligible dependents is provided at low cost to the employee. Correction officers can select from several health insurance options to obtain the coverage which best suits their needs. There is a 56-day waiting period before coverage takes effect for new employees.

**DENTAL:** The State of New York and Security Services Unions have a group contract with Group Health Incorporated (GHI) to provide you and your covered dependents with dental insurance benefits, at no cost to the employee. There is a 56-day waiting period before coverage takes effect for new employees.

**VISION CARE:** Vision benefits are provided to new State employees and qualified dependents, once the employee has been on the payroll for 56 days, at no cost to the employee.

**LIFE:** Life insurance available at reduced premiums through your certified bargaining agent.

#### Leave Benefits

**ANNUAL LEAVE:** Entry level employees earn annual leave at the rate of one half day per pay period or 13 days annually. Additional bonus days are provided in union contracts. Forty days maximum accumulation is allowed.

**PERSONAL LEAVE:** Five days of leave are granted on the date of employment for use each year. Personal leave is not cumulative.

**SICK LEAVE:** Earned at the rate of one-half day per pay period or 13 days annually. Accumulation of sick leave from year to year is allowed with a maximum accrual of 225 days. Absences due to illness or death in the employee's immediate family may be chargeable to sick leave, not to exceed 15 days per calendar year.

**WORKERS' COMPENSATION LEAVE:** An employee necessarily absent from duty because of an occupational injury may choose Workers' Compensation Law benefits or the Leave Benefit Program. If the contractual benefits are chosen, the individual agrees to be part of a medical evaluation process designed to return individuals to work on limited duty or light duty prior to full recovery.

**HOLIDAY OBSERVANCES:** There are twelve days, which are observed as holidays by New York State. Correction officers required to work on a holiday shall receive, at their option, either (a) additional compensation or (b) a compensatory day off.

#### Retirement

**General:** Membership is mandatory for permanent, full-time employees. Correction officers are enrolled in accordance with Article 22, Tier 5 of the New York State Employees' Retirement System. Correction officers also have a special provision which allows them to retire at any age, as long as they have 25 years of uniformed service.

**Death Benefits:** Ordinary and accidental death benefits are payable on your behalf to survivors through application to the Retirement System.

#### Other

**Credit Union:** Payroll deduction savings and loan feature.

**Consumer Buying Power:** Available through your certified bargaining unit.

**Education & Training:** Tuition reimbursement is available for higher education. Continuous on-the-job training is available as an enhancement to promotional opportunities.

#### Identification Cards, Badges and Fingerprinting

Correction officers are Peace Officers under Section 1.20 of the Criminal Procedure Law. Fingerprinting is required of all employees. There is a mandatory \$75 fee for fingerprinting. You must have your ID card with you at all times. Badges are provided by the Department to all correction officers.

You may apply on-line or download examination information and applications at the [New York State Department of Civil Service](http://www.cs.state.ny.us/exams) web page - <http://www.cs.state.ny.us/exams>

To apply you must use form NYS-APP#3. Forms are available (by mail or in person) at the New York State Department of Civil Service: Alfred E. Smith State Office Building, Albany NY 12239. Forms may be obtained at one of the NYS Department of Labor Community Service Centers, or local offices; these offices cannot handle mail requests.

Find out more about the [Department of Correctional Services](http://www.docs.state.ny.us/).

See DOCS web page - <http://www.docs.state.ny.us/>