



ERIC L. ADAMS  
Mayor

DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES  
BUREAU OF EXAMINATIONS

LOUIS A. MOLINA  
Commissioner

# NOTICE OF EXAMINATION

PROMOTION TO WARDEN (CORRECTION)  
Exam No. 5553  
AMENDED NOTICE - June 11, 2025

|                       |                            |                                                                                                                                                                                        |
|-----------------------|----------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>WHEN TO APPLY:</b> | <b>From: March 5, 2025</b> | <b>APPLICATION FEE: \$101.00</b>                                                                                                                                                       |
|                       | <b>To: March 25, 2025</b>  | <b>If you choose to pay the application fee with a credit/debit/gift card, you will be charged a service fee of 2.00% of the payment amount. This service fee is nonrefundable.</b>    |
|                       |                            | <b>CANDIDATES WHO DEMONSTRATE THAT THEY ARE A VETERAN, UNEMPLOYED, RECEIVING PUBLIC ASSISTANCE, OR SUPPLEMENTARY SECURITY INCOME, ARE ENTITLED TO A WAIVER OF THE APPLICATION FEE.</b> |

**THE TEST DATE:** Multiple-choice testing is expected to begin on **Thursday, October 30, 2025.**

The Notice of Examination is amended to change the multiple-choice exam date from June 16, 2025 to October 30, 2025 and update the corresponding Method of Computing Seniority Chart. Candidates who previously applied do not need to apply again.

**YOU ARE RESPONSIBLE FOR READING THIS ENTIRE NOTICE  
BEFORE YOU SUBMIT YOUR APPLICATION.**

**WHAT THE JOB INVOLVES:**

This is a class of positions which encompasses both managerial and non-managerial assignments. This class of positions encompasses responsible administrative or supervisory correctional work of varying degrees of difficulty and with varying degrees of latitude for independent initiative and judgment. There are various assignment levels within this class of positions. At Assignment Level I, under direction, Wardens (Correction), assist in the administration of a large correctional facility or command by serving as Tour Commander and/or Commanding Officer of an assigned Department of Correction field command; serve as the Executive Officer of a smaller facility or command; serve as a Training Officer at the Correction Academy; serve in a command function over such activities at a central office unit or Transportation Division; and perform related work.

(This is a brief description of what you might do in this position and does not include all the duties of this position.)

**THE SALARY:**

Salaries will be consistent with the level of responsibility of the assignment. Salaries for appointments to managerial assignments will be consistent with the Managerial Pay Plan. Salaries for appointments to non-managerial assignments will be made in accordance with the collective bargaining agreement pay plan.

**ELIGIBILITY TO TAKE EXAMINATION:**

This examination is open to each employee of the New York City Department of Correction who **on the first date of the multiple-choice test:**

- 1. holds a permanent (not provisional) competitive appointment or appears on a Preferred List (see Note, below) for the title of Captain (Correction); **and**
- 2. is not otherwise ineligible.

(Note: A "Preferred List" is a civil service list which is only for certain former permanent employees of the eligible title who have rehiring rights.)

If you do not know if you are eligible, check with **your agency's personnel office**. You may be given the test before we verify your eligibility. You are responsible for determining whether or not you meet the eligibility requirements for this examination prior to submitting your application. If it is determined prior to the test date that you are not eligible to participate in this examination, you will not receive an Admission Notice to take the multiple-choice test, you will not be permitted into the test site, and your application fee will not be refunded. If it is determined after the test date that you are not eligible to participate in this examination, your application fee will not be refunded and you will not receive a score.

**Note:** See "EFFECTS OF A BREAK IN SERVICE" section below.

**READ CAREFULLY AND SAVE FOR FUTURE REFERENCE**

**ELIGIBILITY TO BE PROMOTED:**

In order to be eligible for promotion, you must have completed your probationary period in the eligible title as indicated in the above "Eligibility To Take Examination" section, and you must be permanently employed in the eligible title or your name must appear on a Preferred List for the eligible title at the time of promotion. Additionally, you must have served permanently in the eligible title for at least 18 months. Time served prior to a break in service of more than one year will not be credited.

**Note:** See "EFFECTS OF A BREAK IN SERVICE" section below.

**EDUCATION REQUIREMENT:**

If promoted, you will be required to possess, by the completion of the probationary period for Warden (Correction), 60 college credits from an accredited college or university, or an educational equivalent, as described below.

College education must be from an accredited college or university, accredited by regional, national, professional or specialized agencies recognized as accrediting bodies by the U.S. Secretary of Education, and by the Council for Higher Education Accreditation (CHEA). If you were educated outside of the United States, you must have your foreign education evaluated by an approved Foreign Education Evaluation Service to determine its equivalence to education obtained in the United States. This evaluation is required if you need credit for your foreign education to meet the education requirements.

All official documents and proof required to qualify (e.g. transcripts and/or foreign education credit evaluation) must be submitted directly by the college, university, or evaluating service to the Human Resources Division of the Department of Correction before the end of the probationary period. If you have previously submitted a transcript in connection with another Department of Correction promotional examination, you must resubmit a transcript, even if you have not earned any additional credits. Documents will not be accepted from individual candidates.

Any employee who graduated from the Correction Academy (Recruitment Training) will be deemed to have received college credit on the following basis and will not be required to submit a transcript to verify these credits:

| <b>Graduation Date:</b>           | <b>College Credits Earned:</b> |
|-----------------------------------|--------------------------------|
| Before April 30, 1979             | 6 college credits              |
| April 30, 1979 - August 31, 1995  | 13 college credits             |
| September 1, 1995 - June 30, 1998 | 18 college credits             |
| July 1, 1998 - Current            | 21 college credits             |

Also, any Captain (Correction) who has successfully completed the Captain's training course at the Correction Academy since April 30, 1979 will be deemed to have earned an additional three (3) college credits.

**Educational Equivalent:** Each year of experience as a Captain (Correction) may be substituted for 1.76 college credits up to a maximum of 25 years or 44 college credits. Work experience as a Captain (Correction) will be prorated in three-month increments only.

**REQUIREMENTS TO BE PROMOTED:**

**Investigation:** To be promoted, you must present all the official documents and proof required to qualify.

**Screening Requirements:** Promotion into this title and assignments to any special unit are subject to certain mandated screening and review requirements set forth at Part XII of the Consent Judgment in Nunez v. City of New York, 11 Civ. 5845 ("Nunez screening requirements"), which can be reviewed at <https://www.justice.gov/opa/file/624846/download>. You must satisfy the Nunez screening requirements in order to be promoted and/or assigned to special units.

**Drug Testing Requirement:** All eligibles for promotion to Warden (Correction) will be required to submit to a drug test. Additionally, as a probationary Warden, you are subject to random drug testing during Academy Training. You may again be drug tested on a random basis after your probationary period is completed or as a prerequisite for assignment. Any member of the NYC Department of Correction found in possession of or using illegal drugs, or who fails, refuses, or attempts to evade a drug test, will be terminated. The NYC Department of Correction has a strict zero tolerance policy concerning illegal drug use.

**Residency Requirement:** The New York State Public Officers Law requires that at the date of promotion, you must be a resident of the City of New York or of Nassau, Westchester, Suffolk, Orange, Rockland or Putnam counties.

**HOW TO APPLY:**

If you believe you are eligible to take this examination, submit an application on the Online Application System (OASys) at [www.nyc.gov/examsforjobs](http://www.nyc.gov/examsforjobs). Follow the onscreen application instructions for electronically submitting your application, payment, and completing any required information. A unique and valid email address is required to apply online. Several internet service providers, including but not limited to Google, Yahoo!, AOL, Outlook.com, and Mail.com offer free email addresses. **All new OASys accounts require verification before a candidate can apply to ensure the accuracy of candidate information. Verification is instantaneous for most accounts and you will receive a confirmation email with instructions to activate your account. For any account creation issues, you will receive onscreen prompts to contact DCAS. This review may require up to two (2) business days to be reviewed and resolved. Please keep this information and the application period deadline in mind when creating your account.**

The following methods of payment are acceptable: major credit card, bank card associated with a bank account, or a prepaid debit card with a credit card logo which you may purchase online or at various retail outlets. If you are receiving or participating in certain forms of public assistance/benefits/programs, or are a veteran, you may qualify to have the application fee waived. For more information on eligibility for a fee waiver and documentation requirements visit the Fee Waiver FAQ on the Online Application System at: <https://a856-exams.nyc.gov/OASysWeb/faqs>. **Effective January 2020, the Online Application System is no longer supported on Windows 7 or earlier versions of Windows operating systems.**

You may come to the DCAS Computer-based Testing & Application Centers to apply for this examination online.

The centers will be open Monday through Friday from 9:00 AM to 5:00 PM:

|                                                                                         |                                                                                   |                                                                                        |
|-----------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|----------------------------------------------------------------------------------------|
| <b><u>Manhattan</u></b><br>2 Lafayette Street<br>17th Floor<br>New York, NY 10007       | <b><u>Brooklyn</u></b><br>210 Joralemon Street<br>4th Floor<br>Brooklyn, NY 11201 | <b><u>Queens</u></b><br>118-35 Queens Boulevard<br>5th Floor<br>Forest Hills, NY 11375 |
| <b><u>Staten Island</u></b><br>135 Canal Street<br>3rd Floor<br>Staten Island, NY 10304 | <b><u>Bronx</u></b><br>1932 Arthur Avenue<br>2nd Floor<br>Bronx, NY 10457         |                                                                                        |

You must complete the entire application by midnight, Eastern Time, of the last day of the application period. If you have questions about applying for this examination, you may contact DCAS via [nyc.gov/CivilServiceNowNYC](https://www1.nyc.gov/CivilServiceNowNYC) and select the applicable subject.

**Special Circumstances Guide:** This guide is located on the DCAS website at [https://www1.nyc.gov/assets/dcas/downloads/pdf/employment/pdf\\_c\\_special\\_circumstances\\_guide.pdf](https://www1.nyc.gov/assets/dcas/downloads/pdf/employment/pdf_c_special_circumstances_guide.pdf) and available at the DCAS Computer-based Testing & Application Centers. This guide gives important information about requesting an alternate test date because of religious observance or a special test accommodation for disability, claiming Veterans' or Legacy credit, and notifying DCAS of a change in your mailing address. Follow all instructions on the Special Circumstances Guide that pertain to you when you complete your "Application for Examination."

**REQUIRED INFORMATION:**

**Application for Examination:** Follow the online instructions, including those relating to the payment of fee and, if applicable, those found in the Special Circumstances Guide.

**THE TEST:**

The multiple-choice test will be given at a computer terminal. A score of at least 70% is required to pass this test. Your score on this test will determine 75% of your final score. Your seniority, awards, educational achievement and training courses will determine the remaining 25%. You must pass the multiple-choice test to have your seniority, awards, educational achievement, training courses, and veterans' preference credit, if applicable, credited.

The multiple-choice test is designed to assess the extent to which candidates have certain abilities and technical knowledge determined to be important to the performance of the tasks of a Warden (Correction) Level I.

**Task areas which may be tested are as follows:**

**Communicates Information:** notifications and communication of information to and from appropriate staff to facilitate efficient work performance.

**Inspects, Searches and Patrols:** monitoring and supervision of searches of the facility.

**Oversees Facility Programs/Services and Inmate Movement:** monitoring and follow-up of compliance with various consent decrees as they pertain to inmates and operation of the facility.

**Oversees Staffing and Assignments:** allocation of staff, change in staff assignments, and monitoring fitness for duty of Correction staff.

**Responds to Conflicts, Emergencies and Other Unusual Situations:** direction and supervision of staff in conflicts and other emergencies and follow-up procedures.

**Reviews and Prepares Forms, Logs and Reports:** preparation and review of forms, logs and other reports.

**Trains, Guides and Counsels:** supervision of subordinate work performance, the provision of training and counseling when needed to subordinates.

The test may include questions which require working knowledge or better (without Reference Material) of the following non-exclusive list of sources in effect up to and including March 25, 2025, the Department of Correction Rules and Regulations; Minimum Standards for NYC Correctional Facilities; Policy and Procedure Directives; General Orders; Operational Orders; Consent Decrees; Mental Health Minimum Standards; Health Care Minimum Standards; Court Mandates; Inmate Rule Book; Special Tele-Types; standards of proper employee ethical conduct, including the provisions of Mayor's Executive Order No. 16 of 1978 as amended.

**The test may also include questions requiring the use of any of the following abilities:**

**Analysis:** Identifying problems, securing relevant information, relating data from different sources, and identifying possible causes of problems. Example: A Warden (Correction) may use this ability when investigating a housing area with frequent fights to find the cause of the fights.

**Decisiveness:** Readiness to make decisions, render judgments, take action, or commit oneself. Example: A Warden (Correction) may use this ability when making a decision to extract an inmate from a cell.

**Delegation:** Utilizing subordinates effectively; allocating decision making and other responsibilities to the appropriate subordinates. Example: A Warden (Correction) may use this ability when delegating to subordinates the task of notifying outside agencies and the medical examiner of a death of an inmate, and when following up to ensure notifications were appropriate and complete.

**Development of Subordinates:** Developing the skills and competencies of subordinates through training and development activities related to current and future jobs. Example: A Warden (Correction) may use this ability in having supervisors with certain specialties train others.

**Judgment:** Developing alternative courses of action and making decisions based on logical assumptions that reflect factual information. Example: A Warden (Correction) may use this ability when communicating with a Probe Team supervisor as to the next appropriate course of action.

**Management Control:** Establishing procedures to monitor and/or regulate processes, tasks, or activities of subordinates and job activities and responsibilities; taking action to monitor the results of delegated

assignments or projects. Example: A Warden (Correction) may use this ability when coordinating Captains during mass movement of inmates for services throughout the facility.

**Organizational Sensitivity:** Action that indicates an awareness of the impact and the implications of decisions on other components of the organization. Example: A Warden (Correction) may use this ability when ensuring adequate staff coverage so all inmate services run effectively.

**Planning and Organizing:** Establishing a course of action for self and/or others to accomplish a specific goal; planning proper assignment of personnel and appropriate allocation of resources. Example: A Warden (Correction) may use this ability when organizing inmate clinic appointments.

**Sensitivity:** Actions that indicate a consideration for the feelings and needs of others. Example: A Warden (Correction) may use this ability when communicating appreciation to staff for working overtime.

**Technical Translation:** Demonstrating knowledge of the meaning of technical/professional terminology used on the job. Example: A Warden (Correction) may use this ability when reading and interpreting legal documents, radio codes, and medical terminology.

**Work Standards:** Setting high goals or standards of performance for self, subordinates, others, and organization. Dissatisfied with average performance. Example: A Warden (Correction) may use this ability when ensuring that Captains (Correction) are properly reviewing logbooks for compliance.

**Written Communication:** Clear expression of ideas in writing and use of good grammatical form. Example: A Warden (Correction) may use this ability when writing Rainbow reports, Use of Force reports, 311 complaints and COB investigation reports.

**Certain questions may need to be answered on the basis of documents or other information supplied to the candidates on the date of the multiple-choice test.**

**SENIORITY AND AWARDS:**

**Method of Computing Seniority:** Use the following chart to determine the credit for seniority in the permanent eligible title of Captain (Correction).

| <u>If your Date of Permanent Appointment as a Captain (Correction) is:</u> | <u>You will Receive:</u>  | <u>If your Date of Permanent Appointment as a Captain (Correction) is:</u> | <u>You will Receive:</u> |
|----------------------------------------------------------------------------|---------------------------|----------------------------------------------------------------------------|--------------------------|
| 10/31/25 or after                                                          | not eligible to take exam | 07/31/20 - 10/30/20                                                        | 80.000%                  |
| 07/31/25 - 10/30/25                                                        | 70.000%                   | 05/01/20 - 07/30/20                                                        | 80.250%                  |
| 05/01/25 - 07/30/25                                                        | 70.500%                   | 01/31/20 - 04/30/20                                                        | 80.500%                  |
| 01/31/25 - 04/30/25                                                        | 71.000%                   | 10/31/19 - 01/30/20                                                        | 80.750%                  |
| 10/31/24 - 01/30/25                                                        | 71.500%                   | 07/31/19 - 10/30/19                                                        | 81.000%                  |
| 07/31/24 - 10/30/24                                                        | 72.000%                   | 05/01/19 - 07/30/19                                                        | 81.250%                  |
| 05/01/24 - 07/30/24                                                        | 72.500%                   | 01/31/19 - 04/30/19                                                        | 81.500%                  |
| 01/31/24 - 04/30/24                                                        | 73.000%                   | 10/31/18 - 01/30/19                                                        | 81.750%                  |
| 10/31/23 - 01/30/24                                                        | 73.500%                   | 07/31/18 - 10/30/18                                                        | 82.000%                  |
| 07/31/23 - 10/30/23                                                        | 74.000%                   | 05/01/18 - 07/30/18                                                        | 82.250%                  |
| 05/01/23 - 07/30/23                                                        | 74.500%                   | 01/31/18 - 04/30/18                                                        | 82.500%                  |
| 01/31/23 - 04/30/23                                                        | 75.000%                   | 10/31/17 - 01/30/18                                                        | 82.750%                  |
| 10/31/22 - 01/30/23                                                        | 75.500%                   | 07/31/17 - 10/30/17                                                        | 83.000%                  |
| 07/31/22 - 10/30/22                                                        | 76.000%                   | 05/01/17 - 07/30/17                                                        | 83.250%                  |
| 05/01/22 - 07/30/22                                                        | 76.500%                   | 01/31/17 - 04/30/17                                                        | 83.500%                  |
| 01/31/22 - 04/30/22                                                        | 77.000%                   | 10/31/16 - 01/30/17                                                        | 83.750%                  |
| 10/31/21 - 01/30/22                                                        | 77.500%                   | 07/31/16 - 10/30/16                                                        | 84.000%                  |
| 07/31/21 - 10/30/21                                                        | 78.000%                   | 05/01/16 - 07/30/16                                                        | 84.250%                  |
| 05/01/21 - 07/30/21                                                        | 78.500%                   | 01/31/16 - 04/30/16                                                        | 84.500%                  |
| 01/31/21 - 04/30/21                                                        | 79.000%                   | 10/31/15 - 01/30/16                                                        | 84.750%                  |
| 10/31/20 - 01/30/21                                                        | 79.500%                   | 10/30/15 or earlier                                                        | 85.000%                  |

No additional credit will be given for more than 10 years of service in the eligible title, nor will credit be given for more than the actual amount of service an eligible has except as provided by Section 243 of the State Military Law. Any person who, pursuant to Court Order or otherwise, has been accorded retroactive seniority by the Department of Citywide Administrative Services in the title of Captain (Correction) shall be given appropriate credit.

**Note:** See "EFFECTS OF A BREAK IN SERVICE" section on page 5.

**Awards:** Use the following chart to determine the credit to be added for Department Honors and Attendance, Educational Achievement and Training Courses.

|                                                                              |           |
|------------------------------------------------------------------------------|-----------|
| <b>Honors</b>                                                                |           |
| Departmental Medal of Honor                                                  | add 3.00% |
| Honorable Mention                                                            | add 1.75% |
| Exceptional Merit                                                            | add 1.50% |
| Commendation                                                                 | add 1.00% |
| Meritorious Duty                                                             | add 1.00% |
| Excellent Duty                                                               | add 1.00% |
| Employee of the Month                                                        | add 1.00% |
| Employee of the Year                                                         | add 1.00% |
| <b>Attendance</b>                                                            |           |
| Perfect Attendance - each year (Maximum 5 years)                             | add 4.00% |
| Good Attendance - 1 through 5 days of absence of each year (Maximum 5 years) | add 1.00% |

**Additional Credit for Educational Achievement\***

|                                                            |           |
|------------------------------------------------------------|-----------|
| Awarded JD/Ph.D degree                                     | add 3.00% |
| Awarded Master's Degree                                    | add 2.75% |
| Awarded Baccalaureate degree or 90 - 127 credits completed | add 2.50% |
| Awarded Associate degree or 61 - 89 credits completed      | add 1.50% |

**Training Courses \*\***

|                                                                               |           |
|-------------------------------------------------------------------------------|-----------|
| Training course(s) approved by the DOC resulting in certificate of completion | add 0.15% |
|-------------------------------------------------------------------------------|-----------|

\*Credit for educational achievement will be granted for the highest level achieved and will be granted for only one educational achievement level. Credit will be awarded for a degree awarded or courses completed from an accredited college or university.

\*\*Credit will be awarded for successful completion of each training course, approved by the Department of Correction, resulting in certificate of completion in such areas as Sensitivity Training, Substance Abuse, CPR, First Aid, Supervision, Conflict Resolution, Report Writing or a closely related area. A maximum of 1.50% will be granted for training courses.

**Terms and Conditions Governing Credit for Departmental Awards, Educational Achievement and Training Courses:**

1. Credit for awards, educational achievement and training courses is granted in one successful examination only, i.e., an examination in which the participating candidate attains a place on the eligible list and from which list he or she is subsequently promoted and passes probation. Credit for awards, educational achievement and training courses will not be split between two promotion exams. If a candidate previously reached the maximum on seniority, awards, educational achievement and training courses for other promotion exams by using less than the full value of an award, the remainder of the value of the award will **not** be granted on this examination.
2. Credit for awards, educational achievement and training courses must be used by the candidate in the first successful examination following acquisition and recognition of the award.
3. Each award is creditable as of the date the notice of award is signed by the Commissioner of Correction.
4. Only awards received prior to the date of the Written Test will be counted.
5. Credit for educational achievement and training courses will be granted only for credits, degrees or courses completed by **October 31, 2025**. Employees must submit documentation supporting educational achievement and training courses no later than **December 31, 2025** to the Personnel Division of the Department of Correction. Documentation submitted after **December 31, 2025** will not be accepted. Appeals requesting credit for educational achievement and training courses for which documentation is submitted after **December 31, 2025** will be denied.
6. The maximum credit attainable on awards, seniority, educational achievement and training courses is 100%. Seniority, awards, educational achievement, training courses and veteran's preference credits will be awarded only to those candidates who pass the multiple-choice test.

**EFFECTS OF A BREAK IN SERVICE:**

The period of a break in service will not be credited toward eligibility to take the exam, eligibility to be promoted or in the computation of seniority credits. Additionally, any time served prior to a break in service of more than one year will not be credited for those purposes.

**Time on the Preferred Lists:** Time on the preferred list will be credited toward eligibility to take the exam, toward the 18 month eligibility requirement to be promoted, and in computation of seniority credits. However, time on the preferred list will not be credited towards completion of the probationary period.

**EXAM SITE ADMISSION:**

Your Admission Notice will be available on your Dashboard in OASys 14 days before the first date on which testing is expected to begin. You can print or display your Admission Notice on your phone or personal device to gain entry to the test site. Test site assignments will take your address into consideration, but nearness to your address cannot be guaranteed.

**Warning:** The use of electronic devices at the test site is prohibited. This includes phones, smart watches, cameras, e-cigarettes, vape pens and/or other portable media or electronic devices. Any such items brought to the test site will be placed in a Yondr pouch and magnetically sealed until after the exam event (Examination, Protest Review Session, TVB session). The use of headphones and earbuds are also prohibited. Only basic, hand-held calculators with addition, subtraction, multiplication, and division functions are permitted-no additional features. Devices with keyboards, word processing, or data recording capabilities are banned and will be placed in a Yondr pouch if brought to the testing site. If you use any of these prohibited devices, or remove them from your Yondr pouch before being authorized to do so, whether in the testing area, restroom, hallway, or other location at the test site, at any time before, during or after the exam event, your test score will be nullified, you will be disqualified from taking any civil service tests for up to five years, and your application fee will not be refunded.

You are also not permitted to use on site any medical assistive devices, including those that give notifications or alerts, or that vibrate, without the prior express written authorization of DCAS. You can contact DCAS by email at: [testingaccommodations@dcas.nyc.gov](mailto:testingaccommodations@dcas.nyc.gov).

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 & Application 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, City or State issued identification card, IDNYC, US

Government issued Passport, US Government issued Military Identification Card, US Government issued Alien Registration Card, 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.

#### **CHANGE OF MAILING ADDRESS, EMAIL ADDRESS, AND/OR TELEPHONE NUMBER:**

It is critical that you promptly notify DCAS of any change to your mailing address, email address and/or phone number. If we do not have your correct mailing address, email address and/or phone number, you will not receive information about your exam(s), consideration for appointment and/or important information that may require a response by a specified deadline. If you need to update your Mailing Address, Email Address, and/or Telephone Number, read below:

- City Employees - update this information in NYCAPS Employee Self-Service (ESS) at [www.nyc.gov/ess](http://www.nyc.gov/ess)
- All Others - update this information on your Profile page in the Online Application System (OASys) by logging into your OASys account and navigating to your Dashboard, then your Profile tab at [www.nyc.gov/examsforjobs](http://www.nyc.gov/examsforjobs)
- If you are unable to recall and/or no longer have access to the email address associated with your OASys account, please contact us via the following link: [nyc.gov/CivilServiceNowNYC](http://nyc.gov/CivilServiceNowNYC) using the "Account Access, User ID, Password or Registration Issue" subject or call (212) 669-1357 (Monday - Friday from 9 AM - 5 PM EST)

#### **CHANGE OF NAME AND/OR SOCIAL SECURITY NUMBER:**

Use the Data Correction Form and follow all instructions for changing your name and/or social security number with DCAS. The following link will provide you with the DCAS Data Correction Form: <https://www1.nyc.gov/assets/dcas/downloads/pdf/employment/dp148a.pdf>.

#### **THE TEST RESULTS:**

If you pass the multiple-choice test and are marked eligible, your name will be placed in final score order on an eligible list, you will be given a list number and you will be notified by email of your test results. The eligible list determines the order by which candidates will be considered for promotion. If you meet all requirements and conditions, you will be considered for promotion if your name is reached on the eligible list. Once a list has been established, it will typically remain active for four years. To learn more about the civil service system go to: <https://www1.nyc.gov/site/dcas/employment/civil-service-system.page>.

If you believe that your test part was rated incorrectly, you may submit an appeal of your score to DCAS, Committee on Manifest Errors, through the Online Application System (OASys). Your appeal must give specific reasons why your score should be higher. Your appeal may result in a higher or lower rating.

To access the appeal portal of OASys, please log into your OASys account at [www.nyc.gov/examsforjobs](http://www.nyc.gov/examsforjobs) and use the following steps:

1. Navigate to the Dashboard for the Appeals tab.
2. Click the NEW APPEAL button to create and submit your appeal.
3. Select the exam from the Exam drop-down list, and
4. Select the exam part from the Exam Part drop-down list.
5. Select the reason for your appeal from the Appeal Reason drop-down list (if applicable).
6. Enter the details of your appeal by providing specific reasons why your score should be higher.

Note: You may attach up to 5 documents to support your appeal by using the attachment functionality.

#### **SPECIAL ARRANGEMENTS:**

##### **Late Filing:**

Consult **your agency's personnel office** to determine the procedure for filing a late application if you meet one or more of the following conditions:

1. You are absent from work for at least one-half of the application period and cannot apply for reasons such as vacation, sick leave or military duty; or
2. You become eligible after the above application period but before the date on which testing is expected to begin.

##### **Make-up Test:**

You may apply for a make-up test if you cannot take the test on the regular test date(s) for any of the following reasons:

1. being ordered to military duty; or
2. compulsory attendance before a court or other public body or official having the power to compel attendance; or
3. on-the-job injury or illness caused by municipal employment where you are an officer or employee of the City; or
4. absence from the test within one week after the death of a spouse, domestic partner, parent, parent-in-law, sibling, child or child of a domestic partner where you are an officer or employee of the City; or
5. a clear error for which the Department of Citywide Administrative Services; or
6. a temporary disability; or
7. pregnancy, childbirth or a related medical condition.

To request a make-up test, contact Administration, Customer, and Exam Support (ACES) by email at [testingaccommodations@dcas.nyc.gov](mailto:testingaccommodations@dcas.nyc.gov), as soon as possible, and include documentation of the special

circumstances that caused you to miss your test.

**ADDITIONAL INFORMATION:**

**Certification on the basis of gender:** The eligible list resulting from this examination may be certified to fill vacancies based on gender where a bona fide occupational qualification requires gender selection. When the eligible list is not selectively certified as stated herein, appointments will be made without regard to gender.

**Probationary Period:** As part of the probationary period, probationers will be required to successfully complete a prescribed training course. The probationary period for Wardens (Correction) promoted as a result of this examination will be one (1) year. However, the probationary period may be extended for an additional six (6) months if the educational requirement has not been met, or for other reasons.

**The Prison Rape Elimination Act (PREA):** Advancement and promotion into this title are subject to the Federal Regulations of the Prison Rape Elimination Act (PREA). As per PREA, the Department of Correction will not hire or promote anyone who may have contact with inmates and detainees, and who has engaged in sexual abuse in a prison, jail, lockup, community confinement facility, juvenile facility, or other institution (as defined in 42 U.S.C. 1997); or who has been convicted or civilly or administratively adjudicated to have engaged or attempted to engage in sexual activity in the community facilitated by force, overt or implied threats of force, or coercion, or if the victim did not consent or was unable to consent or refuse.

**Peace Officer Status:** You must satisfy the requirements established by the State of New York for Peace Officers. You must meet and maintain the requirements for Peace Officer Status for the duration of your employment.

**Firearm Qualifications:** You must qualify and remain qualified for firearms usage as a condition of employment for the duration of your career. The methods, procedures and protocol for the firearms qualification test will be determined by the Department of Correction. A firearms qualification test will be administered annually to determine qualification. In addition, you must remain authorized to carry firearms under Federal and New York State Statutes.

**Application Receipt:**

You will be emailed a receipt immediately after you have applied for the examination. If you do not receive this receipt, check "Junk", "Trash", or "Spam" folders for the primary email linked to your Online Application System (OASys) account. If you are unable to locate the email, you can view a summary of the notification email to you on your OASys Dashboard, then Notifications. If you are still unable to find the email, please email DCAS via the Contact feature available in OASys with a description of the issue and include the exam number and your profile number located on your Profile page. While on your Profile page, check that the email addresses you provided are correct and/or updated.

**PENALTY FOR MISREPRESENTATION:**

Any intentional misrepresentation on the application or examination may result in disqualification, even after promotion, and may result in criminal prosecution.

The General Examination Regulations of the Department of Citywide Administrative Services (DCAS) apply to this examination and are part of this Notice of Examination. They are posted at [nyc.gov/dcass](http://nyc.gov/dcass) and copies are available at the DCAS Computer-based Testing & Application Centers.

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For information about other exams, and your exam or list status, call 212-669-1357.  
Internet: [nyc.gov/dcass](http://nyc.gov/dcass)