STATE OF NEW YORK
DEPARTMENT OF CORRECTIONAL SERVICES
STATE CAMPUS - BUILDING #2
1220 WASHINGTON AVENUE
ALBANY, N.Y. 12226-2050

GLENN S. GOORD
COMMISSIONER

CHARLES M. DEVANE
DEPUTY COMMISSIONER
ADMINISTRATIVE SERVICES

Instructions to Applicants for the 2005 Correction Officer Trainee Examination

Thank you for your interest regarding the examination for New York State Correction Officer Trainee scheduled to be held on **March 19, 2005.** For your information and to allow you to apply for this examination, an application, examination announcement, and a copy of a fact sheet that lists briefly the benefits available to Correction Officers is attached.

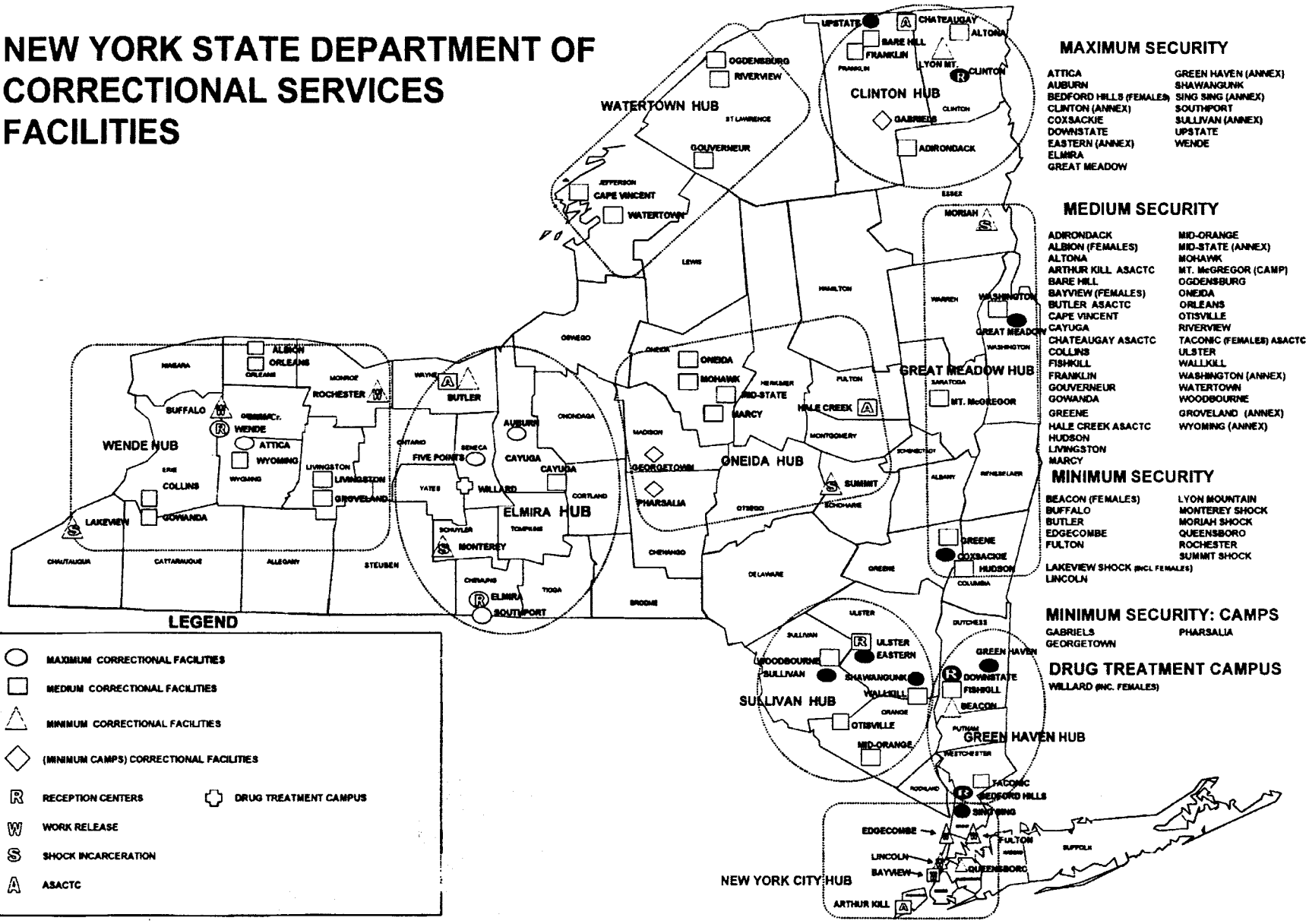
Your application **must** be postmarked no later than **January 31, 2005**. A **$30.00** filing fee **must** also accompany your application. A check or money order should be made payable to the **NYS Department of Civil Service** to cover this fee. Failure to include the filing fee will result in the rejection of your application by the New York State Department of Civil Service and its being returned to you. Although you will be allowed to re-apply upon re-submission of your application with the filing fee, you will not be allowed into the examination unless both application and filing fee are received with a postmark date of no later than **JANUARY 31, 2005.** Your application and filing fee **must** be submitted directly to:

NYS DEPARTMENT OF CIVIL SERVICE
BUILDING 1, STATE OFFICE CAMPUS
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 **JANUARY 31, 2005.**

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



MAXIMUM SECURITY

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

MEDIUM SECURITY

ADIRONDACK
ALBION (FEMALES)
ALTONA
ARTHUR KILL ASACTC
BARE HILL
BAYVIEW (FEMALES)
BUTLER ASACTC
CAPE VINCENT
CAYUGA
CHATEAUGAY ASACTC
COLLINS
FISHKILL
FRANKLIN
GOUVERNEUR
GOWANDA
GREENE
HALE CREEK ASACTC
HUDSON
LIVINGSTON
MARCY
MID-ORANGE
MID-STATE (ANNEX)
MOHAWK
MT. McGREGOR (CAMP)
OGDENSBURG
ONEIDA
ORLEANS
OTISVILLE
RIVERVIEW
TACONIC (FEMALES) ASACTC
ULSTER
WALLKILL
WASHINGTON (ANNEX)
WATERTOWN
WOODBOURNE
GROVELAND (ANNEX)
WYOMING (ANNEX)

MINIMUM SECURITY

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

MINIMUM SECURITY: CAMPS

GABRIELS
GEORGETOWN
PHARSALIA

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

MARCH 19, 2005

THE KEY TO A SECURE FUTURE

APPLICATIONS MUST BE POSTMARKED NO LATER THAN JANUARY 31, 2005.

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

THE POSITION OF CORRECTION OFFICER:

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

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 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 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

$ 28,444 – First six months of training +

$ 30,043 – Second six months of training +

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

$ 34,742 – After completion of 26 full bi-weekly payroll periods +

+ CURRENT NEGOTIATIONS UNDERWAY SHOULD RESULT IN AN INCREASE IN COMPENSATION.

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 payable each payroll period in addition to base salary. This currently amounts to $54.41* per payroll period.

The inconvenience pay program provides $500* per year to employees who work four (4) hours or more between 6:00 p.m. and 6:00 a.m.

Security enforcement differential pay provides $575, which is added to your annual salary.

Location pay of $1,200 per year is paid to employees working in the following counties: Bronx, Kings, Queens, Richmond (Staten Island), Westchester, Rockland, Nassau, and Suffolk counties. *

**** Current negotiations may result in these amounts being changed***

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.

Uniforms: A professional uniform is furnished and replaced as needed by the employer. The current annual maintenance allowance is $550.

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 (Postal Money Order only) 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 view the exam announcement at the New York State Department of Civil Service web page - http://www.cs.state.ny.us/

To apply you must use form OCC-AP. Forms are available (by mail or in person) at the New York State Department of Civil Service: Building # 1 State Campus, 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.
See DOCS web page - http://www.docs.state.ny.us/

NEW YORK STATE DEPARTMENT OF CIVIL SERVICE EXAMINATION

Open To The Public

Examination No. and Title	Salary*	Non-Refundable Processing Fee
24-454 Correction Officer Trainee **24-455 Correction Officer Trainee (Spanish Language)**	**$28,444** Hiring Rate	**$30**

Written Test To Be Held	Applications MUST Be Postmarked By
MARCH 19, 2005	JANUARY 31, 2005

Examinations for these positions were held in November 2003 and again in October 2004. **If you are on the current eligible list for Corrections Officer Trainee, you MUST take and pass this exam in order to continue your eligibility beyond January 2006.**

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 (9:00 a.m.) or an afternoon (2:00 p.m.) session. Your admission notice will tell you where and when you are scheduled to appear.

**Additional salary information:*
(1) Salary for both titles after one year $34,742; (2) In addition to the base salary, appointees will receive an annual pre-shift briefing payment of $1,414.66 and a $575 annual security and law enforcement differential; (3) Appointees represented by NYSCOPBA or Council 82 and who work in the five boroughs of New York City or in Nassau, Suffolk, or Westchester Counties will receive an additional $1,230 annual downstate adjustment; and (4) Salaries subject to change pending outcome of current contract negotiations.

MINIMUM QUALIFICATIONS: At the time of appointment, you must meet the following requirements:

1. You must be at least 21 years old.
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. 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 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 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.

NOTES:

1. If you pass the examination for No. 24-455 Correction Officer Trainee (Spanish Language), you will be required to demonstrate your Spanish language proficiency at a level that will assure your ability to properly perform the duties of the position. Only enough candidates to fill current vacancies will be called to the proficiency test.
2. All applicants will be employed as Trainees.
3. If you are qualified for No. 24-455 Correction Officer Trainee (Spanish Language), you should file for both examinations, as there is only one application processing fee.

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 a youthful offender may be disqualified from appointment. Failure to meet the standards for the background investigation will result in disqualification. You will be required to pay a fingerprinting fee. Fingerprinting is required and you will be responsible for paying the fee.

Character and Fitness: Each potential appointee will be the subject of a thorough investigation to help determine character and fitness, and also to verify information provided by the applicant. Applicants must authorize access to educational, financial, military, employment, criminal history and mental health records. Information contained in such records will be reviewed and evaluated and, if found to be inconsistent with the qualifications for appointment, will result in disqualification. Candidates who receive a satisfactory evaluation on the background investigation and meet all other administrative requirements will be considered for appointment.

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, NYS Department of Civil Service, Building 1, State Campus, Albany, NY 12239. 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 lab fee. Failure to meet the standards may result in your disqualification.

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

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 for this evaluation will result in disqualification.

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 Trainee 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 on 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. **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.
4. **Preparing written material** – These questions test for the ability to present information clearly and accurately and to organize paragraphs logically and comprehensibly. For some questions, you will be given information in two or three sentences followed by four restatements of the information. You must then choose the best version. For other questions, you will be given paragraphs with their sentences out of order. You must then choose, from four suggestions, the best order for the sentences.

Your final score must be 70 or higher in order to pass. Rank on the eligible list will be determined after adding any wartime veterans and Civil Service Law Section 85-a credits to your final passing score. If you pass the written test, you will, in rank order, be considered for a conditional offer of employment pending completion of a background investigation, a physical/medical examination, and a psychological evaluation. You must successfully complete each of these in order to be eligible for appointment. It will be necessary for you to come to Albany as required, at your own expense, in order to complete these activities.

HOW TO APPLY:

- Download the examination application OC-APP form at http://www.cs.state.ny.us/jobs.htm; or
- Email examinfo@cs.state.ny.us to request OC-APP form; or
- Obtain OC-APP form from a State agency or facility personnel/business office; or
- Request OC-APP form by calling the Department of Civil Service in Albany (518) 457-6216; New York City (212) 961-4326; or Buffalo (716) 858-8473.

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.

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) 457-5483 if taking the test in Albany; (518) 457-6556 for New York City Test Center; (518) 457-7022 for all other Test Centers.

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.

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 Special Arrangements Unit of the Department of Civil Service at (518) 457-3416 or TDD (telecommunications device for the deaf) (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) 457-7022 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.