



EXAMINATION NOTICE

The City University of New York Announces
An Open Competitive Civil Service Examination for
Civil Service Title #04844

Campus Peace Officer Exam # 2020

Salary Schedule

CURRENT CUNY Employees	New Hires
Upon entry: \$30,317	Upon entry: \$26,830
After three (3) year of service: \$36,501	After three (3) years of service: \$36,501
NOTE: AFTER 12 MONTHS OF SERVICE, ALL FULL TIME EMPLOYEES ARE ENTITLED A TUITION BENEFIT FOR UP TO SIX (6) UNDERGRADUATE CREDITS OR THREE (3) GRADUATE CREDITS PER SEMESTER BASED UPON SPACE AVAILABLE BASIS.	

Salary increases are pending the implementation of the collective bargaining agreement

Written Test Date: Saturday, September 12, 2009

Filing Period Opens: Monday, June 22, 2009

Filing Period Closes: Friday, July 24, 2009 -Applications must be received or completed online by (not postmarked by) 5:00 PM (Eastern) this date

Filing Fee: \$30 fee is required. All applicants must pay the filing fee, unless qualified to receive a waiver.

Who Should Apply? Those who:

- Are at least 21 years old,
- Have worked for at least 2 years full-time (i.e., 35 hours or more per week),
- Have a High School Diploma or GED,
- Are United States citizens
- A resident of New York State,
- Possess a valid New York State Driver's License, and
- Are fluent in English (must be able to speak, read, write, & comprehend English); proficiency will be evaluated at the time of interview.

Individuals meeting the above requirements & passing the written exam must also pass a medical, physical, psychological and background verification standards. (See details inside)

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Visit the CUNY website at www.cuny.edu

Note: Proof of meeting the above requirements is necessary at the time of application. You will be asked to provide proof of having met these requirements.

Description of the Job

In accordance with the policies of The City University of New York and individual colleges, and under supervision, incumbents perform duties supporting campus/location public safety and security.

General Work Tasks

Community Policing

Respond to alarms and calls for service from the college community.
Enforce college rules and regulations as specified in Standard Operating Procedures.
Maintain a personal record (memo book) of daily job activities and incidents.
Maintain radio contact with the Department's Central Dispatch.
Provide customer service by enthusiastically providing information and services.
Assist with crowd control.
When assigned, maintain post and tour logs, ensuring that logs are kept current.
Write complete, accurate, and timely reports to record campus incidents.
Escort students, college VIPs, visiting dignitaries, and others on foot and/or by driving college vehicles.

Law Enforcement

Investigate crimes in accordance with all relevant rules, regulations, and laws of the College, University, New York City, New York State, and Federal Government.
Use and maintain defensive equipment (e.g., ASP, handcuffs, pepper spray, etc).
Make arrests, perform arrest processing, including warrant checks, voucher evidence according to Departmental procedures and all relevant rules, regulations, and laws of the College, University, New York City, New York State, and Federal Government.
Provide testimony in College disciplinary and legal proceedings.

Administrative Duties

Help monitor the performance of Campus Security Assistants and Security Guards.
When assigned, carefully monitor the premises through the campus CCTV system.
Perform assigned Fire Safety duties, including acting as a Fire Warden, Fire Guard, or Fire Safety Director during fire drills, emergencies, and other building evacuations.
Inventory Public Safety equipment.

Access Control

Check IDs and parking passes/decals in accordance with the College's access policy.
Provide access to rooms and locations, after receiving the proper authorizations.
Accept and voucher items into the campus Lost & Found.

Patrol

Act as a First Responder to alarms and calls for service.
Conduct patrols of campus premises on foot, by driving marked, unmarked, and cart vehicles.
Control the flow of vehicle and pedestrian traffic on campus property.
Upon volunteering for and being selected, incumbents serve as members of special patrols, such as Bike, Canine, and S.A.F.E. Team Patrol Units.

The Selection Process

APPLICATIONS MUST BE RECEIVED BY CPS, BY THE CLOSING DATE (July 24, 2009).

BY THE CLOSE OF THE FILING PERIOD (5 PM EST., FRIDAY, July 24, 2009), YOU MUST:

- Step 1. Complete the electronic application process or the paper application obtained from any CUNY Human Resources office or download from: www.cuny.edu (click on **Jobs at CUNY**,

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then Civil Service Exams).

ONLINE APPLICATIONS ARE STRONGLY RECOMMENDED.

You must meet the minimum qualifications. If you do not meet the minimum qualifications, you will be disqualified from the selection process; if you have already been appointed, you will be terminated from employment. You must attest to the accuracy of the information provided in the application process. You must attest to your understanding that cheating, applying under multiple Social Security Numbers or other ethical breaches will result in disqualification from the exam process.

Note: It is your responsibility to update your contact information. Changes to your name, address, telephone number, or email address will make it difficult for CUNY to locate you if you do not inform us of any changes. Your education and work history will be verified by The City University of New York.

Return the completed packet to:

**CPS Human Resource Services
Attn: CUNY CPO Examination
241 Lathrop Way
Sacramento, CA 95815**

DO NOT RETURN YOUR PAPER APPLICATION PACKET TO ANY CUNY ADDRESS.

Step 2. Meet the minimum qualifications for appointment (see the front page). **Supply your New York State Driver's License information: ID #, expiration date, and class.** Pay the non-refundable filing fee of \$30 via credit/debit card within the Exams Xpress system or a U.S. Postal or bank money order, or certified check (made payable to *CUNY*).

WE CANNOT ACCEPT PERSONAL CHECKS.

Mail payment to:

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Submission of fees will not be accepted after the close of the filing period. The filing fee is NOT REFUNDABLE. Waiver of the filing fee is available under §50.5(b) of New York State Civil Service Law. To qualify for a waiver, you must have a *demonstrable* financial hardship and complete the ***Application Fee Waiver Request and Certification Form***. **Your waiver request form must be submitted along with your application by the close of the filing period.**

- Step 3. Take and pass the written test.
- Step 4. After passing the examination, you may view your score in the Exams Xpress system once your final banded score has been calculated.
- Step 5. A CUNY Certified List of Eligibles will be established for the title.
- Step 6. Qualified applicants may be invited for an interview.
- Step 7. Qualified applicants must meet medical, physical, psychological and background verification standards.

Your final score will be determined by the grade you receive on the Written Test components and the veteran preference credit/legacy credits you receive. Your score will determine the order in which you are certified from the eligible list. The City University of New York reserves the right to refer only a sufficient number of applicants to meet the current and near-term staffing needs. The civil service certified list of eligibles resulting

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from the OPEN COMPETITIVE examination will be used to fill positions at CUNY colleges located in all five boroughs of New York City.

It is your responsibility to (if applicable):

Submit all supporting documentation of your claims of veteran preference credit or legacy credit, or your requests for disability accommodation during the written test or an alternate written test date due to Sabbath observance (if applicable).

Notice to Retirees: Retirees from public service employment with New York State or its political subdivisions including the City of New York are eligible for appointment. CUNY will not be able to request a waiver of the earnings limitation for retirees under the age of 65, established in Section 212 of New York State Retirement and Social Security Law. The annual earnings limitation is \$30,000 per year.

Specific Qualifications: Before being conditionally appointed, you must:

1. Meet the physical, medical, and psychological requirements as defined; successfully undergo a drug usage screen and you will be required to demonstrate physical ability to perform job tasks. Physical Test includes, but is not limited to, running 300 yards in 80 seconds or less, running down and climbing back up 3 flights of stairs in 45 seconds or less, and dragging 50 pounds a distance of 50 feet in 8 seconds or less.
2. You must undergo a background check, including a fingerprint screening & be able to obtain New York State Peace Officer Status.

Continued employment as a Peace Officer Level is contingent upon the satisfactory completion of training courses / programs prescribed by the Vice Chancellor for Human Resources, and/or the University Director of Public Safety. All Campus Peace Officers are subject to random drug screening.

The Written Test (100% of Final Ranked Rating)

It is anticipated that the written test will be administered on **Saturday, September 12, 2009**. In case of bad weather, please call 212.794.5672 to learn of any changes to the test administration schedule. A written test will determine your score. **Applicants must pass the written test to be continued in the selection process.** The minimum passing scaled final score is 70. This examination will be prepared and rated in accordance with Section 23(2) of the Civil Service Law. The provisions of the New York State Civil Service Law, rules and regulations dealing with the preparation and rating of examinations will apply to this examination.

This examination consists of:

Written Test Component #1: Multiple-choice assessment of relevant knowledge/skills/abilities (KSAs).

The Written KSA Test:

The written test will consist of multiple-choice questions that evaluate general knowledge, skills, and ability used in performing the Campus Peace Officer duties. The content areas are: Judgment, Observational Skills, Dispute Resolution, Customer Service Skills, Interviewing Skills, Communication Skills, Listening Skills, Ability to Follow Orders and Take Direction, Organization Skills, Telephone Skills and Writing Skills. The questions are covered in a situation question format or by multiple-choice requiring possession of such skills. All the information required to answer any question on this written test will be presented in the scenarios and/or as part of the test question itself. You will not be required to have any special knowledge of being a Peace Officer or of CUNY. A Test Review Session will not be held for this test.

Special Notes

Release of Test Scores Below 70. Per University regulations, the University does not score tests once it has been determined that an applicant failed to meet the minimum qualifications for appointment to the title. In these cases,

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test scores are assigned an administrative score of "60."

Special Accommodations for Physically or Mentally Challenged Applicants: Accommodations for the written test are available for persons with a verified disability. Applicants must complete a Request for Accommodation form from the Exams Xpress system and ensure that CPS Human Resource Services receives it **by the close of the filing period (Friday, July 24, 2009)**. A physician, licensed psychologist, or agency authorized for the purpose of confirming the specific nature of the applicant's impairment must complete the indicated section of the form. Information regarding applicants' disabilities is confidential, and used only to qualify an applicant for the special accommodation in testing.

Special Accommodations for Religious Beliefs: Applicants unable to participate in the Saturday written test because of a sincerely held practice of their religious beliefs must submit a signed statement on letterhead from the applicant's religious leader certifying to the applicant's religious observance in order to sit for the written test on an alternate examination date. All requests must be presented to CPS Human Resource Services (**SEE ADDRESS SHOWN PREVIOUSLY**) **by the close of the filing period (Friday, July 24, 2009)**.

Special Accommodations for Emergency Situations: Emergencies that will not permit you to attend the written test are:

- Death in the immediate family
- Unforeseen or medically necessary hospitalization
- Military service activation
- Mandated court attendance

These must be documented in advance except for hospitalization or a death in the family. An alternative examination date may be scheduled if warranted. All requests must be written and mailed to CPS Human Resource Services (**SEE ADDRESS SHOWN PREVIOUSLY**) received **no later than the Monday BEFORE the test date (Monday, September 7, 2009)** providing verifiable documentation of the reason. In the case of a death in the immediate family or an unforeseen hospitalization, an applicant must contact CPS Human Resource Services no later than **5:00 p.m. on the Tuesday after the test date** at 866.864.1072 ext. 3245. A determination will be made if you will be scheduled for an alternate test date.

Claiming Veteran Preference Credit

If you pass this examination, you may be eligible for the veteran preference credit if you are currently a New York State resident and have full-time active duty military service in the armed forces of the United States (not the military reserves nor the national/state guards) and have been honorably discharged or separated. Veterans (disabled veterans) who are eligible for additional credit and wish to be considered must indicate this as part of the electronic application process and download the form, complete it and send it to:

**CPS Human Resource Services
ATTN: CUNY CPO Examination
241 Lathrop Way
Sacramento, CA 95815**

You must submit proof of your eligibility before the establishment of the resulting eligible list. No credit may be granted after the establishment of the list. It is the responsibility of the test-taker to provide appropriate documentation. Effective January 1, 1998, the State Constitution was amended to permit test-takers currently in the armed forces of the United States to apply for and be conditionally granted veteran preference credit.

Claiming Legacy Credit (For Open Competitive Examinations Only)

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If you pass an examination for original appointment (not promotion), you may be eligible for an additional 10 points being added to your final examination score if your parent or sibling was killed in the line of duty as a firefighter or police officer in the service of the City of New York and you are applying for a position which would gain you entry into the public service. Legacy Credit is not applicable for promotional examinations.

1. **For Parent Legacy Credit:** if candidate's parent was killed in the line of duty as a firefighter or police officer in the service of New York City.
2. **For Sibling Legacy Credit:** if candidate's sibling was killed in the line of duty as a firefighter or police officer in the service of New York City as a result of the September 11, 2001, World Trade Center attack, or as a result of the rescue effort that took place in response to the attack.

If a candidate requests Legacy Credit after an application has been submitted, the candidate must write a letter indicating the candidate's name, address, social security number, the open-competitive exam title and number for which Legacy Credit is sought, and whether the request is for Parent Legacy Credit, Sibling Legacy Credit, or both. Claims for Legacy Credit cannot be made once the eligible list is established. All claims for Legacy Credit will be investigated. All candidates making such claims will be required to present to CPS Human Resource Services, **prior to eligible list establishment**, documentation verifying their claim, which must be addressed to:

**CPS Human Resource Services
ATTN: CUNY CPO Examination
241 Lathrop Way
Sacramento, CA 95815**

Note on Legacy Credit Usage:

1. You may use Legacy Credit only once for appointment from a City, State, or County open-competitive Civil Service eligible list from a jurisdiction within the State of New York.
2. Legacy Credit will be added only to the final score of those candidates who pass all parts of the open competitive examination.

Appointment Information

Eligible List – Once you pass the examination, your name will remain on the certified list of eligibles for up to one year, during which time you may be appointed to a probable permanent position in the University.

Proof of Identity and Work Authorization – In accordance with the Immigration Reform and Control Act of 1986, if appointed to CUNY you must be able to provide proof of identity and proof of the right to obtain employment in the United States.

Probationary Period – Each position is subject to a one-year probationary period following appointment from the CUNY Civil Service certified list of eligibles, which may be extended.

Fingerprinting – If you are selected for employment, you must be fingerprinted by The City University of New York. You will be informed where to report and the fee that you must bring (currently \$75, imposed by New York State).

Background Investigation – The University will investigate your background thoroughly. If we discover cheating, ethical breaches, or material facts about you that call into question your qualifications for the title, we will disqualify you. If you already have been appointed or placed on a certified list, we will terminate your employment or remove you from the list.

Advancement – Campus Peace Officers may be advanced to a higher assignment level, based upon the duties of the position. Campus Peace Officers may be eligible to file for the promotional Campus Public Safety Sergeant Examination.

Applicants may call **CPS Human Resource Services at 866.864.1072 ext. 3245** for further information.

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