EXAMINATION NOTICE

The City University of New York Announces
An Open Competitive Civil Service Examination for:

Campus Peace Officer

Exam # 1092

Salary Schedule

<table>
<thead>
<tr>
<th>CURRENT CUNY Employees</th>
<th>New Hires</th>
</tr>
</thead>
<tbody>
<tr>
<td>Upon entry: $30,317</td>
<td>Upon entry: $26,830</td>
</tr>
<tr>
<td>After three (3) years of service: $36,501</td>
<td>After three (3) years of service: $36,501</td>
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Note: After 12 months of service, all employees are entitled a tuition benefit for up to six (6) undergraduate credits and three (3) graduate credits per semester.

Written Test Date: Saturday, September 23, 2006

Filing Period Opens: Monday, June 5, 2006
Filing Period Closes: Thursday, August 31, 2006 -- Applications must be received by (not postmarked by) 5:00 PM (Eastern) this date.

Filing Fee: A $30 filing fee is required to enter the selection process. All applicants must pay the filing fee; the filing fee will not be waived under any circumstance.

Description of the Job

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

There are two levels to this title. Level I is a Competitive position, while Level II is by appointment only. Campus Peace Officers work closely with Campus Security Assistants and provide limited guidance to Campus Security Assistants. The major distinction between a Campus Peace Officer and a Campus Security Assistant is that Campus Peace Officers receive Peace Officer Status.

General Work Tasks

Community Policing

- Respond to alarms and calls for service from members of the college community.
- Enforce college rules and regulations as specified in Standard Operating Procedures.
Community Policing
(Continued)

Maintain a personal record (memo book) of daily job activities and incidents, as they occur, in the manner determined by the Campus Public Safety Director.

Maintain radio contact with the department’s Central Dispatch to ensure proper campus surveillance and to help coordinate Public Safety operations.

Provide customer service by enthusiastically providing information and services, as defined by College and University administration, to members of the College community and visitors.

Assist with crowd control at registration, special events, and other functions.

When assigned, maintain post and tour logs, guaranteeing that logs are kept current and entries are up-to-date.

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 applying Departmental procedures, 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 according to Departmental procedures and all relevant rules, regulations, and laws of the College, University, New York City, New York State, and Federal Government.

Perform arrest processing, including warrant checks, according to Departmental procedures and heeding 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.

Voucherevidence using established procedures for securing evidence to ensure the chain of possession and evidence integrity.

Administrative Duties

Help monitor the performance of Campus Security Assistants and Security Guards, serving as mentors.

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 (where applicable) of students, faculty, staff, and visitors, 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.

Conduct patrols of campus premises by driving marked, unmarked, and cart vehicles.

Control the flow of vehicle and pedestrian traffic to ensure safety and security of persons and campus property.

Perform various driving details (e.g., escorting college VIPs or performing courier service), as assigned.

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

The general steps in the selection process are as follows:

Step 1. Complete the application process via Exams Xpress or use the downloaded application packet that may be retrieved from the University website: www.cuny.edu (click on Jobs at CUNY, then Civil Service Exams). ONLINE APPLICATIONS ARE STRONGLY RECOMMENDED. Access the Exams Xpress system from this page and the forms download area will be visible. Return or mail the completed packet to CPS Human Resource Services, Attn: CUNY CPO Examination, 241 Lathrop Way, Sacramento, CA 95815. You may also mail or hand-deliver your application to: The City University of New York, Attn: Civil Service Examinations, CPO Examination, 535 E. 80th Street, New York, NY 10021. Do not return your paper application packet to any other CUNY address.

Step 2. Meet the minimum qualifications for appointment to the title (see the next section).

Step 3. Pass the Work Experience Test (pass/fail).

Step 4. After passing Work Experience Test, take and pass the written test.

Step 5. After passing the examination, you may view your score in the Exams Xpress system once your final banded score has been calculated.

Step 6. A CUNY Certified List of Eligibles will be established for the title.

Step 7. If qualified, you may be invited for an interview by a college.

You must meet the minimum qualifications for the title. If you do not meet the minimum qualifications for this title, you will be disqualified from the selection process; if you have already been appointed, you will be terminated from employment.

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, if any. Your score will determine the order in which you are certified from the eligible list for vacancies that come up. 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 from the OPEN COMPETITIVE examination will be used to fill positions at CUNY colleges located in all five boroughs of New York City.

How to Qualify for Appointment to the Campus Peace Officer Title

General Instructions:

By the close of the filing period (Thursday, August 31, 2006), you must:

1. Accurately complete and submit all of the information requested of you by the Exams Xpress system.
   
   Note: It is your responsibility to update your point of contact information in your Exams Xpress account if you change your name, address, telephone number, or email address. CUNY will not be able to locate you if you do not inform us of your new name, address, telephone number, or email address.

2. Accurately complete the Work Experience Test.
3. Attest to the accuracy of the information you provided at the end of your application process session.
4. Attest to your understanding that cheating, applying under multiple Social Security Numbers, or other ethical breaches will result in disqualification from the exam process.
5. If you filled out the downloaded application packet, return or mail the completed paper-based packet to CPS Human Resource Services, Attn: CUNY CPO Examination, 241 Lathrop Way, Sacramento, CA 95815. **Do not return your paper application packet to a CUNY college. Applications must be received by (not postmarked by) the closing date (Thursday, August 31, 2006).**
6. Pay the non-refundable filing fee of $30 via credit/debit card or ensure delivery of your filing fee U.S. Postal Money Order (made payable to CUNY) to: CPS Human Resource Services, ATTN: CUNY CPO Examination, 241 Lathrop Way, Sacramento, CA 95815. **No personal checks will be accepted.**
7. Pass the Work Experience Test (part of the minimum qualifications).
8. Submit all supporting documentation of your claims of veterans preference credit or legacy credit.
9. Submit all supporting documentation of your requests for disability accommodation during the written test (if applicable).
10. Submit all supporting documentation of your requests for an alternate written test date due to Sabbath observance (if applicable).

Submission of fees will not be accepted after the close of the filing period. **You must pay the filing fee.** You may file your fee within the Exams Xpress system via credit/debit card on a 128-bit encryption secure platform. If you choose not to file your fee online, you must file your fee with a **postal money order made payable to The City University of New York or CUNY** in care of CPS (See Step 6 Above). The filing fee will not be waived or refunded under any circumstances. **We cannot accept personal checks.**

Specific Qualifications:

By the close of the filing period (Thursday, August 31, 2006), you must:

3. Be proficient in the English language; candidates must be able to speak, read, write, and comprehend the English Language well enough to meet the minimally acceptable performance standards set for the job tasks. English proficiency will be evaluated at the time of interview.

4. Have a High School Diploma or GED.

5. Be a United States Citizen.

6. Be a resident of New York State.

7. Possess a valid New York State Driver License.

8. Be at least 21 years of age.

Note: Proof of meeting the above requirements is necessary at the time of application, before the close of a Civil Service examination filing period. You will be asked to provide proof of having met these requirements by the close of the filing period.

Before being appointed unconditionally, you must:

1. Meet the physical, medical, and psychological requirements as defined in University examination standards. You must successfully undergo a screen for drug usage, and you will be required to demonstrate a physical readiness for the performance of the tasks of the job. Physical Agility Test includes, but is not limited to, running 300 yards in 80 seconds or less, carrying a 25-pound fire extinguisher 50 feet in 10 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.

3. You must be able to obtain New York State Peace Officer Status.

Continued employment as a Peace Officer Level I is contingent upon the satisfactory completion, following assignment or appointment, of such training courses or programs as may be prescribed by the Vice Chancellor for Faculty and Staff Relations, and/or the University Director of Public Safety, as required, in order to comply with The Peace Officer Statute of the State of New York. All Campus Peace Officers are subject to random drug screening.

Note: Your education and work history will be verified by The City University of New York. CUNY considers full-time work to be 40 hours per week.

The Written Test (100% of Final Ranked Rating)

It is anticipated that the written test will be administered on Saturday, September 23, 2006. In case of bad weather, please call 866.864.1072 ext. 3245 or 212.794.5672 to learn of any changes to the test administration schedule.

A written test will determine your score. The minimum passing scaled final score is 70. All passing scores will be placed into five-point bands.

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 two components:

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

2. Written Test Component #2: The Person-Job Characteristics Matching Assessment (PJCMA).
Component 1: The KSA Test (75% of final ranked rating):

Written KSA Test

The written test may consist of multiple-choice questions that evaluate applicants’ knowledge/skills/abilities (KSAs) of the following potential content areas:

1) Judgment
2) Observational skills
3) Dispute Resolution skills
4) Customer Service skills
5) Interviewing skills
6) Communication Skills
7) Listening skills
8) Ability to Follow Orders/Take Direction
9) Organizational skills
10) Telephone skills
11) Writing skills

The KSA written test raw score comprises 75% of the maximum possible raw score point achievable on the total test. The converted passing score for the written test is 70. Applicants must pass the written test to be scored on subsequent components of the examination.

These questions test for general knowledge, skill, and ability of the principles and practices employed in performing the duties associated with the Campus Peace Officer position. They appropriately test for an entry-level Law Enforcement position. The above concepts are commonly covered in a situation question format or by multiple-choice questions that require demonstrating possession of such skills. The questions pertaining to writing will require examinees to identify writing errors, such as: grammatical, syntax, completeness, and spelling. 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.

Note: A Test Review Session will not be held for this test since it is anticipated to be administered again within a one-year period.

Component 2: The Person-Job Characteristics Matching Assessment (25% of final ranked rating):

At the time of the written test of knowledge, skills, and abilities, the Person-Job Characteristics Matching Assessment (PJ CMA) will be administered. Only those examinees who pass the KSA written test by achieving a scaled score of 70 or higher will have their assessment scored. This assessment measures applicants’ ability and willingness to withstand the demands of serving as Peace Officer at CUNY.

The Person-Job Characteristics Matching Assessment

This test may consist of self-evaluation questions that assess applicants in the following areas:

1) Interpersonal Skills
2) Taking Directions
3) Work Attitude, Work Ethic, and Reliability
4) Motivation and Personal Initiative
5) Stress Tolerance
6) Compassion and Conscientiousness
7) Service Orientation

The PJ CMA raw score comprises 25% of the maximum possible raw score point achievable on the total test. The converted passing score for the PJ CMA is 70.
**Note:** A Test Review Session will not be held for this assessment since it is anticipated to be administered again within a one-year period.

**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, 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 or their representative must download a Request for Accommodation form from the Exams Xpress system and ensure that CPS Human Resource Services (241 Lathrop Way, Sacramento, CA 95815) receives it by the close of the filing period (Thursday, August 31, 2006). 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 knowledge of such disabilities is 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 (241 Lathrop Way, Sacramento, CA 95815) by the close of the filing period (Thursday, August 31, 2006).

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

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

must be documented in advance except for hospitalization or a death in the family. An alternative examination date may be scheduled for you, if warranted. All requests must be written and mailed to CPS Human Resource Services (241 Lathrop Way, Sacramento, CA 95815) received no later than the Monday BEFORE the test date (Monday, September 18, 2006) 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.

This examination will be prepared and scored 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.

**Claiming Veterans 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 between:

- December 7, 1941 to December 31, 1946 (World War II)
• June 27, 1950, to January 31, 1955 (Korean Conflict)
• December 22, 1961, to May 7, 1975 (Vietnam Conflict)
• June 1, 1983, to December 1, 1987 (Hostilities in Lebanon)*
• October 23, 1983, to November 21, 1983 (Hostilities in Grenada)*
• December 20, 1989, to January 31, 1990 (Hostilities in Panama)*
• August 2, 1990, to end of hostilities - - - not yet determined (Persian Gulf Conflict)

* = requires Expeditionary Medal

OR

in the U.S. Public Health Service between:
• June 26, 1950, to July 3, 1952
• July 29, 1945 to September 2, 1945

Veterans or disabled veterans who are eligible for additional credit and wish to be considered for the credit must indicate this as part of the ExamsXpress application process. You must also download and complete the accessible form and submit it to CPS Human Resource Services, ATTN: CUNY CPO Examination, 241 Lathrop Way, Sacramento, CA 95815. If applying using the downloadable form process, you must complete and submit the downloadable form to CPS Human Resource Services, ATTN: CUNY CPO Examination, 241 Lathrop Way, Sacramento, CA 95815. Regardless of the method of application, if you indicate that you wish to be considered for the additional credit, you must submit proof of your eligibility any time between the dates of your application for the examination and the day 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 documentary proof indicating that the service was in time of war as indicated above, and that the test-taker received an honorable discharge or was released under honorable conditions in order to be certified at a score including the veteran credit.

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 in examinations.

Claiming Legacy Credit (For Open Competitive Examinations Only)

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
   A candidate shall qualify for Parent Legacy Credit if his or her 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
   A candidate shall qualify for Sibling Legacy Credit if his or her 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.

A candidate can receive Legacy Credit for no more than one parent or one sibling. A candidate can, however, receive Legacy Credit for both a parent and a sibling; in which case, the candidate may be entitled to 20 points. Legacy Credit should be requested at the time of application via the ExamsXpress system, but must be requested no later than the day before the eligible list is established. If a candidate requests Legacy Credit after an application for an exam has been submitted, the candidate must appear in person or 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. The letter must
Claims for Legacy Credit cannot be made once the eligible list is established. All candidates making such claims will be required to present to CPS Human Resource Services, prior to eligible list establishment, documentation verifying their claim. All claims for Parent or Sibling Legacy Credit will be investigated.

Appropriate supporting documentation is:
- Supporting documentation establishing the deceased’s qualifying service must be from an official state or local agency or department such as:
  a. NYS Policemen’s and Firemen’s Retirement System
  b. NYS Worker’s Compensation Board
  c. NY City Police Department
  d. NY City Fire Department
  e. NY City Board of Estimate

Note: Volunteer firefighters should contact The City University of New York, Civil Service Examinations Unit at 212.794.5424, as the required documentation will be different.

1. Establishing proof of relationship eligibility can be satisfied through the following documents:
   a. Birth certificate
   b. Certificate of adoption
   c. Baptismal certificate
   d. Tax return or other government issued documentary proof to establish “child” status

Definitions:
To qualify for the Legacy Credit please note the following requirements:

1. Police or Fire service is defined as:
   - Service performed as an officer or member of an organized police force or department of any county, city, town, village, police district, authority or other participating employer.
   - Service performed as an officer or member of an organized fire department of any county, city, town, village, or fire district or other employer.
   - Service as an active volunteer member of a fire company at the time of his or her death.

Note: Auxiliary police are defined as peace officers and are not eligible for Legacy Credit at this time.

2. Death occurred in the line of duty is defined as:
   - Having died as the natural and proximate result of an accident sustained in the performance of duty in the service;
   - Did not cause such accident by his own willful negligence; and
   - At the time of such accident was actually a member of the policemen or firemen’s retirement system.

Note: Volunteer firefighters should contact The City University of New York, Civil Service Examinations Unit as the eligibility for Legacy Credits is different.

3. Child is defined as a son or daughter of any age, usually including one formally adopted. A child may also be defined as a stepchild, a child born out of wedlock that is dependent upon the deceased, a person for
whom one stands in loco parentis. Determinations for Legacy Credit eligibility will be made on a case-by-case basis.

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, under certain circumstances, as noted in The City University of New York’s Civil Service Personnel Rules and Regulations.

**English Requirement**—You must be able to read, understand, and be understood in English. Qualifying English written and oral exams may be given to you if, in the opinion of the college appointing officer, you may not meet this requirement.

**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 the State of New York.)

**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. Also, Campus Peace Officers may be eligible to file for the promotional Campus Public Safety Sergeant Examination.

**Notice to Retirees**—For this title, CUNY is not able to obtain a waiver to appoint retirees whose public service employment was with New York State or its political subdivisions including the City of New York.

**Other**

Applicants or their representatives may call CPS Human Resource Services at 866.864.1072 ext. 3245 for further information regarding this examination.

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