



EXAMINATION NOTICE

The City University of New York Announces a Promotional Civil Service Examination.

Promotion to Campus Public Safety Sergeant Exam #2073

Filing Period Opens:	Monday, March 20, 2023
Filing Period Closes:	Wednesday, April 19, 2023 Applications and all other required documents, including payment of filing fee, <u>must be received</u> (not postmarked) by 11:59 pm Eastern Standard Time (EST) on Wednesday, April 19, 2023.
Written Test Dates:	You will be given an online exam. Testing will be held: <u>May 15, 2023 through May 19, 2023</u> You will select your test date and time using an online scheduling system, as explained in the <i>Examination Process</i> section below. You will take the exam using your own computer with a high-speed internet connection, a microphone, a webcam, and a Windows or Apple operating system. <u>You must use Google Chrome or Mozilla Firefox as your browser for this testing session.</u>
Filing Fee:	\$68.00, non-refundable , unless a fee waiver is granted. For more information, see <i>Fee Waiver</i> in the <i>Application Process</i> section.
Salary:	Incumbent Minimum: \$59,934

Eligibility to Take Examination

This examination is open to each City University of New York (CUNY) employee who, **on the last date of the filing period** (April 19, 2023), holds a:

1. permanent (not provisional) competitive appointment for the title of Campus Peace Officer with at least two (2) years of permanent service; and
2. is not otherwise ineligible.

Requirements to be Promoted

In addition to meeting the Eligibility Requirements, you must meet the following requirements. **On the date of your application**, you must have:

- A. A baccalaureate degree from an accredited college in Criminal Justice, Law Enforcement, Police Science or a related field; **OR**
- B. A baccalaureate degree from an accredited college in a field other than those listed in "A" above **and** one (1) additional year as a Campus Peace Officer (for a total of three (3) years); **OR**
- C. An associate degree or sixty (60) college credits from an accredited college **and** two (2) additional years as a Campus Peace Officer; **OR**
- D. Thirty (30) college credits from an accredited college **and** an additional four (4) years as a Campus Peace Officer (for a total of six (6) years); **OR**

- E. Thirty (30) college credits from an accredited college **and** three (3) years of full-time active military experience **plus** one (1) additional year of either active military service or Campus Peace Officer experience (for a total of six (6) years); **AND**
- F. Hold New York State Peace Officer Status; **AND**
- G. Must be able to speak, read, write, and comprehend the English Language well enough to meet the minimally acceptable performance standards set for job tasks; **AND**
- H. Hold United States Citizenship; **AND**
- I. Be a current resident of New York State; **AND**
- J. Hold a valid New York State Driver's License.

For the duration of your employment, you must maintain New York State Peace Officer Status, hold U.S. Citizenship, be a resident of New York State and hold a valid New York State Driver's License.

You are responsible for determining whether you meet the eligibility requirements for this examination prior to submitting your application. If you are marked "Not Eligible," your application fee will **not** be refunded and you will **not** receive a score.

Requirements for Continued Employment

Employees are expected to continue to meet the requirements listed in the *Eligibility to Take Examination* section above as a condition of continued employment. Any required certification is considered to be a form of licensure and must also be maintained (such as F-89, Fire Life and Safety Director).

Continued employment also depends on completing and passing training courses or programs. Training may be required by the Vice Chancellor for University Human Resources or the University Director of Public Safety. Training may also be required to comply with The Peace Officer Statue of the State of New York and other laws and regulations.

All Campus Public Safety Sergeants are subject to random drug screening. Additionally, if warranted, they may be required to take a psychological examination at any time.

Eligibility for Employment

Candidates must be legally eligible to work in the United States at the time of appointment and throughout employment with CUNY. If appointed, candidates must produce documents that establish identity and eligibility to work in the United States, as required by the federal Immigration Reform and Control Act of 1986 and the Immigration and Nationality Act.

Description of the Job

In accordance with the policies of The City University of New York and individual colleges/units, under limited supervision, incumbents perform and supervise duties supporting campus/location public safety and security. Incumbents direct the activities of individuals in lower ranks. This is a uniformed, working supervisory title and reports to the College Security Director or designee.

Daily Supervision

- Handle day-to-day personnel scheduling, ensure adequate tour coverage, and conduct roll call for a specified Public Safety tour.
- Supervise Campus Peace Officers (Levels I and II), Campus Security Assistants, and contract Security Guards.
- Provide guidance to subordinates in responding to emergencies.
- Conduct post inspections and ensure that subordinates maintain a personal record (memo book) of daily job activities and incidents and/or post log book.
- Serve as Tour Commander, as assigned.
- Review Incident Reports and other Public Safety reports prepared by subordinates for accuracy and completeness.

- Make emergency notifications to the College Security Director or designee concerning various operations and emergencies on campus.
- Initiate employee disciplinary action, when necessary and appropriate, in accordance to Standard Operating Procedures and College and University rules, regulations, policies, and practices.
- Supervise special details to ensure the safety of the college community at registration, special events, and other large or high-profile functions.
- Clearly relay important and pertinent information as appropriate and in a timely fashion.

Law Enforcement

- Enforce College and University rules and regulations as specified in departmental standard operating procedures.
- Investigate crimes, make arrests, perform arrest processing, including warrant checks using Departmental procedures, 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 all relevant rules, regulations and laws of the College, University, New York City, New York State and Federal Government
- Provide testimony in College disciplinary hearings and legal proceedings.
- 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.

Administrative Duties

- Conduct inventory and inspections of Public Safety equipment to ensure that there is sufficient equipment in working order to perform security and other Public Safety functions.
- Conduct annual performance evaluations of subordinates.
- Conduct training as assigned.
- Help administer the College's Crime Prevention Program and provide information about campus crime to the public.
- Serve on College and University committees, acting as a Departmental representative.
- Perform other administrative tasks as assigned.

Patrol

- Act as a First Responder to alarms, calls for service, and medical emergencies that require the potential use of a defibrillator and/or other First-Aid techniques.
- Perform fire safety-related tasks during fire drills and building evacuations, and during times of hazardous conditions, including bomb threats, etc.
- Conduct mobile and foot patrols of campus premises.

Application Process

By the last day of the application period (April 19, 2023), you must:

1. Meet the requirements in the *Eligibility to Take Examination* section above.
2. Have a copy of your **degree or transcript (for college credits)** sent directly to CPS by the close of the application period. If you were educated in a foreign country and wish to use that education to qualify for the examination, you must have your foreign education evaluated by a CUNY approved evaluation service. See "F. **Verification of Education and Work History / Foreign Education**" in the ***Additional Information*** section below.

All scores will be conditional upon receipt and review of this document. All required documents must be **received** by CPS HR Consulting (**NOT** postmarked) by **11:59 pm EST on Wednesday, April 19, 2023**. CPS HR Consulting will only accept diplomas sent by one of the following methods:

By e-mail: Scan a copy to: cunysupport@cpsshr.us
Subject of email: Promotion to Campus Public Safety Sergeant, Exam #2073

OR

By mail: CPS HR Consulting
ATTN: Promotion to Campus Public Safety Sergeant, Exam #2073
2450 Del Paso Road, Suite 160
Sacramento, CA 95834.

OR

By FAX: Scan a copy to: (916) 561-7230
Subject (cover page): ATTN: Promotion to Campus Public Safety Sergeant, Exam #2073

3. **Application:** Complete the entire application either online or on paper. The application website is <https://cuny.cpsshr.us> or www.cuny.edu. At www.cuny.edu click on "Employment", then "Classified Civil Service" then "Upcoming Civil Service Exams", and then "Promotion to Campus Public Safety Sergeant, Exam #2073" for the exam notice, or click on the *Exams Xpress* link at the right side of the page.

ONLINE APPLICATIONS ARE STRONGLY RECOMMENDED.

DO NOT RETURN YOUR APPLICATION TO ANY CUNY COLLEGE.

Otherwise, mail payments and completed paper applications to:

CPS HR Consulting
Attn: Promotion to Campus Public Safety Sergeant, Exam #2073
2450 Del Paso Road, Suite 160
Sacramento, CA 95834

4. **Attestation:** As a part of the application, you must attest to your understanding that cheating, misrepresenting your qualifications, applying under multiple Social Security Numbers or other ethical breaches will result in disqualification from the exam process.
5. **Filing Fee:** Pay the **non-refundable filing fee of \$68.00**, via credit/debit card or U.S. Postal or bank money order, or certified check (made payable to *The City University of New York*), or complete the Fee Waiver Request (see "6. Fee Waiver" below). No personal checks will be accepted. Submission of fees will not be accepted after the close of the filing period. **The filing fee will not be refunded if you are found Not Eligible on this examination.**
6. **Fee Waiver:** Waiver of the filing fee is available under §50.5(b) of New York State Civil Service Law. To qualify for this waiver, you must be a veteran of the US armed forces **or** have a *demonstrable* financial hardship **and** complete the "Application Fee Waiver Request and Certification Form." Your waiver request form **and supporting documents must be received** by CPS HR Consulting (**NOT** postmarked) by **11:59 pm EST on Wednesday, April 19, 2023**.
7. **Location Preference:** Applicants must select, at the time of application, which of the New York City five boroughs in which they will accept appointment. Separate eligible lists for each of the five boroughs MAY be created. When the borough eligible lists are established, names are placed only on the list(s) in the borough or boroughs selected by the candidate. While the exam score will remain the same, the rank order may differ from one borough list to another. Failure to designate a borough of consideration shall result automatically in a designation by the University Personnel Director in the closest borough of the candidate's home address on the application.

Accommodations

1. **Disabilities:** Accommodations for the online written test are available for persons with a verified disability. 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 applicant's disabilities is confidential and knowledge of such disabilities is used only to qualify an applicant for the special accommodation in testing. Applicants or their representative must download a "Request for Accommodation" form from the website (<https://cuny.cpsshr.us/>), complete it, and send it with suitable documentation to the address listed previously (or provide via e-mail) by the close of the filing period.
2. **Religious Observances:** You may sign up for any available testing session for the online exam that meets your schedule and religious practices. If the only available testing sessions fall on a day of the week on which you are unable to participate due to a sincerely-held practice of your religious beliefs, you may submit a Request for Accommodations to the address listed previously in a signed statement on letterhead from the applicant's religious leader certifying to your religious observance to sit for the written test on an alternate examination date.
3. **Emergency Situations:** Emergencies that will not permit you to attend your scheduled written test are death in the immediate family; unforeseen hospitalization; military service activation; or mandated court attendance. These must be documented in advance except for hospitalization or a death in the family. An alternative examination date, if warranted, may be scheduled for you. If a reschedule is needed, you must contact CPS HR immediately. Verifiable documentation is required. You may contact CPS HR Consulting at (866) 864-1072, Option 5. A determination will be made if you will be scheduled for an alternate test date.

Examination Process – The Written Test (100% of Final Ranked Rating)

1. **Exam Date:** The written test will be administered at various times during the dates listed at the top of this Examination Notice. You will select the date and time of your written exam based on an online scheduling system, to which a link will be provided via e-mail approximately 5-7 days before the testing period begins. If you do **not** receive an email at least 3 days before the testing period begins, please e-mail **CPS HR** at cunysupport@cpsshr.us. **You will have the option to change your selected test date up to 72 hours in advance of the last testing session offered.** You will be allowed 3 hours to answer the multiple-choice questions; however, please set aside more time to sign in, verify your identity, etc.
2. **Exam Administration:** The examination will be administered online via computer and proctored using remote proctoring services. You will be required to schedule your online examination session with our partner, **ProctorU**, using a personalized invitation e-mailed to you from noreply@proctoru.com. **You must schedule your online exam at least 72 hours in advance of your desired testing time frame.** You must present a valid or current government-issued photo ID to be admitted into the online examination session.

All candidates are required to test alone in a quiet, distraction-free area of their choice using their own reliable computer with a high-speed internet connection, a microphone, a webcam, and a Windows or Apple operating system. **You must use Google Chrome or Mozilla Firefox as your browser for this testing session.** Using a networked computer system (such as one at a typical workplace) will require more steps to connect to the proctoring service and will be dependent on your permissions to access certain websites by your employer. It is recommended that you use your own personal equipment. You may visit <https://www.proctoru.com/live-plus-resource-center> prior to your scheduled test date to test your equipment.

Any accommodation requests must be made in advance (see the *Accommodations* section above for more information regarding these requests).

If you do **not** have the required equipment, please **e-mail CPS HR** at cunysupport@cpsshr.us to make arrangements within three (3) days of receipt of your invitation to schedule the online exam session.

3. **Calculator:** A calculator will **not** be permitted for the written exam.
4. **Cell phones, smart watches, or other electronic devices will not be permitted.**
5. **Scoring:** The online written test will determine your score. The minimum passing final score is 70.
6. **Subject of Examination:** This examination consists of a written test. The written test will comprise 100% of final ranked scores. Candidates must achieve a passing score on the written test to be placed on the eligible list.

The multiple-choice (written) test is designed to assess the extent to which candidates have the relevant knowledge, skills, and abilities determined to be important to the performance of the tasks of a CUNY Campus Public Safety Sergeant. The test will assess the following content areas:

Administration and Management: Management principles of departmental planning, allocating and coordinating people and College resources, leadership techniques, providing effective feedback and using time management techniques.

Public Safety and Security: Relevant equipment, reports, policies, Standard Operating Procedures, and strategies to promote effective security operations for the protection of students, staff, faculty and visitors.

Laws, Rules and Regulations: Laws, rules and regulations that govern the operation of each college and of CUNY with special in-depth knowledge of the Henderson Rules and Penal Code.

Arrest Procedures: Arrest procedures and arrest processing.

Defensive Tactics: Legal defensive techniques to subdue and restrain suspects, while attempting to protect self from injury.

First Aid: General knowledge of First-Aid.

Fire Safety: Relevant fire regulations and campus policies.

The test also may include questions requiring the use of any of the following abilities that are important to the proper performance of the job duties of a CUNY Campus Public Safety Sergeant:

Judgment: Exercising good judgment, knowing what is permitted and impermissible within the laws, rules, and regulations under which Public Safety operates; choosing the most appropriate action considering the relative costs and benefits. Often incumbents must make critical decisions with limited information, under time constraints.

Organization: Effectively organizing college-issued property, post, paperwork, and all other necessary equipment used by themselves and subordinates to perform job duties; also, responsible for employee scheduling and organizing work details.

Customer Relations: Providing customer service by meeting the needs of students, faculty, staff, visitors, and the surrounding college community, in accordance with College and University policies and practices.

Written Communication: Clearly and concisely transmitting ideas in writing by including appropriate and accurate information.

Vehicular Awareness: Using due caution and obeying all traffic laws when operating department vehicles.

Dispute Resolution: Resolving disputes.

Environmental Awareness: Observing carefully, displaying vigilance, paying attention to details, and noticing when things are out of the ordinary.

Interviewing Skills: Interviewing suspects and witnesses to legally elicit information.

Training: Providing training to Campus Security Assistants and Security Guards in performing routine and basic Public Safety duties.

Delegation: Delegating work assignments to appropriate personnel and following through to ensure assigned tasks are performed correctly and in conjunction with deadlines.

After the Exam

1. **Eligible List:** A CUNY Civil Service list of eligible candidates will be established and candidates will be notified of their scores. Lists are established for one year and may be extended up to three additional years, for a maximum of four years. Each candidate's final score will be determined by the Written Exam Score and any veteran preference awarded (see *Veteran's Credit* section below). The final score will determine the order in which candidates are certified from the eligible list for vacancies. CUNY's active civil service lists may be viewed online at:
<http://www.cuny.edu/about/administration/offices/hr/classified-civil-service/cuny-civil-service-eligible-lists>.
2. **Filling Vacancies:** The civil service eligible list resulting from the examination will be used to fill positions at CUNY colleges located in all five boroughs of New York City. Candidates will be called to interview for positions in list number order which will be determined by the order of their final score and the 5th digit of their social security number. 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.
3. **Probationary Period:** Candidates who are appointed from the civil service eligible list resulting from this examination are subject to a one-year probationary period, which may be extended, under certain circumstances, as noted in The City University of New York's Civil Service Personnel Rules and Regulations and/or appropriate collective bargaining agreement.

Veteran's Credit

1. **Veteran's 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 had 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 or Disabled Veterans who are eligible for additional credit and wish to be considered for the credit must indicate this as part of the electronic application process, download the form, and complete it. Veteran's Credit or Disabled Veteran's Credit should be requested at the time of application but **must** be requested before the date the eligible list is established. **If you submit a request for Veteran's Credit by mail, it is strongly recommended that you maintain proof of mailing your request.**
2. **Deadline for Claiming Veteran's credit:** You must submit all supporting documentation of your claims of veteran preference credit or legacy credit eligibility before the establishment of the eligible list. Veteran and Legacy credit forms are available at: <https://cuny.cpshr.us>. No credit may be granted after the establishment of the list. It is the responsibility of the applicant to provide appropriate documentation.
3. **Change in Disabled Veteran's Credit Eligibility:** Article 5, section 6 of the New York State Constitution was amended to entitle veterans who have used veterans' credits for a Civil Service appointment or promotion and who were/are subsequently certified as being a disabled veteran by the United States Department of Veterans Affairs, to additional credits for a subsequent appointment or promotion. This Constitutional amendment, which is effective January 1, 2014, provides additional veteran credits to veterans who used non-disabled veterans' credits to obtain a civil service appointment or promotion with New York State or a local government, and, subsequent to such appointment are determined by the United States Department of Veterans Affairs to be a qualified disabled veteran, as defined in the New York State Civil Service Law. For more detailed information, please visit <http://www.cuny.edu/employment/civil-service.html>.

Additional Information

- A. **Release of Failing Test Scores:** 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.”
- B. **Method of Contact / How to Update Contact Information:** E-mail is the preferred method of communication between CUNY and applicants. Candidates are asked to include a valid email address with the application and keep it up to date. It is the candidate’s responsibility to update contact information. Address, name, telephone number and email address changes should be emailed to: Classified.Centex@cuny.edu.
- C. **All candidates must meet the Eligibility Requirements at the time of application.** A candidate who does not meet the Eligibility Requirements at the time of application for this title will be disqualified. Candidates who have been deemed ineligible and already been appointed will be terminated. Candidates must attest to the accuracy of the information provided at the end of the application and must attest to understanding that cheating, applying under multiple Social Security Numbers or other ethical breaches will result in disqualification.
- D. **Eligibility for Employment:** All candidates must be legally eligible to work in the United States at the time of appointment and throughout your employment with CUNY. If appointed, you must produce documents that establish your identity and eligibility to work in the United States, as required by the federal Immigration Reform and Control Act of 1986, and the Immigration and Nationality Act. 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.
- E. **Candidate’s Responsibility:** It is the candidate’s responsibility to complete the application fully and accurately and to submit all supporting documentation for claims of veteran/disabled veteran, foreign education and/or requests for fee waiver.
- F. **Verification of Education and Work History / Foreign Education:** Candidates’ education and work history will be verified. When candidates who completed education outside of the United States and that education is required to qualify for an examination (for example, a minimum number of college credits), they must have the education evaluated at their own expense to determine its equivalence to education completed within the United States. Agencies that are certified to make this evaluation are listed on the “Foreign Education Fact Sheet.” It can be downloaded from: <https://cuny.cpshr.us>. You must pay the evaluation fee directly to the evaluating agency you selected and forward the results of the evaluation to CPS. The certified evaluation of your foreign education must be sent within 60 days after the close of the filing period to: **CPS HR Consulting, ATTN: Promotion to Campus Public Safety Sergeant, Exam #2073, 2450 Del Paso Road, Suite 160, Sacramento, CA 95834.**
- G. **Appeals:** Candidates may file a “Stage I” appeal of certain aspects of an examination. The candidate must provide supporting evidence for reason(s) for appealing. Please see the CUNY website for more information on *Stage I Appeal of Test Results or Disqualification* at: <https://www.cuny.edu/employment/civil-service/appeal-procedure>.
- H. **Civil Service at CUNY:** More information about civil service at The City University of New York is available on our website at: <https://www.cuny.edu/employment/civil-service>.

- I. **For further information regarding this examination:** Applicants or their representatives may email Classified.Centex@cuny.edu.

Applications, filing fee and official documents must be received (not postmarked) by CPS HR by 11:59 pm Eastern Standard Time on Wednesday, April 19, 2023.

Late or incomplete applications will not be accepted (regardless of postmark date) if received after 11:59 pm Eastern Standard Time on Wednesday, April 19, 2023.