



OPEN-COMPETITIVE EXAMINATION

Examination No. and Title	Hiring Rate	6-Month Rate	Salary	Non-Refundable Processing Fee
26-079 Correction Officer Trainee	\$40,590	\$42,695	\$48,889	} \$35
26-080 Correction Officer Trainee (Spanish Language)	\$40,590	\$42,695	\$48,889	

Written Test To Be Held
APRIL 9, 2016*

Applications MUST Be Submitted or Postmarked By
FEBRUARY 24, 2016

*Due to the size of the candidate population for this examination, you may be assigned to either Saturday, April 9, 2016, or Sunday, April 10, 2016, testing and either a morning or an afternoon session. Your admission notice will tell you where and when you are scheduled to appear.

ONLINE APPLICATION PROCESS AVAILABLE at <http://www.cs.ny.gov/exams>

Appointees who work in Dutchess, Orange, or Putnam Counties will receive an additional \$1,280 annual mid-Hudson adjustment.

Appointees who work in the five boroughs of New York City or in Nassau, Suffolk, Rockland, or Westchester Counties will receive an additional \$3,438 annual downstate adjustment.

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

- You must be at least 21 years of age.
- 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.
- 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.
- 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.

NOTES:

- All appointees will be employed as Trainees.
- If you pass the examination for No. 26-080 Correction Officer Trainee (Spanish Language), you will be required to demonstrate your Spanish language proficiency at a level that will ensure your ability to properly perform the duties of the position. Only enough candidates to fill the current vacancies will be called to the proficiency test.
- If you submit an application for 26-080, Correction Officer Trainee (Spanish Language), an application will automatically be submitted for you for 26-079, Correction Officer Trainee at no additional cost.
- Important: As the processing fee is non-refundable, verify that you entered the correct examination number and title on your online or paper application prior to submitting. If you apply online, you should immediately review your email confirmation notice to verify that you applied for the correct examination. If you do not receive a confirmation number after submitting your online application, your application was NOT received by the Department of Civil Service. No late applications will be accepted after the filing deadline has passed.

THE POSITIONS: Correction Officer positions are located throughout New York State in various facilities of the New York State Department of Corrections and Community Supervision.

DUTIES: 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. 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 of 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.

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.

A complete statement of the physical and medical standards is available at: <http://www.cs.ny.gov/ehs/forms.cfm>. 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 laboratory fee. Failure to meet the standards may result in your disqualification.

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 in this evaluation will result in disqualification.

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 as a youthful offender may be disqualified from appointment. Failure to meet the standards for the background investigation will result in disqualification. 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.

One processing fee must accompany your application for either one or both of the examinations in each set.

Traineeship: As a Correction Officer Trainee, you will be required to participate in and satisfactorily complete all requirements of a 12 month traineeship program before you can advance to Correction Officer. Upon initial appointment, you must attend the DOCCS Training Academy, which is a paid training program structured in a paramilitary environment. You must reside at the Training Academy Sunday evenings through Friday afternoons for a period of 8 weeks. The Training Academy program will include academic courses in emergency response procedures and concepts and issues in corrections. You will also receive physical training to develop fitness, strength, and stamina. Failure to maintain the required academic standing, demonstrate proficiency (qualify) with department issued firearms, demonstrate proficiency in department approved defensive tactic techniques, obtain certification in cardiopulmonary resuscitation (CPR), or meet the physical standards will result in your employment being terminated. Upon graduation from the Training Academy Program, you will be a New York State Peace Officer and receive on-the-job training for 3 weeks; then be assigned to full duty at a Correctional Facility based upon 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 test for the ability to observe and recall information presented. You will be presented with information describing or depicting prison scenes or other facts. You will have a short time to observe and memorize the information before it is collected by the monitor. You will then be asked to recall specific details about the information presented.
2. **Applying written information in a correctional services setting** - These questions test for the ability to read, interpret, and apply rules, regulations, directives, written narratives and other related material. You will be 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.

TEST GUIDE: A Guide to the Written Test for the Entry-Level Correction Officer Trainee Series is available on the Department website at <http://www.cs.ny.gov/testing/statestestguides.cfm>.

Important: The Department of Civil Service and other state agencies may communicate with you through email correspondence. This may include the notification of your examination results and canvassing you for interest in appointment. It will be important for you to keep your email address, phone number and mailing address current by logging into <https://www.cs.ny.gov/home/myaccount>.

HOW TO APPLY:

- Online our Internet address is <http://www.cs.ny.gov/exams>. NOTE: If you apply online, the non-refundable application processing fee must be paid online via a credit card unless you qualify for a waiver or you are a member of NYS CSEA; or
- Download the examination application NYS-APP#3 26-079 & 26-080 form at <http://www.cs.ny.gov/announc/applications.cfm>; or
- Email cs.sm.examinfo@cs.ny.gov to request NYS-APP#3 26-079 & 26-080 form; or
- Obtain NYS-APP#3 26-079 & 26-080 form from a State agency or facility personnel/business office; or
- Request NYS-APP#3 26-079 & 26-080 form by calling the Department of Civil Service in the Albany area at 518-457-2487 or toll free at 1-877-697-5627.

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 518-474-6470 in the Albany area or toll free at 1-877-697-5627.

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 unlawful discrimination on the basis of age, race, color, religion, disability, national origin, gender, sexual orientation, marital status, domestic violence victim status, genetic predisposition or carrier status, or arrest and/or criminal conviction record unless based upon a bona fide occupational qualification or other exception.

Appointment to many positions in State government require candidates to undergo an investigative screening. This may include a thorough character investigation, a Federal Bureau of Investigation Criminal Record History Check, a Child Abuse Registry clearance, or other similar procedures. Candidates may be fingerprinted and may be required to pay any necessary fees for that procedure. Depending on the nature of the job, the criminal convictions discovered, or any falsified or omitted information revealed, the investigative findings may bar appointment or result in removal after appointment.

ELIGIBILITY FOR EMPLOYMENT: You must be legally eligible to work in the United States at the time of appointment and throughout your employment with New York State. 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.

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: 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 provide equal opportunity. Persons with disabilities who require an accommodation to participate in an examination must note this on their application. Further information is available from the Test Administration Unit of the Department of Civil Service. In the Albany area, call 518-457-2487. Outside of the Albany area, call toll free at 1-877-697-5627. For TDD services, call NY Relay at 711 (requires a fee) or 1-800-662-1220.

MULTIPLE EXAMINATIONS SCHEDULED FOR THE SAME DAY: If you have applied to take a written test announced by either one or several local jurisdictions (county, town, city) scheduled to be held on the same test date as this written test, you must notify each of the local jurisdictions 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. For your convenience, contact information for all local civil service agencies is available on our website at: <http://www.cs.ny.gov/jobseeker/local.cfm>.

CELL PHONES OR ELECTRONIC/COMMUNICATION DEVICES AT THE TEST SITE: Do NOT bring cell phones, beepers, headphones, or any electronic or other communication devices to the test site. The use of such devices at the test site in the test room, hallways, restrooms, building, grounds, or other areas could result in your disqualification.

Dear Applicant:

Thank you for your interest in the examination for New York State correction officer trainee scheduled to be held by the Department of Civil Service on **April 9, 2016**.

You may apply for the examination on-line at the Department of Civil Service website at www.cs.ny.gov/exams.

You may also view or download the examination announcement and application forms from our website at www.doccs.ny.gov. If you choose to mail your completed application to the Department of Civil Service, it must be postmarked no later than **February 24, 2016**. A \$35 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 February 24, 2016. Please note that under certain circumstances, some applicants are exempted from the fee requirement. For information on this exemption, please see the examination announcement. Your application and filing fee must be submitted directly to:

**APPLICATION PROCESSING
NYS DEPARTMENT OF CIVIL SERVICE
ALBANY, NEW YORK 12239**

The Department of Corrections and Community Supervision would like to thank you for your interest in employment with our agency. We feel that you will find a career with our agency both challenging and rewarding. We hope you will take this step toward potentially joining us as an employee of the Department.

**APPLICATION FOR
CORRECTION OFFICER TRAINEE**

Send Application Processing
Completed New York State Department of Civil Service
Application to: Albany, NY 12239

ONLINE FILING AVAILABLE AT:
www.cs.ny.gov

Announced Test Date:
April 9, 2016

26-079, Correction Officer Trainee
 26-080, Correction Officer Trainee
(Spanish Language)

Last Name _____ First Name _____ MI _____

Mailing Address: No., Street, Apt., or P.O. Box _____

City or Post Office _____ State _____ Zip Code _____

Social Security Number _____

Home Phone (_____) _____ Day Phone (_____) _____

Email Address # 1 _____

Email Address # 2 _____

Do you have a High School or Equivalency Diploma? Yes No
If YES, Name and location of High School or Issuing Governmental Authority: _____

ELIGIBILITY FOR EMPLOYMENT
You must be legally eligible to work in the United States at time of appointment and throughout your employment with New York State. 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.

For Civil Service Use Only

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EXAMINATION APPLICATION
Use this form to apply for Examination Numbers 26-079 and 26-080, Correction Officer Trainee. Read the exam announcement carefully to be sure that you meet the Minimum Qualifications. Mail your application and the required processing fee to Application Processing, NYS Department of Civil Service, Albany, New York 12239.

ADMISSION TO EXAMINATION
You will be admitted to the test pending a full review of your application. If you take the test but your application is disapproved later, we will notify you of the reason. If you do not receive an admission notice from us at least three days prior to the test date, immediately call (518) 474-6470 in the Albany area, or toll free at 1-877-697-5627.

PLACE OF EXAMINATION
The written tests are held in the following locations, although some may not be open for this examination. You will be assigned to the nearest OPEN location based on the postal ZIP code for your mailing address: Albany, Amsterdam, Binghamton, Buffalo, Fredonia, Hicksville, Kingston, Middletown, New York City (Manhattan), Nyack, Port Jefferson, Poughkeepsie, Rochester, Saranac Lake, Syracuse, Utica, or Watertown.

ADDITIONAL EXAMINATION CREDITS PURSUANT TO CIVIL SERVICE LAW SECTION 85-a
If you are a child or sibling of a firefighter, police officer, emergency medical technician, or paramedic who was killed in the line of duty in the service of New York State, you may be entitled for additional examination credits pursuant to Civil Service Law Section 85-a. For further information, please contact the Department of Civil Service at (518) 473-9950.

PERSONAL PRIVACY PROTECTION LAW NOTIFICATION
The information which you are providing on this application is being requested pursuant to Section 50.3 of the New York State Civil Service Law for the principal purpose of determining the eligibility of applicants to participate in the examination(s) for which they have applied. This information will be used in accordance with Section 96(1) of the Personal Privacy Protection Law, particularly subdivisions (b), (e), and (f). Failure to provide this information may result in disapproval of the application. This information will be maintained by the Director, Division of Staffing Services, Department of Civil Service, Albany, New York 12239. For further information, relating only to the Personal Privacy Protection Law, call (518) 457-9375. For examination information, call (518) 457-2487 or toll free at 1-877-697-5627.

NON-REFUNDABLE PROCESSING FEE

Refer to the front of the exam announcement for the required processing fee. Enclose a check or money order for the total amount required, made payable to the New York State Department of Civil Service. DO NOT SEND CASH. If your application is disapproved, the fee will not be refunded. Check the box, "I have enclosed the fee."

If you are a NYS employee in a position represented by CSEA and you are applying for an OPEN-COMPETITIVE examination, you are not required to submit a processing fee under current negotiated agreements. Check the box "I am a NY State employee represented by CSEA in Negotiating Units 02, 03, 04, or 47, and my fee is paid by my union for an OPEN-COMPETITIVE examination." (State employees represented by PEF are required to pay the Application Processing Fee.)
Refunds will not be issued to employees covered by the agreements if they submit a fee.

No fee is due if you are unemployed and primarily responsible for the support of a household. Do not enclose any payment with your application. Check the box, "I am unemployed and primarily responsible for the support of a household."

No fee is due if you are determined eligible for Medicaid, or receiving Supplemental Social Security payments, or Public Assistance (Temporary Assistance for Needy Families/Family Assistance or Safety Net Assistance) or are certified Job Training Partnership Act/Workforce Investment Act eligible through a state or local social service agency. Do not enclose any payment with your application. Check the box, "I am receiving public assistance."

All claims are subject to verification. Those not supported by appropriate documentation are grounds for barring or rescinding an appointment.

Check One
 I have enclosed the fee.
(Enclose a check or money order payable to the NYS Department of Civil Service).
DO NOT SEND CASH.
(The Fee will NOT be REFUNDED if your application is DISAPPROVED.)
 No Fee is Due Because:
 I am a NY State employee represented by CSEA in Negotiating Units 02, 03, 04, or 47, and my fee is paid by my union for an OPEN-COMPETITIVE examination. (State employees represented by PEF are required to pay the Application Processing Fee.)
 I am unemployed and primarily responsible for the support of a household.
 I am receiving public assistance.

I affirm under penalties of perjury that all statements made on this application (including any attached papers) are true. I understand that all statements made by me in connection with this application are subject to investigation and verification and that a material misstatement or fraud may disqualify me from appointment and/or lead to revocation of my appointment. I understand the application processing fee(s) paid with this application are non-refundable.

Signature of Applicant _____ Date _____ Please print any other last name by which you are or have been known.

It is the policy of the State of New York to provide for and promote equal opportunity employment, compensation, and other terms and conditions of employment without unlawful discrimination on the basis of age, race, color, religion, disability, national origin, gender, sexual orientation, veteran or military service member status, marital status, domestic violence victim status, genetic predisposition or carrier status, or arrest and/or criminal conviction record unless based upon a bona fide occupational qualification or other exception.
It is the policy of New York State Department of Civil Service to provide qualified persons with disabilities equal opportunity to participate in and receive the benefits, services, programs and activities of the Department, and to provide such persons reasonable accommodations and reasonable modifications as are necessary to provide such equal opportunity, including accommodations in the examination process. Further, it is the policy of the Department to provide reasonable accommodations for religious observance.

TESTING ACCOMMODATIONS:

RELIGIOUS OBSERVANCE OR PRACTICE: 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, OR if you require a special accommodation during test administration due to a religious observance or practice, please check the box below.

I require a test accommodation due to a test administration conflict with a religious observance or practice.

REASONABLE ACCOMMODATIONS FOR INDIVIDUALS WITH DISABILITIES: Reasonable Accommodations are provided for persons with disabilities who wish to take a written test. If you need a test accommodation due to disability, please check the box below.

I require a reasonable accommodation due to a disability.

OTHER: Requests for Testing Accommodations may also be requested as needed due to pregnancy, for nursing mothers, or other temporary circumstance that may impact your ability to be tested without accommodation. If you will need a test accommodation for such other reasons, please check the box below.

I require a test accommodation for reasons other than religious practice or disability.

EXTRA CREDITS FOR WAR TIME VETERANS – See page 3 for specific instructions and information relating to Veteran Credits

COMPLETE THIS SECTION ONLY IF YOU: Wish to claim War Time Veteran Credits, AND have not used DISABLED veteran credits for a permanent appointment to a position in New York State or Local Government.

1. Yes No Do you expect to receive or have you already received a discharge which was honorable or release under honorable circumstances from the Armed Forces of the United States? The "Armed Forces of the United States" means the Army, Navy, Marine Corps, Air Force and Coast Guard, including all components thereof, and the National Guard when in the service of the United States pursuant to call as provided by Law, on a full-time active duty basis other than active duty for training purposes.

2. Yes No Are you now serving, or have you served, on an active duty basis other than active duty for training purposes during one or more of the following Time of War periods?
In the Armed Forces:
• Aug. 2, 1990 until the Persian Gulf hostilities end
• Feb. 28, 1961 to May 7, 1975
• June 27, 1950 to Jan. 31, 1955
• Dec. 7, 1941 to Dec. 31, 1946
or earned the Armed Forces, Navy, or Marine Corps expeditionary medal for service in:
• (Panama) Dec. 20, 1989 to Jan. 31, 1990
• (Lebanon) June 1, 1983 to Dec. 1, 1987
• (Grenada) Oct. 23, 1983 to Nov. 21, 1983
• June 26, 1950 to July 3, 1952
• July 29, 1945 to Sept. 2, 1945

3. Yes No Are you a United States citizen or an alien lawfully admitted for permanent residence?

4. Yes No Do you have a service connected disability rated at 10% or more by the U.S. Department of Veterans Affairs? This disability must have been incurred during a Time of War period listed above.

5a. Yes No Have you USED NON-DISABLED veteran credits for a permanent appointment to a position in New York State or Local Government?
If you answered "Yes" to "5a" above, you must answer "5b":

5b. Yes No After you were permanently appointed using non-disabled veteran credits, were you subsequently certified as having a service connected disability rated at 10% or more by the U.S. Department of Veterans Affairs?

New York State Residency Requirement for Extra Credits as a War Time Veteran or Disabled Veteran: You will be required to provide proof of current New York State residency at time of appointment.

ADDITIONAL QUESTIONS FOR OPEN-COMPETITIVE APPLICANTS ONLY

Certain job titles, including many law enforcement positions (such as Correction Officer, Parole Officer, and Park Patrol Officer) and direct patient care positions (such as Mental Health Therapy Aide and Secure Care Treatment Aide), are subject to agency criminal history background investigations, as required by law. Applicants should read the official examination announcement for more specific information.

If you answer YES to any of these questions, please provide an explanation in the REMARKS section provided below:

1. Yes No Were you ever discharged from any employment except for lack of work, funds, disability or medical condition?

2. Yes No Did you ever resign from any employment rather than face a dismissal?

3. Yes No Did you ever receive a discharge from the Armed Forces of the United States which was not an "Honorable Discharge" or a "General Discharge under Honorable Conditions"?

REMARKS:

(Attach additional 8 1/2" x 11" sheets if necessary)

Correction Officer Exam

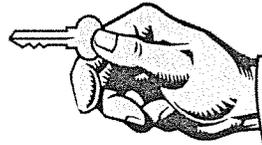
A new examination for the position of correction officer with the New York State Department of Corrections and Community Supervision will be held on

April 9, 2016

THE KEY TO A SECURE FUTURE

APPLICATIONS MUST
BE POSTMARKED
NO LATER THAN
FEBRUARY 24, 2016.

Don't miss this opportunity for a rewarding career with the New York State Department of Corrections and Community Supervision 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 Corrections and Community Supervision. 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. 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

\$ 40,590 – hiring rate
\$ 200 – Lump sum paid after eight weeks of training
\$ 42,695 – 6 month salary rate
\$ 48,889 – After completion of 26 full bi-weekly payroll periods

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 and corrections expanded duty pay payable each payroll period in addition to base salary. This additional compensation currently amounts to \$180.71 per payroll period.

An inconvenience pay program is in place for evening and night shift employees.

Appointees who work in the five boroughs of New York City or in Nassau, Suffolk, Rockland or Westchester Counties will receive an additional \$3,438 annual downstate adjustment. Appointees who work in Dutchess, Orange or Putnam Counties will receive an additional \$1,280 annual Mid-Hudson adjustment.

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 probationary 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. 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.

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 22, Tier 6 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.

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 2.10 of the Criminal Procedure Law. Fingerprinting is required of all employees. There is a mandatory \$75 fee 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 apply on-line or download examination information and applications at the
New York State Department of Civil Service web page - <http://www.cs.ny.gov/exams>

To apply you must use form NYS-APP. Forms are available (by mail) at the New York State Department of Civil Service: 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 Corrections and Community Supervision](http://www.doccs.ny.gov/).

See DOCCS web page - <http://www.doccs.ny.gov/>

UNA CARRERA EN CORRECCIONES



Corrections and Community Supervision

ANDREW M. CUOMO, GOBERNADOR – ANTHONY J. ANNUCCI, COMISIONADO INTERINO

Aprendiz de Oficial de Corrección

El salario empieza a \$40,590* y aumenta a \$48,889 después de un año

Ofrecemos la oportunidad para una carrera que satisface en un ambiente estable de trabajo con muchas oportunidades para progresar. Los beneficios incluyen seguros competitivos de salud y de vida, 13 días de vacaciones pagadas, 12 días feriados pagados, 5 días personales pagados, licencia por enfermedad pagada, y un plan de pensión que le permite retirarse después de 25 años de servicio. Sea un oficial de corrección con el Departamento de Correcciones y Supervisión Comunitaria en una de las muchas instituciones correccionales a lo largo del Estado de Nueva York.

El Departamento de Correcciones y Supervisión Comunitaria del Estado de Nueva York contratará miles de oficiales de corrección nuevos en los próximos años. Si desea ser uno, tiene que tomar y pasar el examen del Servicio Civil el **9 de abril de 2016**. Las solicitudes tienen que tener el matasellos para el **24 de febrero de 2016**.

CALIFICACIONES MÍNIMAS:

1. No hay requisito mínimo de edad para tomar el examen. Sin embargo, tiene que tener, al menos, 21 años de edad al ser contratado. No hay edad máxima límite.
2. Tiene que haberse graduado de la escuela superior o tener un diploma de equivalencia de la escuela superior. No se exigen créditos universitarios para la plaza.
3. Tiene que ser ciudadano de los Estados Unidos.
4. A los que residen fuera del Estado se les estimula que tomen el examen escrito, pero tienen que ser residentes del Estado para aceptar y continuar trabajando.

*El salario aumentará a \$42,695 después de 6 meses. La compensación adicional se provee a través de una prima de alineación previa al turno y deberes expandidos de correcciones, pagaderos cada período de nómina adicional al salario básico. Esta compensación adicional es de \$180.71 por período de nómina. Los contratados que trabajen en los 5 condados de la Ciudad de Nueva York o en los condados Nassau, Suffolk, Rockland o Westchester recibirán un ajuste anual adicional de \$3,438 para downstate. Los contratados que trabajen en los condados Dutchess, Orange, o Putnam recibirán un ajuste anual adicional de \$1,280 para Mid-Hudson.

EL ESTADO DE NUEVA YORK ES UN PATRONO DE IGUALDAD DE OPORTUNIDAD: El Estado de Nueva York tiene como política de proveer y promover la igualdad de oportunidad en el empleo, compensación y otros términos y condiciones de empleo sin discrimen ilegal basado en edad, raza, color, religión, discapacidad, origen nacional, sexo, orientación sexual, estado civil, estado de víctima de violencia doméstica, predisposición genética o estado de portador, o expediente de arresto y/o condena criminal a menos que esté basado en una calificación ocupacional auténtica u otra excepción.

Solicite en línea o baje los anuncios del examen y las solicitudes de:
www.cs.ny.gov/exams

Visite nuestra página web, www.doccs.ny.gov para información adicional sobre la plaza de oficial de corrección.

A CAREER IN CORRECTIONS



Corrections and Community Supervision

ANDREW M. CUOMO, GOVERNOR – ANTHONY J. ANNUCCI, ACTING COMMISSIONER

Correction Officer Trainee
salary starts at \$40,590* and increases to \$48,889 after one year

We offer the opportunity for a fulfilling career in a stable work environment, with numerous prospects for advancement. Benefits include competitive health and life insurance, 13 paid vacation days, 12 paid holidays, 5 paid personal days, paid sick leave, and a pension plan that allows you to retire after 25 years of service. Become a correction officer with the New York State Department of Corrections and Community Supervision in one of our many correctional facilities located throughout New York State.

The New York State Department of Corrections and Community Supervision will be hiring thousands of new correction officers over the next few years. If you want to be one of them, you must take and pass the Civil Service Examination on **April 9, 2016**. Applications must be postmarked by **February 24, 2016**.

MINIMUM QUALIFICATIONS:

1. There is no minimum age requirement to take the exam. However, you must be at least 21 years old at time of appointment. There is no maximum age limit.
2. You must be a high school graduate or have a high school equivalency diploma. No college credits are required for this position.
3. You must be a United States citizen.
4. Out-of-state residents are encouraged to take the written test, but you must be a resident of New York State to accept and continue employment.

*The salary will increase to \$42,695 after 6 months. Additional compensation is provided through a pre-shift briefing premium and corrections expanded duty pay payable each payroll period in addition to base salary. This additional compensation currently amounts to \$180.71 per payroll period. Appointees who work in the five boroughs of New York City or in Nassau, Suffolk, Rockland or Westchester Counties will receive an additional \$3,438 annual downstate adjustment. Appointees who work in Dutchess, Orange, or Putnam Counties will receive an additional \$1,280 annual Mid-Hudson adjustment.

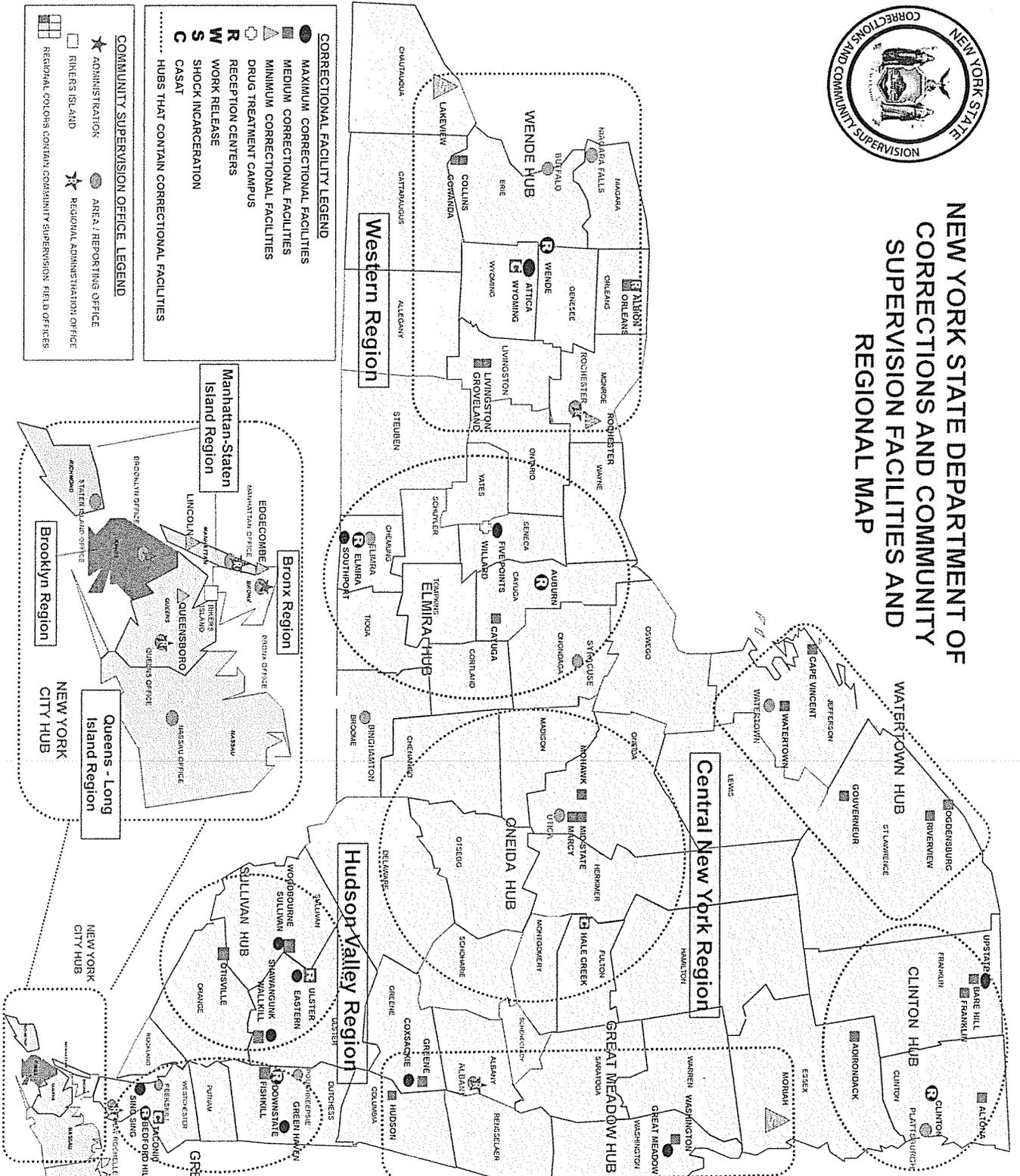
NEW YORK STATE IS AN EQUAL OPPORTUNITY EMPLOYER: It is the policy of the state of New York to provide for and promote equal opportunity in employment, compensation, and other terms and conditions of employment without unlawful discrimination on the basis of age, race, color, religion, disability, national origin, gender, sexual orientation, marital status, domestic violence victim status, genetic predisposition or carrier status, or arrest and/or criminal conviction record unless based upon a bona fide occupational qualification or other exception.

Apply on-line or download exam announcements and applications at www.cs.ny.gov/exams

Visit our website at www.doccs.ny.gov for additional information on the position of correction officer.



NEW YORK STATE DEPARTMENT OF CORRECTIONS AND COMMUNITY SUPERVISION FACILITIES AND REGIONAL MAP



- CORRECTIONAL FACILITY LEGEND**
- MAXIMUM CORRECTIONAL FACILITIES
 - MEDIUM CORRECTIONAL FACILITIES
 - ▲ MINIMUM CORRECTIONAL FACILITIES
 - DRUG TREATMENT CAMPUS
 - RECEPTION CENTERS
 - ◇ WORK RELEASE
 - ◇ SHOCK INCARCERATION
 - ◇ CASATI
 - HUBS THAT CONTAIN CORRECTIONAL FACILITIES

- COMMUNITY SUPERVISION OFFICE LEGEND**
- ★ ADMINISTRATION
 - RIKEFIS ISLAND
 - ★ REGIONAL ADMINISTRATION OFFICE
 - REGIONAL COLONIS CONTAIN COMMUNITY SUPERVISION FIELD OFFICES

- MAXIMUM SECURITY**
- ATTICA
 - AUBURN
 - BEDFORD HILLS (FEMALES)
 - CLINTON (ANNEX)
 - COXSACKIE
 - DOWNSTATE
 - EASTERN
 - ELMIRA
 - FIVE POINTS
 - GREAT MEADOW
 - GREEN HAVEN
 - SHAWANGUNK
 - SING SING
 - SOUTHPORT
 - SULLIVAN
 - UPSTATE
 - WENDE

- MEDIUM SECURITY**
- ADIRONDACK
 - ALBION (FEMALES)
 - ALTONA
 - BARE HILL
 - CAPE VINCENT
 - CARTUGA
 - COLLINS
 - FISHKILL
 - FRANKLIN
 - GOVERNOR
 - GOWANDA
 - GREENE
 - GROVELAND
 - HALE CREEK
 - HUDSON
 - LIVINGSTON
 - MARCY
 - MID-STATE
 - MOHAWK
 - ODDENSEBURG
 - ORLEANS
 - ORISVILLE
 - RIVERVIEW
 - TACONIC (FEMALES)
 - ULSTER
 - WALLKILL
 - WASHINGTON
 - GROVELAND
 - WATERTOWN
 - WOODBOURNE
 - WYOMING

- MINIMUM SECURITY**
- EDGEcombe
 - LAKEVIEW
 - SHOCK INCARCERATION
 - ROCHESTER
 - ENGLIS
 - MOHAWK BRICK &
 - QUEBESBERT
 - ROCHESTER

- DRUG TREATMENT CAMPUS**
- WILLARD (FEMALES)

