THE LIST RESULTING FROM THIS EXAMINATION WILL BE USED FOR VACANCIES AT VARIOUS STATE UNIVERSITY OF NEW YORK CAMPUSES IN THE UPSTATE (NORTH OF ROCKLAND AND WESTCHESTER COUNTIES) AREA ONLY.

MINIMUM QUALIFICATIONS: On or before November 14, 2009, you must have successfully completed 60 semester credit hours (see note below). You MUST submit a course listing with your application showing that you meet this requirement (a formal transcript is not necessary now but may be required at time of interview).

Substitution: On or before November 14, 2009, candidates may substitute an Honorable Discharge from the United States military after a minimum of two years of active military service for thirty (30) of the sixty (60) college semester credit hours required; indicate dates and branch of service in the experience portion of the application form.

Anticipated Eligibility: You can be admitted to this examination if you expect to meet the educational requirements by December 31, 2009. Indicate expected coursework completion dates on your course listing. By February 15, 2010, you must provide the Department of Civil Service with verification of successful course completion or your test results will not be scored and your application will be changed to disapproved.

NOTES:
1. Your degree or college credit must have been awarded by a regionally accredited college or university or one recognized by the New York State Department as following acceptable educational practices. If your degree or college credit was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. You can write to the Examination Information Desk of the NYS Department of Civil Service for a list of acceptable educational practices. If your degree or college credit was awarded by an institution outside the United States, you must provide independent verification of equivalency. If you are applying on the Internet, you must mail the independent verification of equivalency to the NYS Department of Civil Service, Alfred E. Smith State Office Building, Albany, New York 12239.

2. Although promotion examinations are being held, it is expected that appointments will be made as the result of these examinations open to the public.

3. You may file for these examinations by completing one examination application NYS-APP form or applying on the Internet. Unless you are eligible for a fee waiver, the indicated processing fee must be submitted for each examination listed on your application.

4. If you pass the examination for No. 25-209 University Police Officer 1 - Upstate (Spanish Language) you will be required to demonstrate your Spanish language proficiency at a level that will ensure your ability to perform properly the duties of the position. Only enough candidates to fill current vacancies will be called to the proficiency test.

5. If you are qualified for No. 25-209 University Police Officer 1 - Upstate (Spanish Language), you should file for both examinations, as there is only one application processing fee.

6. You must possess a valid license to operate a motor vehicle in New York State at the time of appointment and continuously thereafter.

7. If you meet the Minimum Qualifications you may also be interested in competing in Examinations No. 25-206 University Police Officer 1 - Downstate and No. 25-207 University Police Officer 1 - Downstate (Spanish Language) for which written tests are also being held on November 14, 2009. You may file for any combination of these examinations by completing one application form listing the number(s) and title(s) of the examination(s) in which you are interested. The appropriate processing fee must be filed for each examination.

8. University Police Officers are public officers under state law. At appointment you must be a resident of New York State and at least 21 years old and must be qualified to hold such office in accordance with state law. U.S. citizenship is required. Conviction of a felony may bar appointment.

9. Applicants who are also candidates for Municipal Police examinations on this date should see the "Multiple Examinations Scheduled For The Same Day" note at the end of this announcement.

Additional Notes:

- 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 but are not limited to: uncorrected distant acuity not less than 20/100 in each eye; corrected distant visual acuity better than or equal to 20/30 (Snellen) in each eye. Candidates must also have satisfactory color vision perception. Failure to meet the standards may result in your disqualification. To obtain a complete statement of the physical and medical standards write to the Medical Review Unit, NYS Department of Civil Service, 55 Mohawk Street, Suite 201, Cohoes, NY 12047. 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. Eligibles will be called to the physical/medical screening in score order as needed to fill existing and anticipated vacancies.

- Agility: A physical agility performance test consisting of a distance run, sit-ups, and push-ups must be successfully completed. Copies of the agility standards and details may be obtained by writing the Office of University Police, State University of New York, State University Plaza, Albany, NY 12246. If you are not subsequently selected for appointment, a record of successful completion of the agility test will be maintained by Systems Administration of the State University of New York, and is valid for one year from the date taken.

- Drug Testing: Prior to appointment, you will be required to participate in a drug screening test and are responsible for the clinical lab fee. Failure to meet the standards may result in your disqualification.

- 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 may result in your disqualification.

One processing fee must accompany your application for either one or both of these examinations.
HOW TO APPLY:
The NYS Department of Civil Service reserves the right to reject for lateness or to accept applications filed after the advertised filing.

ADDITIONAL INFORMATION:
University Police Officer 1 - Upstate - No. 25-208

2. additional duties such as dispatching, procedural follow-through, writing reports and other duties as required.

3. participate in and receive the benefits, services, programs, and activities of the Department. It is the policy of the Department to provide such persons reasonable accommodations and reasonable modifications as are necessary to enjoy equal opportunity. Persons with disabilities who require an accommodation to participate in an examination or interview must note this on their applications. Further information is available from the Special Arrangements Unit of the Department of Civil Service at (518) 474-6427.

4. Employment:

ELIGIBILITY FOR EMPLOYMENT:

The rating key for this examination will be established by the New York State Civil Service Commission prior to the date of the test, upon recommendation of a committee of police experts who will review all the questions for appropriateness and the key answers for restatements of the information given in the notes. From each set of four, you must choose the version that presents the information in the way you think an actual officer would present it. The questions are designed to test for knowledge, skills, and/or abilities in such areas as:

- Reading, understanding and interpreting written information – The test for the ability to apply written rules in given situations similar to those typically experienced by police officers.
- Writing, drawing, and composing – The test for the ability to prepare the types of reports that police officers write. You will be presented with a page of notes followed by several questions. Each question will consist of four restatements of the information given in the notes. From each set of four, you must choose the version that presents the information in the way you think an actual officer would present it.
- Memory Booklet.

These questions test for the ability to prepare the types of reports that police officers write. You will be presented with a page of notes followed by several questions. Each question will consist of four restatements of the information given in the notes. From each set of four, you must choose the version that presents the information in the way you think an actual officer would present it.

Training:

As a member of the campus police force, you would develop and maintain a positive relationship with all segments of the campus community in order to obtain security. You would develop and maintain a positive relationship with all segments of the campus community in order to obtain security.

Tattoo Policy:

Tattoos, brands, body piercings and other body art shall not be visible while a member is in uniform or other business attire. The uniform includes a short sleeve shirt open at the front of the neck.

ADDITIONAL INFORMATION (Continued):

Additional Notes: (Continued)