NYC DCAS
Citywide Administrative Services

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DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES
BUREAU OF EXAMINATIONS

NOTICE OF EXAMINATION

CORRECTION OFFICER
Exam No. 6303
AMENDED NOTICE - April 29, 2026

WHEN TO APPLY: **From: April 1, 2026**
To: May 29, 2026

APPLICATION FEE: $68.00

Candidates paying the application fee with a credit, debit, or gift card will incur a nonrefundable 2.00% service fee. However, veterans, unemployed individuals, and those receiving public assistance or supplementary security income qualify for a fee waiver.

THE TEST DATE: Multiple-choice testing is expected to begin on **Thursday, August 13, 2026**.

The Notice of Examination is amended to update the salary from $54,652 to $56,838, the basic maximum from $105,146 to $109,352, and the longevity pay increments from $4,782, $5,782, $6,782, and $9,239 to $4,799, $5,799, $6,799, and $9,314. Candidates who previously applied do not need to apply again.

YOU ARE RESPONSIBLE FOR READING THIS ENTIRE NOTICE BEFORE YOU SUBMIT YOUR APPLICATION.

WHAT THE JOB INVOLVES:

Correction Officers, under supervision, maintain security and are responsible for the care, custody, control, job training and work performance of sentenced and detained inmates within New York City correctional facilities. They supervise inmate meals, visits, recreational programs, and other congregate activities; inspect assigned areas for conditions which threaten safety and security; conduct searches in order to detect contraband; complete forms and reports; maintain appropriate log books; communicate with other area Correction Officers to exchange pertinent information; issue verbal orders, announcements and explanations to inmates; observe inmates and make recommendations concerning medical and/or psychiatric referrals; safeguard Department supplies and equipment; escort inmates within and outside of the facility including their transportation in Departmental vehicles; respond to unusual incidents and disturbances; enforce security procedures in accordance with Department guidelines; request medical assistance for inmates when necessary; count and verify the number of inmates present in assigned areas; verify identification of inmates; supervise inmates of either sex; operate a motor vehicle; and perform related work.

Special Working Conditions:

Correction Officers will be required to work various shifts including nights, Saturdays, Sundays, and holidays.

Some of the physical activities performed by Correction Officers and environmental conditions experienced are: walking and/or standing in an assigned area for 8 ½ to 17 hours continuously; walking up several flights of stairs; working outdoors in all kinds of weather; exposure to chemical agents; being subjected to close contact with inmates; possible physical restraint of an inmate; interactions with different inmate categories e.g., inmates under mental health observation; responding to various incidents as required; carrying or donning heavy equipment; lifting/moving heavy objects.

(This is a brief description of what you might do in this position and does not include all the duties of this position.)

THE SALARY:

The current minimum salary is $56,838 per annum. This rate is subject to change. Incumbents will receive salary increments reaching $109,352 per annum at the completion of five and one half years of employment. There is an annual uniform allowance of $1,100 and contributions by the City to Welfare and Annuity Funds and City-paid health insurance. In addition, after 5, 10, 15, and 20 years of service, incumbents receive $4,799, $5,799, $6,799, and $9,314, respectively, in addition to base salary as well as longevity. All rates are subject to change.

HOW TO QUALIFY:

EDUCATION AND EXPERIENCE REQUIREMENTS:

By the **time you are appointed to this position**, you must have:

1. At least 39 semester credits at an accredited college or university. Satisfactory completion of Academy training will provide an additional 21 semester credits for a total of 60 semester credits; **or**
2. A four-year high school diploma or its educational equivalent, **and** either:
   a. At least 6 months of honorable full-time United States military service; **or**
   b. At least 6 months of full-time, satisfactory experience in the provision of social services or casework, dealing directly with clients, mental health counseling, or services to the

homeless; **or**

c. At least 6 months in Law Enforcement positions described as follows:
    i. In positions classified as Police Officers pursuant to Section 1.20, subdivision 34, of the New York State Criminal Procedure Law; **or**
    ii. In positions classified as Peace Officers pursuant to Section 2.10 of the New York State Criminal Procedure Law, **or**
    iii. In positions designated as Special Patrolman pursuant to Section 14-106 of the Administrative Code and Chapter 13 of Title 38 of the Rules of the City of New York, **or**
    iv. In positions in Federal Law Enforcement or Law Enforcement in other states or municipalities with status or designations equivalent to (i), (ii), or (iii) above; **or**

3. A four-year high school diploma or its educational equivalent and at least 1 year of satisfactory, full-time paid general work experience; **or**
4. Two years of active service in the Army Reserve, the Army National Guard, the Navy Reserve, the Air Force Reserve, the Air National Guard, the Marine Corps Reserve, or the Coast Guard Reserve with an honorable discharge. Time spent in the Individual Ready Reserve (IRR) will not count towards two years of active service.

The high school diploma or its educational equivalent must be approved by a State's Department of Education or a recognized accrediting organization. The college or university must be accredited by regional, national, professional, or specialized agencies recognized as accrediting bodies by the U.S Secretary of Education and by the Council for Higher Education Accreditation (CHEA).

If you were educated outside the United States, you must have your foreign education evaluated to determine its equivalence to education obtained in the United States. You will receive instructions from the Department of Correction during the pre-employment screening process regarding the approved evaluation services that you may use for foreign education.

Age Requirement:

You must be at least 17 years of age by the date you take the multiple-choice test. Additionally, you must have attained age 21 to be appointed as a Correction Officer. If you are too young for appointment on the date the eligible list is terminated, you will have no further opportunity for appointment from this list.

Driver License Requirement: You must possess a New York State learner's permit at the time of appointment and must obtain a valid driver license from the State of New York prior to graduating from the Department of Correction Academy. If you already have a license you may be disqualified for any moving violation(s), license suspension or an accident record. You must maintain a NYS driver license for the duration of your employment.

Character and Background:

Proof of good character and satisfactory background will be absolute prerequisites to appointment. The following are among the factors which would ordinarily be cause for disqualification: (a) arrest record or conviction of an offense, the nature of which indicates lack of good moral character or disposition towards violence or disorder; (b) repeated arrests or convictions of an offense, where such convictions or arrests indicate a disrespect for the law; (c) discharge from employment, where such discharge indicates poor behavior or an inability to adjust to discipline; (d) dishonorable discharge from the Armed Forces; and (e) conviction of petit larceny. In accordance with provisions of law, persons convicted of a felony or domestic violence misdemeanor are not eligible for appointment to the title of Correction Officer.

Medical and Psychological Assessment: Medical and psychological guidelines have been established for the position of Correction Officer. You will be examined to determine whether you can perform the essential functions of a Correction Officer. Additionally, you will be expected to continue to perform the essential functions of a Correction Officer throughout your career, and may, therefore, be medically and psychologically tested periodically throughout your career. Where appropriate, a reasonable accommodation will be provided for a person with a disability to enable him or her to take these medical and psychological examinations, and/or to perform the essential functions of the job.

Physical Testing:

Physical standards have been established for the position of Correction Officer. You must pass a qualifying physical test, and may be required to undergo periodic physical testing throughout your career.

Drug Testing:

You must pass a drug screening prior to appointment as a part of a pre-employment screening process. Additionally, as a probationary Correction Officer, you are subject to random drug testing during Academy Training. You may again be drug tested on a random basis after your probationary period is completed or as a prerequisite for assignment or promotion. Any member of the NYC Department of Correction found in possession of or using illegal drugs, or who fails, refuses, or attempts to evade a drug test, will be terminated. The NYC Department of Correction has a strict zero tolerance policy concerning illegal drug use. Individuals who are considering applying for positions in the NYC Department of Correction are expected to conform their behavior to this policy well before they begin the application process.

Prison Rape Elimination Act:

Appointment into this title is subject to the Federal Regulations of the Prison Rape Elimination Act (PREA). As per PREA, the Department of Correction will not hire or promote anyone who may have contact with inmates and detainees, and who has engaged in sexual abuse in a prison, jail, lockup, community confinement facility, juvenile facility, or other institution (as defined in 42 U.S.C. 1997); or who has been convicted or civilly or administratively adjudicated to have engaged or attempted to engage in sexual activity in the community facilitated by force, overt or implied threats of force, or coercion, or if the victim did not consent or was unable to consent or refuse.

Residency Requirement Advisory:

The New York State Public Officers Law requires that at the date of appointment, you must be a resident of the City of New York or of Nassau, Westchester, Suffolk, Orange, Rockland or Putnam counties.

English Requirement:

You must be able to understand and be understood in English.

Citizenship: United States citizenship is required at the time of appointment.

Proof of Identity:

Under the Immigration Reform and Control Act of 1986, you must be able to prove your identity and your right to obtain employment in the United States prior to employment with an agency under the jurisdiction of the Commissioner, Department of Citywide Administrative Services.

HOW TO APPLY:

Apply through the Online Application System (OASys) at *www.nyc.gov/examsforjobs*. Follow the onscreen instructions to submit your application and payment. A valid email address is required. Free email accounts are available from Google, Yahoo!, AOL, Outlook.com, or Mail.com.

New OASys accounts must be verified to confirm your email address is valid and that you have access to the email account. You will receive a confirmation email from OASys to confirm your account upon registering for your OASys account. If any issues arise, contact DCAS at *nyc.gov/CivilServiceNowNYC* and select the applicable subject. If you do not receive the confirmation email, check your spam or junk mail folder before contacting DCAS.

You can pay with major credit cards, bank cards, or prepaid debit cards with a credit card logo. Veterans and individuals receiving certain public assistance may qualify for a fee waiver. For more information on eligibility and required documentation, visit the Fee Waiver FAQs on OASys at *https://a856-exams.nyc.gov/OASysWeb/faqs*.

You may come to the DCAS Computer-based Testing & Application Centers to apply for this examination online.

The centers will be open Monday through Friday from 9:00 AM to 5:00 PM:

Manhattan
2 Lafayette Street
17th Floor
New York, NY 10007

Brooklyn
210 Joralemon Street
4th Floor
Brooklyn, NY 11201

Queens
118-35 Queens Boulevard
5th Floor
Forest Hills, NY 11375

Staten Island
135 Canal Street
3rd Floor
Staten Island, NY 10304

Bronx
1932 Arthur Avenue
2nd Floor
Bronx, NY 10457

The DCAS Computer-based Testing & Application Centers will be closed on Monday, May 25, 2026.

Application Receipt:

After applying for the examination through the Online Application System (OASys), expect an immediate receipt via email. If you don't see it, be sure to check your Junk, Trash, or Spam folders. Alternatively, you can view a summary of your application status on your OASys Dashboard under "Notifications."

If you still can't find the email, contact DCAS at *nyc.gov/CivilServiceNowNYC* and select the applicable subject. Include your exam number and profile number for easier identification. Also, verify that your email address in your profile is accurate and up to date. Finally, add *OASys@dcas.nyc.gov* to your known senders to ensure you receive all important communications.

Civil Service Guidance for Veterans:

There are a range of benefits available to eligible veterans in their civil service careers. Specifically, veterans and disabled veterans may be eligible for application fee waivers, preference credits, make-up exams, retroactive seniority, and age deduction where the exam has maximum age requirements. Review the Civil Service Guidance for Veterans at:
https://www.nyc.gov/assets/dcas/downloads/pdf/employment/faqs-for-veterans.pdf

Special Circumstances Guide:

This Guide provides instructions for requesting alternate test dates for religious observances, how to apply for disability accommodations, Veterans' or Legacy credit, and address changes. Following the relevant instructions in the guide is crucial when filling out the "Application for Examination." Guide Link:
https://www1.nyc.gov/assets/dcas/downloads/pdf/employment/pdf_c_special_circumstances_guide.pdf

PENALTY FOR MISREPRESENTATION:

Any intentional misrepresentation on the application or examination may result in disqualification, even after appointment, and may result in criminal prosecution.

REQUIRED INFORMATION:

Application for Examination: Follow the online instructions, including those relating to the payment of fee and, if applicable, those found in the Special Circumstances Guide.

THE TEST:

The multiple-choice test for the Correction Officer position will be conducted at a computer terminal, and your score will determine your ranking on the eligible list. To pass, you must achieve a minimum score of 70%. The test assesses abilities important for the role.

The test may include questions requiring the use of any of the following abilities:

Deductive Reasoning: applying general rules to specific problems and coming up with logical answers. It involves deciding if an answer makes sense. **Example:** A Correction Officer may use this ability to assign inmates tasks and jobs, and needs to determine which tasks can be assigned to which inmate using specific rules.

Inductive Reasoning: combining separate pieces of information, or specific answers to problems, to form general rules or conclusions. It involves the ability to think of possible reasons for why things go together. **Example:** A Correction Officer may use this ability to determine the validity of inmate complaints based on information such as observations and discussions with inmates.

Information Ordering: correctly following a rule or set of rules of actions in a certain order. The rule or set of rules used must be given. The things or actions to be put in order can include numbers, letters, words, pictures, procedures, sentences, and mathematical or logical operations. **Example:** A Correction Officer may use this ability to report for roll call ready to receive work assignment orders and ready to be instructed to do things in a particular order.

Mathematical Reasoning: understanding and organizing a problem and then selecting a mathematical method or formula to solve the problem. It encompasses reasoning through mathematical problems to determine appropriate operations that can be performed to solve problems. **Example:** A Correction Officer may use this ability to calculate average number of miles driven for each tour.

Memorization: remembering information, such as words, numbers, pictures and procedures. Pieces of information can be remembered by themselves or with other pieces of information. **Example:** A Correction Officer may use this ability to memorize information such as numbers, pictures, or persons or items in a room or location.

Number Facility: adding, subtracting, multiplying and dividing quickly and correctly. **Example:** A Correction Officer may use this ability to compile and verify data such as coordinating the distribution of special meals to different correctional facilities.

Problem Sensitivity: being able to tell when something is wrong or is likely to go wrong. It includes being able to identify the whole problem as well as elements of the problem. **Example:** A Correction Officer may use this ability to observe behavior, conduct and activities of inmates to verify compliance.

Spatial Orientation: determining where you are in relation to the location of some object or where the object is in relation to you. **Example:** A Correction Officer may use this ability to appear before criminal court and may need to find the most direct route in a given map.

Visualization: imagining how something would look when it is moved around or when its parts are moved or rearranged. It requires the forming of mental images of how patterns or objects would look after certain changes, such as unfolding or rotation. One has to predict how an object, set of objects, or pattern will appear after the changes have been carried out. **Example:** A Correction Officer may use this ability to identify the location of an item or items after entering a room through a different entrance.

Written Comprehension: understanding written sentences and paragraphs. **Example:** A Correction Officer may use this ability to interpret policies and regulations in a correctional facility and carry out procedures based on the written materials.

Written Expression: using English words or sentences in writing so that others will understand. **Example:** A Correction Officer may use this ability to write reports using correct grammar, spelling and punctuation.

Certain questions may need to be answered on the basis of documents or other information supplied to the candidates on the date of the multiple-choice exam.

EXAM SITE ADMISSION:

Your Admission Notice will be available on your Dashboard in OASys 14 days before the first date on which testing is expected to begin. Test site assignments will take your address into consideration, but nearness to your address cannot be guaranteed.

Warning: The use of electronic devices at the test site is strictly prohibited. This includes phones, smart watches, cameras, e-cigarettes, vape pens, and other portable media or electronic devices. Any of these items brought to the test site will be placed in a Yondr pouch and sealed until after the exam event (Examination, Protest Review Session, TVB session). Headphones and earbuds are also not allowed. Only basic hand-held calculators for addition, subtraction, multiplication, and division are permitted; calculators with additional features are banned and will be sealed in a Yondr pouch if brought to the site. If you use any prohibited devices or remove them from your Yondr pouch without authorization-whether in the testing area, restroom, hallway, or any other location-you will have your test score nullified, be barred from taking civil service tests for up to five years and forfeit your application fee.

If you have a medical assistive device that sends alerts or vibrates, you must obtain written authorization from DCAS to use it during the test. To request authorization, contact DCAS at: *testingaccommodations@dcas.nyc.gov*.

Furthermore, you cannot bring anyone with you while being processed or taking the test, and no one is allowed to wait for you inside the Computer-based Testing & Application Center during the exam.

Required Identification: To enter the test site, you must bring one valid (non-expired) ID that includes both your signature and photo. The name on your ID must match the first and last name used in your exam application. If you fail to provide an acceptable form of identification, you may be denied entry to the test. Acceptable forms of identification (bring one) are as follows: State issued driver's license, City or State issued identification card, IDNYC, US Government issued Passport, US Government issued Military Identification Card, US Government issued Alien Registration Card, Employer ID with photo, or Student ID with photo.

Leaving: After completing your test, you must leave the test site immediately. If you exit the site after being fingerprinted but before finishing the test, you will not be allowed to re-enter. Ignoring this instruction and attempting to re-enter could result in not receiving your test results, nullification of your test score, and forfeiture of your application fee.

CHANGE OF MAILING ADDRESS, EMAIL ADDRESS, AND/OR TELEPHONE NUMBER:

It is essential to promptly notify DCAS of any changes to your mailing address, email address, or phone number. Without your correct contact information, you may miss important updates regarding your exam(s), appointment considerations, or critical information that requires a timely response. To update your contact information, follow these steps:

- City Employees - update your information in NYCAPS Employee Self-Service (ESS) at *www.nyc.gov/ess*
- All Others - Log into your OASys account at *www.nyc.gov/examsforjobs*, navigate to your Dashboard, and update your Profile page.

CHANGE OF NAME AND/OR SOCIAL SECURITY NUMBER:

To change your name and/or social security number with DCAS, use the Data Correction Form and follow all instructions provided. You can access the DCAS Data Correction Form at the following link: *https://www1.nyc.gov/assets/dcas/downloads/pdf/employment/dp148a.pdf.*

THE TEST RESULTS:

If you pass the multiple-choice test, your name will be placed on an eligible list in final score order. You will receive a list number and be notified of your test results via email. This eligible list determines the order of candidates considered for appointment, usually active for four years.

For more information about the civil service system, visit: *https://www.nyc.gov/site/dcas/employment/more-about-civil-service.pag*e.

If you believe your test was rated incorrectly, you can appeal your score to DCAS, Committee on Manifest Errors, using the Online Application System (OASys). Your appeal must clearly state the reasons for requesting a higher score and may result in a different rating.

SPECIAL ARRANGEMENTS:

Make-up Test:

You may apply for a make-up test if you cannot take the test on the regular test date(s) for any of the following reasons:

1. being ordered to military duty; or
2. compulsory attendance before a court or other public body or official having the power to compel attendance; or
3. on-the-job injury or illness caused by municipal employment where you are an officer or employee of the City; or
4. absence from the test within one week after the death of a spouse, domestic partner, parent, parent-in-law, sibling, child or child of a domestic partner where you are an officer or employee of the City; or
5. a clear error for which the Department of Citywide Administrative Services or the examining agency is responsible; or
6. a temporary disability; or
7. pregnancy, childbirth or a related medical condition.

To request a make-up test, contact Administration, Customer, and Exam Support (ACES) by email at *testingaccommodations@dcas.nyc.gov*, as soon as possible, and include documentation of the special circumstances that caused you to miss your test.

ADDITIONAL INFORMATION:

Peace Officer Status:

You must satisfy the requirements established by the State of New York for Peace Officers. You must meet and maintain the requirements for Peace Officer Status for the duration of your employment.

Investigation:

The position is subject to investigation before appointment. At the time of investigation, you will be required to pay a $75.00 fee for fingerprint screening. At the time of investigation and at the time of appointment, you must present originals or certified copies of all required documents and proof, including but not limited to proof of a high school diploma or equivalent, date and place of birth by transcript of record of the Bureau of Vital Statistics or other satisfactory evidence, naturalization papers if necessary, and proof of military service. Any willful misstatement or failure to present any required documents will be cause for disqualification. Investigation must be completed prior to appointment.

Firearms Qualifications:

You must qualify and remain qualified for firearms usage as a condition of employment for the duration of your career. The methods, procedures and protocol for the firearms qualification test will be determined by the Department of Correction. A firearms qualification test will be administered annually to determine qualification. In addition, you must remain authorized to carry firearms under Federal and New York State statutes.

Probationary Period:

The probationary period is 24 months. As part of the probationary period, you will be required to successfully complete a prescribed training course. If you fail to successfully complete such training course, you will be terminated by the agency head.

Promotion Opportunities:

Employees in the title of Correction Officer are afforded the opportunity to be promoted to the title of Captain (Correction) and, from that title, to Warden (Correction) at several assignment levels.

The General Examination Regulations of the Department of Citywide Administrative Services (DCAS) apply to this examination and are part of this Notice of Examination. They are posted at nyc.gov/dcas and copies are available at the DCAS Computer-based Testing & Application Centers.

The City of New York is an Equal Opportunity Employer.

Title Code No. 70410; The Correction Service.