

Question 1. Can you provide the classification specification for the Court Officer?

Answer to Q.1

See attached title standards for New York State Court Officer-Trainee and New York State Court Officer.

Question 2. Please tell us the number of incumbents in the classification.

Answer to Q.2.

As of August 21, 2013 , the total number of Court Officers is 3,005.

Question 3. Can you provide a copy of the current physical ability test?

Answer to Q.3.

Information about the Physical Ability Test can be found on our website at www.nycourts.gov/courtofficer-recruit (see also attached documents.)

Question 4. Can you provide a copy of the current medical standards?

Answer to Q.4.

Information about the medical standards can be found on our website at www.nycourts.gov/courtofficer-recruit, under tab “Candidate Screening Process” (see also attached documents.)

Question 5. Can you provide a list of extraordinary working conditions, if any, encountered by Court Officers?

Answer to Q.5.

A small percentage of Court Officers are assigned to special details/units which include MSP (Mobile Security Patrol) and/or SRT (Special Response Team.)

Question 6. Can you provide a statement as to whether these workers carry guns or not?

Answer to Q.6.

Court Officers are peace officers and required to carry firearms.

Question 7. Can you provide the task list that was linked to the current physical ability test?

Answer to Q.7.

This information is not available to bidders.

Question 8. Was an actual correlation study done previously whereby actual officers completed time events and their scores were compared to their obtain scores on the PAT?

Question 9. Can you send a copy of that study, if one was one was done?

Answer to Questions 8. and 9.

No studies are currently available.

Question 10. Do you have a budget for this project?

Question 11. What was the budget for initial development of the PAT and medical standards?

Answer to Questions 10. and 11.

The UCS does not provide budget numbers.

Question 12. Do all (100%) Court Officers carry gun at work?

Answer to Q.12.

Court Officers are required to carry firearms while at work. Court Officers assigned to the “pens” or correctional facilities do not carry firearms while working this detail.

Question 13. How well do you like your current test?

Answer to Q.13.

This information is not available to bidders.

Question 14. Does the Department recognize that its medical standards are out of date?

Answer to Q. 14.

This information is not available to bidders.

Question 15. How much time over the course of the project will Court HR personnel be available to assist in the project? Would their involvement be heavy, moderate, minimal?

Answer to Q. 15.

OCA/Human Resources personnel will be available and provide oversight as needed. Specified personnel will be assigned to this project.

TITLE: NEW YORK STATE COURT OFFICER-TRAINEE

Effective Date: 01/08/2004
Title Code Number: 9467000
Salary Grade: 14
Jurisdictional Classification: C

DISTINGUISHING FEATURES OF WORK:

Under the direct supervision of a New York State Court Officer-Sergeant and the general supervision of the court clerk or other security supervisory personnel, New York State Court Officer-Trainees serve a two year traineeship during which time they are responsible for maintaining order and providing security in courtrooms, court buildings, and grounds. After completion of formal training at the Academy, NYS Court Officer-Trainees may be assigned to all trial courts and court agencies to begin the on-the-job training portion of their traineeship which will include training in court operations and security needs. NYS Court Officer-Trainees are peace officers required to wear uniforms, and may be authorized to carry firearms, execute warrants, make arrests and also perform other related duties. At the end of the two year traineeship, successful candidates will be promoted from a NYS Court Officer- Trainee (JG-14) to a New York State Court Officer (JG-18).

TYPICAL DUTIES:

Provides security in the courtroom and patrols public and non-public areas in the courthouse.

Guards criminal defendants accused of misdemeanors and felonies while in the courtroom and may escort them to and from detention pens.

Assumes a post or patrols the courthouse to maintain order by removing or calming disruptive individuals; bars entry into security areas or courtrooms of people not properly attired or behaved; talks to potentially disruptive prisoners or spectators to calm them.

Physically restrains unruly individuals.

Arrests individuals according to established procedures.

Escorts, guards, and delivers material to sequestered juries.

Escorts judges, juries, witnesses and prisoners to and from the courtroom.

Administers first-aid and assistance to individuals during emergencies, accidents or illnesses.

Provides assistance in emergency situations.

Operates security equipment, including magnetometers, handheld screening devices and package x-ray machines.

Uses established search procedures to ensure that no weapon, electronic or photographic equipment, or contraband are brought into the courthouse.

Checks to ensure that all necessary documents are available prior to court sessions.

Checks bench to ensure that Judge has adequate supplies, proper forms, and other materials.

Displays and safeguards exhibits in the courtroom.

Maintains and updates court records.

Distributes and posts appropriate documents and court materials.

Checks any emergency or special equipment such as oxygen tanks, walkie-talkies, and other items to ensure that the equipment is in good working order; reports inoperative equipment to supervisor.

Provides general information to visitors on court premises.

Prepares incident reports.

The above statements are intended to describe the general nature and level of work being performed by persons assigned to this title. They do not include all job duties performed by employees in this title, and every position does not necessarily require these duties.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of court procedures and practices, court forms, and legal terminology.

Knowledge of laws concerning arrest, use of physical force, and search procedures.

Knowledge of regulations and procedures for handling prisoners.

Knowledge of first aid.

Knowledge of the rules of evidence and the proper procedures for handling evidence and exhibits.

Skill in completing and organizing court documents, forms, and other records.

Skill in administering first aid and using emergency equipment.

Skill in conducting searches and using security equipment.

Skill in using weapons.

Ability to exercise judgment and common sense.

Ability to carry out established security procedures in case of fire, bomb threat, or other emergency situations.

Ability to observe detail, remember facts, and information, and evaluate situations.

Ability to understand oral and written instructions and apply information, rules, regulations, and procedures, to specific situations.

Ability to prepare brief written communications.

Ability to communicate information orally to the public and court or court-related personnel.

Ability to stand and walk for lengthy periods.

Ability to use firearms, self-defense and restraint techniques, and security equipment.

RELATED TITLES:

<i>Title</i>	<i>Position in Title Series</i>	<i>Distinguishing Characteristics</i>
New York State Court Officer-Trainee (JG-14)	Entry Level	Serves a two year traineeship.
New York State Court Officer (JG-18)	Mid-level (Automatic promotion)	Provides court security in courtrooms, court buildings and grounds.
New York State Court Officer-Sergeant (JG-19)	Entry level Supervisor (Promotional)	Supervises security team of subordinate security personnel, provides on the job training and evaluates the performance of subordinates.

QUALIFICATIONS:

At the time of appointment, a NYS Court Officer-Trainee candidate must be at least 18 years old and possess a High School diploma or its equivalent.

Candidates must be legally eligible to carry firearms.

New York State residency is required for appointment.

Candidates must be citizens of the United States.

TITLE: NEW YORK STATE COURT OFFICER

Effective Date: 01/08/2004
Title Code Number: 9467001
Salary Grade: 18
Jurisdictional Classification: C

DISTINGUISHING FEATURES OF WORK:

Under the direct supervision of a New York State Court Officer-Sergeant and the general supervision of the court clerk or other security supervisory personnel, New York State Court Officers are responsible for maintaining order and providing security in courtrooms, court buildings, and grounds. NYS Court Officers are assigned to all trial courts and court agencies. NYS Court Officers are peace officers, required to wear uniforms, and may be authorized to carry firearms, execute warrants, make arrests and may coordinate the activities of other court security personnel.

TYPICAL DUTIES:

Provides security by standing in the courtroom and patrolling the courthouse.

Guards criminal defendants accused of both misdemeanors and felonies while in the courtroom and may escort them to and from detention pens.

Assumes a post or patrols the courthouse to maintain order by removing or calming disruptive individuals; bars entry into security areas or courtrooms of people not properly attired or behaved; talks to potentially disruptive prisoners or spectators to calm them.

Physically restrains unruly individuals.

Arrests individuals according to established procedures.

Escorts, guards, and delivers material to sequestered juries.

Escorts judges, juries, witnesses and prisoners to and from the courtroom.

Administers first aid and assistance to individuals during emergencies, accidents or illnesses.

Provides assistance in emergency situations.

Operates security equipment, including magnetometers, handheld screening devices and package x-ray machines.

Uses established search procedures to assure that no weapons or electronic or photographic equipment are brought into the courtroom.

Checks to ensure that all necessary documents are available prior to court sessions.

Checks bench to ensure that Judge has adequate supplies, proper forms, and other materials.

Displays and safeguards exhibits in the courtroom.

Maintains and updates court records.

Distributes and posts appropriate documents and court materials.

Checks any emergency or special equipment such as oxygen tanks, walkie-talkies, and other items to ensure that the equipment is in good working order; reports inoperative equipment to supervisor.

Provides general information to visitors on court premises.

Prepares incident reports.

The above statements are intended to describe the general nature and level of work being performed by persons assigned to this title. They do not include all job duties performed by employees in this title, and every position does not necessarily require these duties.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of court procedures and practices, court forms, and legal terminology.

Knowledge of laws concerning arrest, use of physical force, and search procedures.

Knowledge of regulations and procedures for handling prisoners.

Knowledge of first-aid.

Knowledge of the rules of evidence and the proper procedures for handling evidence and exhibits.

Knowledge of the laws, rules and regulations concerning weapons and the use of firearms.

Knowledge of regulations and procedures for handling prisoners.

Skill in completing and organizing court documents, forms, and other records.

Skill in administering first aid and using emergency equipment.

Skill in conducting searches and using security equipment.

Skill in using weapons.

Ability to apply knowledge, prior experience, facts, rules, regulations, and directions to specific situations.

Ability to identify and evaluate situations, events and conditions relating to observable activities.

Ability to exercise judgement and common sense.

Ability to carry out established security procedures in case of fire, bomb threat, or other emergency situations.

Ability to observe detail, remember facts and information, and evaluate situations.

Ability to understand oral and written instructions and apply information, rules, regulations, and procedures, to specific situations.

Ability to prepare brief written communications.

Ability to communicate information orally to the public and court or court-related personnel.

Ability to stand and walk for lengthy periods.

Ability to use firearms, self-defense and restraint techniques, and security equipment.

Ability to supervise other workers and to check staff performance.

RELATED TITLES:

<i>Title</i>	<i>Position in Title Series</i>	<i>Distinguishing Characteristics</i>
New York State Court Officer-Trainee (JG-14)	Entry Level	Serves a two year traineeship.
New York State Court Officer (JG-18)	Mid-level (Automatic promotion)	Provides court security in courtrooms, court buildings and grounds.
New York State Court Officer-Sergeant (JG-19)	Entry level Supervisor (Promotional)	Supervises security team of subordinate security personnel, provides on the job training and evaluates the performance of subordinates.
New York State Court Officer-Lieutenant (JG-22)	Supervisory (Promotional)	On-site supervisor second in charge to New York State Court Officer-Captain.

QUALIFICATIONS:

At the time of appointment, a New York State Court Officer candidate must have served a two year traineeship as a New York State Court Security Trainee.

Candidates must be legally eligible and qualified to carry firearms.

New York State residency is required for appointment.

Candidates must be citizens of the United States.



SCREENING PROCEDURES FOR NYS COURT OFFICER-TRAINEE CANDIDATES

Summary of Medical Standards for the NYS Court Officer-Trainee Position

Each candidate is required to be free of any medical impairment which would jeopardize his or her safety, health, or ability to effectively carry out the duties of the position. Candidates are required to meet the medical requirements stated below, both at the time of the initial medical examination and again prior to entering the Court Officer Training Academy. This is only a summary of the current Medical Standards. The Office of Court Administration reserves the right to modify these standards at any time during the duration of the eligible list.

Hearing- Each candidate must be able to pass an audiometric test of hearing acuity without use of a hearing aid. Each ear is tested at the frequency ranges of 500, 1000, 2000, 3000, 4000, and 6000 Hz. A candidate is qualified if the uncorrected bilateral hearing loss is less than or equal to 25 dB for the average of the following frequencies: 500, 1000, 2000, 3000 Hz in each ear; and, no greater than a 45dB loss at 4000 and 6000 Hz in either ear. Candidates failing the hearing test may take Hearing Recourse Testing including Sound Field Testing at their own expense. Candidates must pass Recourse Testing without the use of hearing aids in order to be qualified.

Vision- Vision is evaluated both with and without correction (corrective lenses or glasses are permitted). In order to be qualified, 1) each candidate must have at least 20/30 binocular visual acuity (both eyes tested together) and 2) at least 20/40 visual acuity in each eye tested separately, either with or without correction for both near and far vision. If correction is needed to meet this standard, then the candidate must also have uncorrected visual acuity of at least 20/70 binocular (using both eyes) for both near and far vision. Testing each eye separately, candidates must have at least 20/40 or better acuity in the best eye and 20/100 or better acuity in the worse eye without correction for both near and far testing. Testing in the worse eye must be correctable to 20/40 or better testing each eye separately, and 20/30 or better testing both eyes together.

The visual fields must not be less than 145 degrees and color vision is also required. Candidates who fail the standard color vision tests may take the Farnsworth-Munsell 100 Hue Test at their own expense and will only qualify if the Total Error Score is not greater than 124.

Cardiovascular System- Candidates must be free of any impairments due to organic heart disease resulting from failure of myocardial function and impairment of coronary circulatory function. Candidates are examined for hypertensive circulatory disease and for vascular diseases affecting the extremities. **Blood pressure should not exceed 140/90.**

Respiratory System- Each candidate will be assessed for pulmonary functioning. The test of ventilatory function must be within normal values: **FVC - 80% or greater and FEV1 - 80% or greater.**

Hematology- Eligible candidates must be free of blood system impairments that will interfere with performance of the required job duties. Hematological impairments will be evaluated on an individual basis.

Musculoskeletal System- Candidates must be free of musculoskeletal impairments. Functional use of the arms, hands, legs, feet and back must be demonstrated at the time of the medical examination. Scoliosis (thoracolumbar) is disqualifying if the angle is greater than 20 degrees. If the history and/or physical examination suggests a low back disorder, lumbar spine x-rays will be conducted.

Peripheral Spinal Nerves and Central Nervous- Candidates are evaluated to determine the existence of any specific impairments of peripheral spinal nerves in the following three categories: Unilateral spinal nerve root impairment, spinal nerve plexus and named spinal nerves. For impairments associated with central nervous system functioning, any impairment associated with "station and gait," respiratory impairment due to spinal cord damage, or urinary-bladder function may be considered disqualifying. Episodic neurological disturbances (e.g. seizures) will be disqualifying. In addition, candidates should be free of significant speech pathology which interferes with communication.

Digestive System- Candidates must be free of disorders of the digestive system. Symptoms and signs of organic upper digestive tract disease, progressive chronic liver disease, or colonic or rectal disease may be disqualifying.

Endocrine System- Diabetes mellitus will be considered disqualifying if symptoms of target organ damage are present or if frequent blood sugar irregularities and/or with postprandial blood sugar greater than 200. History of ketoacidosis or hypoglycemic coma are disqualifying.

Mental Health- Candidates will be evaluated for emotional and psychological problems that might interfere with effectively carrying out the duties of the Court Officer-Trainee job. After completing the background investigation, each candidate will be required to take a series of written psychological assessment tests which will be used in conjunction with a follow-up psychological and/or psychiatric interview to assess a candidate's mental health and suitability for the job.

Substance Abuse- As part of the medical screening procedures, each candidate is required to submit to a comprehensive substance abuse evaluation, including a urine analysis, to determine if he or she is dependent upon or abuses alcohol or drugs. Candidates who are dependent upon or abuse alcohol and/or drugs will be disqualified.

Height/Weight-Maximum weight standards for New York State Court Officer-Trainee Job:

HEIGHT	MEN (lbs.)	WOMEN (lbs.)
4'10"		144
4'11"		147
5'0"		151
5'1"		154
5'2"	165	157
5'3"	168	162
5'4"	172	166
5'5"	176	171
5'6"	180	175
5'7"	185	179
5'8"	189	184
5'9"	194	187
5'10"	198	190
5'11"	202	194
6'0"	207	197
6'1"	211	
6'2"	217	
6'3"	222	
6'4"	227	
6'5"	233	
6'6"	239	

These standards are based upon Metropolitan Life Insurance Company Height/Weight Tables as applied to a large frame individual plus 10%.

Re-evaluation Procedures

A candidate who is medically disqualified for a condition which improves substantially some time after the administration of the initial medical examination may be re-evaluated by a physician, designated by the New York State Unified Court System for a final determination. Some disqualifications on medical conditions such as drug dependency will not be re-evaluated.

Summary of Physical Ability Examination for NYS Court Officer-Trainee Position

Each candidate is required to qualify on a series of physical ability tests designed to assess his or her ability to safely and effectively perform the essential physically demanding tasks of the Court Officer position. There are eight separate tests in the Physical Ability Examination that are arranged into four categories. Two categories assess strength and muscular endurance based upon the combination of several individual tests. The remaining two individual categories assess arm-hand steadiness and stamina (aerobic fitness). A brief summary of each individual physical test in the four categories is described below.

Category I: Strength and Muscular Endurance

Leg Lift - This test measures lower body static strength. Candidates are required to exert maximum strength in an upward direction to determine the maximum force generated by the leg muscles.

Arm Endurance - This test measures upper body dynamic strength. Candidates are required to crank an arm ergometer as fast as possible for one minute in order to assess their ability to exert muscular force repeatedly over a short period of time.

Pull-Up Trainer - The purpose of this test is to determine a candidate's ability to exert upper body muscle force repeatedly for a short period of time. This test involves moving the body in an upward direction while laying on a slant board.

Category II: Strength and Muscular Endurance

Arm Lift - This test measures upper body static strength. Candidates are required to exert maximum strength in an upward direction to determine the maximum force generated by using their arm muscles.

Leg Endurance - This test measures lower body dynamic strength. Candidates are required to pedal a stationary bicycle as rapidly as possible for one minute in order to assess their ability to exert muscular force repeatedly over a short period of time.

Sit-Ups - This test measures the strength of your abdominal muscles (trunk strength). Candidates are required to perform as many sit-ups as possible in one minute.

Category III: Arm-Hand Steadiness

This test measures the ability to maintain static arm-hand steadiness. Candidates are required to hold a replica of an actual standard-issue firearm as steady as possible while pointing it through the opening of a small target ring without the firearm making contact with the edges of the ring.

Category IV: Stamina -Aerobic Fitness

Step Test - This is a test of aerobic fitness designed to evaluate heart rate recovery and its associated maximal oxygen consumption. Candidates are required to step up and down on either a 15-3/4 inch (for men) or 13 inch (for women) high step platform for five (5) minutes to the beat of a metronome. After a 30-second rest (recovery) period, the candidates' heart rates are then recorded via pulse-meter.

For a more detailed description of the Physical Ability Test visit: www.nycourts.gov/court/officer-recruit

Physical Test Administration and Scoring- In order to be considered "qualified," candidates must pass each of the four component categories. Candidates who do not qualify on the Physical Ability Examination are provided one opportunity for a retest in accordance with the Retest Policy. Candidates can retake those physical tests which correspond to the physical test category (i.e., Strength and Muscular Endurance Category I, Strength and Muscular Endurance Category II, Arm-Hand Steadiness, and Stamina - Aerobic Fitness) where they did not obtain a passing score.

Retest Policy- Candidates who do not qualify on the Physical Ability Examination will be provided with one opportunity for a retest. The retest is offered to candidates only after a minimum of 90 days from the date of the initial Physical Ability Examination. The Office of Court Administration also reserves the right to modify the Physical Ability testing at any time during the use of the eligible list.

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- For more information on the Medical, Physical Ability or Psychological Screening Process:
E-mail: CO-PROCESSING@courts.state.ny.us - or - Phone: (212)428-5511

Background Investigation Process for the NYS Court Officer-Trainee Position

Each candidate being considered for appointment is required to undergo a full background investigation by the Applicant Verification Unit (AVU). The background investigation includes a review of the candidate's work history, academic experience, military record, criminal record and other pertinent information.

Personal History Questionnaire - Candidates will be required to complete in detail a Personal History Questionnaire prior to meeting with an AVU Investigator. The questionnaire can be downloaded on line at www.nycourts.gov/courtofficer-recruit. This questionnaire includes sections on personal information (date of birth, marital status, citizenship, etc); residence record (address and length of residence for each residence for the previous ten years); education record (schools, dates of attendance, levels of achievement); work history (name and address of employer, dates of service, nature of work performed, reasons for leaving); arrest and summons record (charges, dates, locations and dispositions); military service records (dates of service, branch of armed services, rank achieved, nature of discharge); judgement history (dates, nature and amounts of all unpaid, outstanding judgements); and other miscellaneous areas of inquiry. Candidates are required to undergo a fingerprint check at a cost of \$75. An additional fee may be required in order to obtain employment records from the Social Security Administration.

The Investigation - The questionnaire must be completed in detail and brought to the first meeting with his or her AVU staff investigator. During this meeting, the investigator will review the questionnaire with the candidate to ensure that it is filled out accurately and completely. Additionally, the candidate will be asked to sign a number of forms authorizing the release of information from former employers, the military, schools, public agencies and other appropriate sources. During the course of the background investigation, it is important for the candidate to remain in contact and inform their investigator of any change in status and provide any other information pertinent to the investigation.

The Investigation Process - Information provided in the Personal History Questionnaire will be verified by the AVU Investigator. As the investigation progresses, additional information may be requested of the candidate or from other outside sources. Investigations will be conducted in a professional and expeditious manner, however, many variables which are unique to an individual make it impossible to predict exactly how long the investigation process will take to complete. In general, a background investigation requires three to five months to complete. The candidate should periodically monitor the progress of the investigation. Candidates who fail to cooperate with the background investigation process or remain in contact with their assigned investigator may be disqualified.

The Investigation Report - Once all information has been obtained, a report of factual findings is completed. It is important to note that no conclusions or recommendations are made and that the identity of the subject is never disclosed in the report. Candidates are identified in the report solely by an identification number. After the report is finalized, the candidate will then be scheduled for a personal interview with a psychologist and/or psychiatrist who will, as part of the interview, review the results of the candidate's psychological tests and investigation report. Candidates found qualified at this stage will be referred to the Court Officer Evaluation Board.

Court Officer Evaluation Board - The Court Officer Evaluation Board is composed of high level court managers, security professionals and administrative staff who review and evaluate all the material from the investigation (including the investigation report with all identifying information removed). A determination is made by the Court Officer Evaluation Board as to whether the candidate's background information would disqualify him or her from serving as a NYS Court Officer-Trainee. Candidates who are successful at this stage of the process are then cleared for appointment to a future class.

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- For more information on the Background Investigation:
E-mail: AVU@courts.state.ny.us - or - Phone: (212)428-2777