



**NEW YORK STATE UNIFIED COURT SYSTEM
 OFFICE OF COURT ADMINISTRATION
 DIVISION OF HUMAN RESOURCES
 COURT OFFICER STAFFING & SECURITY SERVICES**

APPLICATION FOR CLERICAL EMPLOYEES REQUESTING FIREARMS TRAINING

| | | |
|--------------------|----------------------------|----------------------------|
| _____ Last Name | _____ First Name | _____ Title |
| _____ P.O. # | _____ Court or District | _____ Work Phone Number |

I am requesting firearms training and agree to participate in all the procedures listed below and to cooperate fully in all aspects of the investigation. I understand that in order to begin the screening process, I also must first complete Basic Peace Officer Training.

- Fingerprint Check (N.Y.S., F.B.I.)
 - Pre-Screening Medical Examination
 - Full Medical Examination
 - Physical Ability Test
 - Background Investigation
 - Psychological Examination
 - Evaluation Board Review
- (See detailed description attached)**

Signature

Date

SUBMIT APPLICATIONS TO:

OFFICE OF COURT ADMINISTRATION
 COURT OFFICER STAFFING & SECURITY SERVICES
 25 Beaver Street, Room 1081
 New York, NY 10004
 Fax: (212)428-2565
 Email: CLK-SCREENING@COURTS.STATE.NY.US
 Questions call (212)428-2575 or (212)428-2145



SCREENING PROCEDURES FOR NYS COURT CLERKS REQUESTING FIREARMS TRAINING

Summary of Medical Standards for Court Clerks Requesting Firearms Training

Clerks requesting firearms training are required to be free of any medical impairment which would jeopardize their safety, health, or ability to effectively carry, possess, and safeguard a firearm. Clerks are required to meet the medical requirements stated below at the time of an initial medical examination. Clerks are evaluated on an individual basis relevant to the physical demands, challenges and responsibility associated with carrying, possessing and safeguarding a firearm. 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.

Hearing- Clerks 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 clerk 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. Clerks failing the hearing test may take Hearing Recourse Testing including Sound Field Testing at their own expense. Clerks 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) a clerk 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 clerk 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, clerks 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. Clerks 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- Clerks must be free of any impairments due to organic heart disease resulting from failure of myocardial function and impairment of coronary circulatory function. Clerks are examined for hypertensive circulatory disease and for vascular diseases affecting the extremities. **Blood pressure should not exceed 140/90.**

Respiratory System- Clerks 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- Clerks must be free of blood system impairments that will interfere with their ability to carry and safeguard a firearm. Hematological impairments will be evaluated on an individual basis.

Musculoskeletal System- Clerks 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 lower back disorder, lumbar spine x-rays will be conducted.

Peripheral Spinal Nerves and Central Nervous System- Clerks 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, clerks should be free of significant speech pathology which interferes with communication.

Digestive System- Clerks 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- Clerks are evaluated for emotional and psychological problems. After passing the physical ability test, each clerk will be required to take a series of written psychological assessment tests used in conjunction with a follow-up psychological and/or psychiatric interview to assess a clerk's mental health and suitability to carry, possess and safeguard a firearm.

Substance Abuse- As part of the medical screening procedures, each clerk 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. Clerks who are dependent upon or abuse alcohol and/or drugs will be disqualified.

Height/Weight- Maximum weight standards for Court Clerks requesting firearms:

| 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- Any clerk 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 Court Clerks Requesting Firearms Training

Each clerk is required to qualify on a series of physical ability tests designed to assess his or her ability to safely, responsibly and effectively perform the essential physical demands associated with carrying, possessing and safeguarding a firearm. 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. Clerks 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. Clerks are required to crank an arm ergometer as fast as possible for one minute in order to assess the ability to exert muscular force repeatedly over a short period of time.

Pull-Up Trainer - The purpose of this test is to determine the ability to exert upper body muscle force repeatedly for a short period. The 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. Clerks are required to exert maximum strength in an upward direction to determine the maximum force generated by the arm muscles.

Leg Endurance - This test measures lower body dynamic strength. Clerks are required to pedal a stationary bicycle as fast as possible for one minute in order to assess the 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). Clerks 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. Clerks 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 test of aerobic fitness is designed to evaluate the recovery of heart rate and its associated maximal oxygen consumption. Clerks are required to step up and down on either a 15 3/4 inch (men) or 13 inch (women) bench for five (5) minutes to the beat of a metronome. Your heart rate will be recorded via a pulse-meter at the end of a 30-second rest (recovery) period.

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," clerks must pass each of the four component categories. Clerks who do not qualify on the Physical Ability Examination are provided one opportunity for a retest in accordance with the Retest Policy. Clerks 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- Clerks who do not qualify on the Physical Ability Examination will be provided with one opportunity for a retest. The retest is offered to clerks 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.

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- For more information on the Medical, Physical Ability or Psychological Screening Process:
E-mail: CLK-SCREENING@courts.state.ny.us - or - Phone: (212)428-2575
(212)428-2145

Background Investigation Process for Court Clerks Requesting Firearms Training

Clerks requesting firearms training are required to undergo a full background investigation by the Applicant Verification Unit (AVU). The background investigation includes a review of the clerk's work history, academic experience, military record, criminal record and other pertinent information.

Fingerprints - Any employee being appointed from a non-peace officer title to a peace officer title is required to be fingerprinted upon appointment as a peace officer even if the employee had been previously fingerprinted upon initial appointment to the court system. A fee will be required to be fingerprinted.

Personal History Questionnaire - Clerks 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 by using the Unified Court System Intranet. It can be found under OCA, Human Resources, Forms , Firearms Training -Personal History Questionnaire for NYS Court Clerks Requesting Firearms Training. 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. A 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 an AVU staff investigator. During this meeting, the investigator will review the questionnaire with the clerk to ensure that it is filled out accurately and completely. Additionally, clerks will be required 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 clerks under investigation 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 contained in the Personal History Questionnaire will be verified by the AVU Investigator. As the investigation progresses, additional information may be requested of the clerk 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 approximately three to five months to finish. The clerk should periodically monitor the progress of the investigation. Clerks 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. Clerks are identified in the report solely by an identification number. After the report is finalized, the clerk is then scheduled for a personal interview with a psychologist and/or psychiatrist who will, as part of the interview, review the results of the clerk's psychological written tests and investigation report. Clerks found qualified at this stage will be referred to the Evaluation Board.

Evaluation Board Review - The Evaluation Board is comprised of high level court managers, security professionals and administrative staff who review and evaluate all material from the investigation (including the investigation report with all identifying information removed) and make a determination as to whether the clerk's background information would disqualify him or her from carrying a firearm. Clerks who are successful at this stage of the process are then cleared for Basic Firearms Training at the NYS Court Officers Academy.

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