

POLICE OFFICER

DISTINGUISHING FEATURES OF THE CLASS: This work involves the responsibility for the protection of lives and property and the enforcement of all laws and ordinances in an assigned district during a specific period to include assisting in the investigation of criminal offenses and the apprehension of criminals. This is general duty police work consisting of routine patrol operations in an assigned area. Unusual procedures and special assignments are generally carried out under immediate supervision. There is, however, considerable independent responsibility for the exercise of sound judgment in emergencies. Does related work as required.

TYPICAL WORK ACTIVITIES:

Patrols an assigned area during a specific period on foot or in motorized police equipment;
Investigates suspicious activities and complaints and makes arrests for violation of Federal and State laws and local ordinances;
Watches for and makes investigations of wanted and missing persons and stolen cars and property;
Maintains order in crowds, parades, funerals, or other public gatherings;
Escorts prisoners to jail and to court and has them booked on charges;
Directs traffic and tickets cars for overtime parking;
Reports serious defects in streets and in related matters requiring the attention of the Public Works Department;
Broadcasts radio messages, takes messages, and answers telephone;
Takes, classifies, files fingerprints and photographs;
Attends court and presents evidence in connection with arrests made or cases investigated;
Maintains files and records of police activities;
Answers questions for and directs the public;
Makes daily reports of activities.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the use of weapons and their capabilities; thorough knowledge of the geography, buildings and the community in the patrol area; good knowledge of what constitutes and how to safeguard and process evidence; good knowledge of Penal Law, Vehicle and Traffic Law, Criminal Procedures Law, Alcohol Beverage Control Law and local rules, regulations and ordinances; working knowledge of Motor Vehicle accident report forms, vehicle and traffic documents, arrest forms and identification documents; working knowledge of investigative techniques; working knowledge of legal terminology; ability to properly operate a patrol car and radio equipment; ability to recognize potential weapons; ability to deal with people under stress; ability to notice things in a persons' conduct indicating something may be wrong; ability to assess extent of physical injury; ability to apply first aid; skill in the use of weapons; skill in the application of self defense techniques; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from school or possession of a high school equivalency diploma and either:

- A. Graduation from a regionally accredited or New York State registered two (2) year college with an Associate's degree; OR
- B. Successful completion of at least 60 semester credit hours at a regionally accredited or New York State registered college or university; OR
- C. Three (3) years of full-time paid experience as a police officer engaged in municipal law enforcement with an approved municipal law enforcement agency; OR
- D. A satisfactory equivalent combination of education and experience as defined by the limits of A, B and C above.

ADDITIONAL REQUIREMENTS:

- A. Candidates must be 20 years of age as of the date of appointment;
- B. Candidates must not be more than 35 years of age as of the date when the applicant takes the written examination, provided, however, that time spent on active military duty or on terminal leave, not exceeding a total of six years, shall be subtracted from the age of any applicant who has passed his 35th birthday.
- C. Municipal Police Training Council Standards: At time of appointment candidates must meet current Municipal Police Training Council standards which require a medical examination and physical agility test.
- D. **Candidates must not have been convicted of a felony. Candidates must not have been convicted of a violation of the selective training and service acts of the United States as provided by the Public Officers Law.**
- E. **Candidates must be eligible for a driver's license issued by the New York State Department of Motor Vehicles and must possess same at time of appointment and during service in this classification.**
- F. **Candidates must be eligible for a certificate of training issued by the Executive Director of the Municipal Police Training Council and possess same at time of appointment.**
- G. Persons who are offered employment must also pass a psychological screening and comprehensive drug screening.
- H. **Candidates must be citizens of the United States at time of appointment and during service in this classification.**

Note:

1. For purposes of appointment to part-time (less than 50%) Police Officer positions, must have graduated from high school or possess a high school equivalency diploma. Additionally, Part-time Police Officers must meet Additional Requirements D, E, F and H above.
2. Candidates must meet residency requirements as indicated by State and local laws.