POLICE OFFICER

DISTINGUISHING FEATURES OF THE CLASS: Under immediate supervision, has personal responsibility during a specified period for the enforcement of all laws and ordinance in an assigned district. Work primarily consists of routine patrol tasks. Unusual procedures and special assignments are generally carried out under immediate supervision. Assists in the investigation of criminal offenses and the apprehension of criminals. There is considerable independent responsibility for the exercise of sound judgment in emergencies. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only) Patrols a specific district or beat on foot, on a motorcycle, on a bicycle or in a radio cruising car; Checks doors and windows of unoccupied businesses and residential property; Checks prisoners in cell block; Investigates suspicious activities and makes arrests for violations of federal and state laws and local ordinances; Escorts prisoners to jail and to court and has them booked on charges; Enters criminal charges on arrest book; Watches for and makes investigations of wanted and missing persons and stolen property; Directs traffic and tickets cars for overtime parking; Maintains order in crowds and attends parades and other public gatherings; 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; Maintains files and records of police activities; Dispatches patrol cars when on desk duty; Makes daily reports of police activities; Takes, classifies and files fingerprints and photographs.

FULL PERFORMANCE, KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Working knowledge of New York State Penal Law, Code of Criminal Procedures and Vehicle and Traffic Law; Good social and general intelligence; Ability to be courteous, yet firm with the public, ability to understand and carry out complex oral and written directions; Ability to prepare written directions; Ability to prepare written reports; Good knowledge of first aid methods; Good judgment; Ability to drive an automobile or ride a motorcycle; Some skill in the use of firearms; Good powers of observation and memory; Excellent moral character; Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS for Competitive:

A. (1) Graduation from a regionally accredited or New York State registered two year college with an Associate's degree in Criminal Justice, Police Science or related field, or Sixty credit hours from a regionally accredited or New York State registered college with at least fifteen credit hours in the behavioral sciences*; Or

B. (1) Graduation from high school or possession of a high school equivalency diploma, and (2) two years of investigative experience or two years of active military service**; Or

C. (1) Graduation from high school or possession of a high school equivalency diploma, and (2) certified by Municipal Police Training and registered with Division of Criminal Justice Services; Or

D. An equivalent combination of training and experience as indicated in (A), (B)and (C) above.

NOTE: *Behavioral Sciences are limited to psychology, sociology and anthropology.

** Military duty is defines as the Army, Navy, marine Corps, Air Force, Coast Guard and the national Guard when in service for the United States. Such service must have been on a full-time active duty basis other than for training purposes. Proof of an honorable discharge (DD-214) must be provided.

MINIMUM QUALIFICATIONS for Part time (under half time hours) Non-Competitive:
High school graduation or possession of a New York State high school equivalency diploma.

SPECIAL REQUIREMENTS FOR ACCEPTANCE OF APPLICATIONS:
A. In order to be eligible for appointment from an eligible list the candidate must meet all current requirements of Section 58 of the Civil Service Law.
B. Must be eligible for a driver's license issued by the New York State Department of Motor Vehicles and must possess same at the time of appointment and maintain during employment.

Revised: 9/15/88; 7/20/94; 2/17/11; 9/9/15
Reviewed: 8/12/98, 5/23/03, 6/26/07; 3/15/13