POLICE OFFICER

DISTINGUISHING FEATURES OF THE CLASS

The work involves responsibility for the enforcement of laws, ordinances, and protection of lives and property in an assigned area during a specified period; does related work as required. These duties consist primarily of routine patrol tasks, assisting in investigation of criminal offenses and the apprehension of criminals. Ordinarily a police officer, whether on patrol work or on special assignment works under the supervision or direction of a higher-ranking officer. However, there is considerable independent responsibility for exercise of sound judgment in emergencies. Does related work as required.

TYPICAL WORK ACTIVITIES

- Maintains law and order while patrolling assigned areas to enforce laws, investigate crimes, and arrest violators;
- Drives patrol vehicle through assigned area, observing traffic violations and issuing citations;
- Checks doors and windows of unoccupied businesses and residential property;
- Investigates suspicious activities and makes arrests for violations of federal and state laws and local ordinances;
- Makes criminal investigations as assigned;
- Locates and takes persons into custody on arrest warrants;
- May transport or escort prisoners between courtrooms, correction facilities, and medical facilities;
- Attends court and presents evidence in connection with arrests made or cases investigated;
- Directs traffic and marks cars for overtime parking;
- Assumes control at traffic accidents to maintain traffic flow, assist accident victims, and investigate causes of accidents;
- Notifies supervisors of major accidents or crimes, contacting coroners if necessary and making preliminary investigations;
- Prepares a variety of records and reports associated with law enforcement activities;
- Maintains order in crowds, parades, fairs, funerals, and other public gatherings;
- May serve court orders and processes such as summonses, subpoenas, and income executions;
- May facilitate communications and foster positive relations between schools and the criminal justice system as a designated liaison;
- May assist school district personnel in conducting conflict resolution;

POLICE OFFICER

- May conduct drug and alcohol abuse prevention/education presentations in a school district;
- Answers questions for, directs, and assists the public; and
- Other related duties and responsibilities as may be assigned.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS
1. Good social and general intelligence;
2. Good powers of observation;
3. Working knowledge of first-aid methods;
4. Ability to be courteous yet firm with the public;
5. Ability to understand and carry out complex oral and written directions;
6. Ability to safely operate motor vehicles;
7. Skill in the use of firearms;
8. Sound judgment;
9. Excellent moral character;
10. Neatness of appearance; and
11. Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS
Graduation from high school or possession of a high school equivalency diploma.

SPECIAL REQUIREMENTS
(1) Candidate must meet all current requirements of Section 58 of the Civil Service Law, including age, passing of a physical fitness test, the standards of which are promulgated by the Municipal Police Training Council, and a comprehensive medical examination.*

(2) Possession of a currently valid New York State Class D driver license may be required at time of appointment and if so must be maintained as a condition of continued employment.

(3) Police Training Course as required by Section 209q of the New York State General Municipal Law must be completed before the end of the probationary period.*

* These requirements will be waived for persons having previously received permanent appointment as a Police Officer or State Trooper in New York State after competitive testing.