

Jurisdictional Class: Competitive
Adopted: December 13, 1982
Revised: June 11, 2010

POLICE OFFICER

DISTINGUISHING FEATURES OF THE CLASS: Duties consist primarily of conducting routine patrol operations, assisting in investigation of criminal offenses, and the apprehension of violators in accordance with standard departmental operating procedures. A Police Officer is responsible for the enforcement of laws, ordinances, and protection of lives and property in an assigned area during a specified period. Ordinarily, a Police Officer, whether on patrol work or on special assignment, works under the supervision or direction of a higher ranking officer with considerable leeway given for the exercise of independent judgment in emergencies. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Maintains law and order, patrolling assigned areas on foot, on a motorcycle, or in a radio cruising car to enforce laws, investigate crimes, and arrest violators;
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;
Locates and takes persons into custody on arrest warrants;
Escorts prisoners to jail and to court and has them booked on charges;
Attends court and presents evidence in connection with arrests made or cases investigated;
Investigates cases involving neglected, abused, or delinquent children;
Watches for and makes investigations of wanted and missing persons and stolen cars and property;
Assumes control at traffic accidents to maintain traffic flow, assists accident victims, and investigates causes of accidents;
Directs traffic and marks cars for overtime parking;
Observes traffic for violations and issues citations;
Maintains order in crowds and attends parades and other public gatherings;
Answers questions for, assists and directs the public;
Broadcasts radio messages;
May serve court orders and processes such as summonses, subpoenas, and income executions;
Makes criminal and plain clothes investigations as assigned;
Prepares a variety of records and reports of activities.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:

Good knowledge of modern principles, practices, and techniques of law enforcement;
Good knowledge of the New York State Penal Law, Vehicle and Traffic Law, Criminal Procedures Law, and other applicable laws, regulations, and ordinances;
Good knowledge of local geography;
Good knowledge of the operation of radio equipment;
Skill in the use of firearms;
Skill in the use of special equipment including radar and breathalyzers;
Skill in the operation of a patrol car;
Ability to apply first-aid methods;
Ability to be courteous, yet firm with the public;
Ability to understand and carry out complex oral and written directions;
Good powers of observation;
Sound judgment.

Police Officer

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

SPECIAL REQUIREMENTS:

- (1) In order to be eligible for appointment, a candidate must meet all current requirements of Section 58 of New York State Civil Service Law; and
- (2) Possess an appropriate level New York State drivers' license at time of appointment; and
- (3) Be not less than twenty (20) years of age as of the date of appointment nor more than thirty-five (35) years of age as of the date when the applicant takes the written exam, provided, however, that time spent on military duty or on terminal leave, not exceeding a total of six (6) years, shall be subtracted from the age of any applicant who has passed his thirty-fifth (35th) birthday as provided in subdivision Ten-a (10-a) of section two hundred forty-three (243) of the military law.