

Jurisdictional Class: Competitive; Non-Competitive when Part Time in Villages  
Adopted: April 15, 1992  
Revised: June 11, 2010

**POLICE OFFICER (Part-Time or Seasonal)**

**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 operations 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 (Part Time or Seasonal)

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

**NOTE:** Experience in law enforcement may be substituted on a year-for-year basis for high school.

**SPECIAL REQUIREMENTS:**

- (1) In order to be eligible for appointment a candidate must meet all current requirements of Section 3 and Section 30 of New York State Public Officers Law; and
- (2) Possess an appropriate level New York State drivers' license at time of appointment.