

POLICE OFFICER

DISTINGUISHING FEATURES OF THE CLASS: Work involves responsibility for the protection of lives and property and the enforcement of all laws and ordinances. Work consists primarily of routine patrol tasks and is performed under supervision of a higher ranking officer, but requires the ability to consistently exercise sound, independent judgment by applying relevant laws, rules and regulations in the performance of duties and in emergency situations. Police officers undergo rigorous classroom and on-the-job training to acquire the knowledge, skills and abilities necessary to satisfactorily carry out their assignments. Incumbents must be able to and must maintain the ability to carry a firearm. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Patrols an area either on foot, in a patrol car, on a motorcycle or other patrol vehicle, in order to prevent and detect crime and protect the lives and property of citizens;

Takes appropriate action at the scene of a crime when discovered during patrol or when dispatched to the scene, e.g., administers first aid, interviews victims, gathers evidence, protects crime scene, makes arrests, etc.;

Checks doors and windows of unoccupied business and residential property;

Investigates suspicious activities and makes arrests for violations of applicable laws and ordinances, and has violators booked on charges;

Directs traffic, handles accidents, and issues summonses to traffic violators;

Escorts prisoners to and appears in court to testify and substantiate charges;

Watches for and makes investigations for wanted or missing persons, stolen cars and property;

Responds to a variety of citizen's complaints and requests for assistance;

Checks vehicles for overtime and other parking violations;

Maintains order in crowds;

Operates police radio equipment and keeps logs of transmissions and receptions;

Broadcasts radio messages and sends teletype messages;

Monitors holding cells when occupied by prisoners;

Performs criminal and plain clothes investigations when assigned as investigator;

Responds to medical emergencies and administers first aid and C.P.R. to victims as appropriate to preserve life and provide temporary emergency care of personal injuries;

May be required to assist in moving victims to ambulance or to safety;

Prepares and submits daily reports as required in conjunction with assignments;

Performs a variety of related activities as required.

Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are

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not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good powers of observation and memory; ability to read and understand the provisions of the New York State Penal Law, Code of Criminal Procedure, Vehicle and Traffic Law and local laws and ordinances; ability to understand and carry out complex oral and written instructions; ability to communicate effectively both orally and in writing; ability to drive an automobile and/or motorcycle on patrol and in high speed pursuit situations; ability to pursue on foot (i.e. chase) and restrain individuals; ability to effect a full physical custody arrest; ability to qualify in the handling of firearms and to exercise good judgment and restraint in the use of such weapons and other types of physical force; ability to establish and maintain effective working relationships; ability to deal with the public effectively, efficiently and professionally; in order to assist people in all type of situations with intelligence and courtesy; ability to tolerate long and stressful tours of duty which may include rotating shifts, encountering hostility and resentment from others and/or adverse weather conditions; ability to maintain calm; ability to think clearly and act appropriately under pressure; ability to handle emergencies quickly and appropriately including the ability to make split second decisions when necessary; excellent moral character and habits; honesty and integrity; good judgment; emotional maturity; courage; tact and courtesy; dependability; physical condition commensurate with the position.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a comparable diploma, such as a high school equivalency diploma issued by any state education department or a report from the United States armed forces certifying completion of the tests of general educational development, high school level.

SPECIAL REQUIREMENT FOR PERMANENT APPOINTMENT: Successful completion of the Municipal Police Training Council's Police Officer Training Course.

OTHER SPECIAL REQUIREMENTS:

Age: At time of appointment, candidates must not be less than 20 years of age. (Minimum age requirement for this position has been set in accordance with Section 58 of the Civil Service Law.)

Driver's License: Possession of a valid New York State Driver's License at the time of appointment.

Citizenship: Candidates must be United States Citizens at the time of appointment.

Physical and Medical Tests: Candidates must pass medical and physical fitness screening examinations before qualifying for appointment. Candidates will be subject to a pre-employment background investigation which may include, but not be limited to: a criminal record search, a substance abuse test, and a psychological evaluation to determine suitability for appointment as a Police Officer.