

## **POLICE OFFICER**

### **DISTINGUISHING FEATURES OF THE CLASS:**

This position exists in the Police Department and is responsible for the protection of life and property within the department's jurisdiction through the enforcement of Vehicle and Traffic Law, New York State Criminal Procedure Law and local ordinances. This work involves responsibility for the enforcement of laws and ordinances and the protection of lives and property in an assigned area during a specific shift. The duties consist primarily of routine patrol tasks, assisting in investigation of criminal offenses and the apprehension of criminals. Direct supervision is received from a higher-ranking officer. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

- Performs road patrol of an assigned area of the municipality using a police patrol car or on foot;
- 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;
- Escorts prisoners to jail and to court, and has them booked on charges;
- Watches for and makes investigations of wanted and missing persons and stolen cars and property;
- Executes arrest warrants and search warrants, and serves subpoenas;
- Collects and catalogs evidence from crime scenes in accordance with established procedures;
- Interviews and takes statements from crime victims, witnesses and suspects;
- Prepares cases for court and testifies in court as needed;
- Performs criminal background checks using a networked computer system;
- Directs traffic and marks cars for overtime parking;
- Maintains order in crowds and attends parades and other public gatherings;
- Answers questions for and directs the public;
- Operates radar equipment, computer equipment, cellular phones and police radio equipment in the performance of official duties;
- Observes and reports serious defects in streets and other conditions requiring the attention of other departments;
- Makes criminal investigations when assigned;
- Makes daily reports of activities;
- May be assigned to public relations, crime prevention education or community outreach activities.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

- Good knowledge of modern principles, practices and techniques of law enforcement;
- Good knowledge of New York State Penal Law, Criminal Procedure Law, Vehicle and Traffic Law and all other applicable laws, ordinances and regulations;
- Good knowledge of the geography of the municipality and surrounding area;
- Working knowledge of first aid methods;
- Skill in the use of firearms;
- Ability to establish and maintain effective working relationships with other employees, and the general public;
- Ability to understand and follow oral and written directions;
- Ability to make verbal and written reports;
- Ability to maintain composure and make rational judgments under stressful conditions;
- Ability to drive an automobile, and operate a police radio and radar equipment;

**Police Officer continued**

- Good powers of observation and memory;
- Good judgment;
- Good moral character.

**MINIMUM QUALIFICATIONS:** Applicants must be high school graduates or possess an high school equivalency diploma by an education department of any of the states of the United States or holders of a comparable diploma issued by any territory, commonwealth, or possession of the United States or by the Canal Zone or holders of a report from the United States Armed Forces certifying successful completion of the tests related to general education development, high school level.

**SPECIAL REQUIREMENTS**

Candidates must be at least 19 years of age and less than 35 years of age at the time of examination. Candidates must possess a valid New York State driver's license at time of appointment.

05/23/1989

08/31/2004

03/30/2009

CLASS:       COMPETITIVE