

POLICE OFFICER
(Spanish Speaking)

DISTINGUISHING FEATURES OF THE CLASS: This position is responsible for the enforcement of laws, ordinances and protection of lives and property in an assigned area during a specified period. These duties consist primarily of routine patrol tasks, assisting in investigation of criminal offenses and the apprehension of criminals. Duties require a high degree of proficiency in both English and Spanish, providing interpretive and information services. 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.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Communicates in English and Spanish, both orally and in writing;
- Patrols an assigned area on foot, on a motorcycle or in a radio cruising car;
- 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;
- Investigates cases involving neglected, abused or delinquent children;
- Watches for and makes investigations of wanted and missing persons and stolen cars and property;
- 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;
- Broadcasts radio messages;
- Makes criminal and plain clothes investigations as assigned;
- Makes regular reports of activities;
- Performs related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Good social and general intelligence;
- Good powers of observation;
- Working knowledge of first aid methods;
- Ability to read, write and converse fluently in the Spanish language;
- Ability to be courteous yet firm with the public;
- Ability to understand and carry out complex oral and written directions;

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- Ability to operate an automobile;
- Sound judgment;
- Skill in the use of firearms;
- Physical strength and agility;
- Neatness of appearance;
- Excellent moral character;
- Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS

Graduation from high school, or possession of a high school equivalency or comparable diploma as described in Section 58 of the Civil Service Law.