POLICE OFFICER

DISTINGUISHING FEATURES OF THE CLASS: This 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. 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)

• 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 be courteous yet firm with the public;
• Ability to understand and carry out complex oral and written directions;
• 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.

SPECIAL REQUIREMENT:
Effective July 24, 2013: A valid NYS Driver’s License is required at the time of appointment and for the duration of employment.

Revised: 4/19/78
1/26/01
3/28/01