

Civil Division: Towns & Villages
Jurisdictional Class: Competitive
Non-Competitive – part-time only*
*Check Appendices for individual Civil Divisions
EEO Category: Protective Service: Sworn
Revised: 06/17/2024

POLICE OFFICER

DISTINGUISHING FEATURES OF THE CLASS: This position involves the responsibility for the enforcement of laws and ordinances and the protection of lives and property in the community. The duties of a Police Officer include routine motorized and foot patrol work, assisting in the investigation of criminal offenses, traffic control, and dealing with juvenile problems. Whether on patrol or on special assignment, the incumbent works under the general supervision of a higher-ranking officer with leeway to exercise independent judgment in emergencies. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Patrols an assigned area in a radio car or on foot to maintain order and enforce the law;
Checks on the security of unoccupied business and residential property;
Investigates suspicious activities and makes arrests for violations of Federal and State Laws and local laws and ordinances;
Insures that prisoners are booked on charges and escorts them to court and to jail;
Directs traffic and enforces parking and traffic regulations;
Investigates reports of and attempts to locate missing and wanted persons and stolen property;
Maintains order in crowds, at parades and other public gatherings;
Provides direction and information to the public;
Broadcasts messages on two-way police radio;
Makes criminal and plain clothes investigations, as assigned;
Observes and reports conditions requiring the attention of other municipal departments;
May be assigned to investigate cases involving neglected, abused or delinquent children;
Makes regular reports of activities related to the work.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Working knowledge of the use of weapons and their capabilities; working knowledge of the geography, buildings, and the community in the patrol area; working knowledge of the Penal Law, Vehicle and Traffic Law, Criminal Procedures Law, Alcohol Beverage Control Law, and local rules, regulations and ordinances; ability to apply first aid; ability to properly operate a patrol car and radio equipment; ability to carry out written and oral instructions; ability to deal with people under stress; physical strength and agility; integrity; physical condition commensurate with the demands of the position.

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

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SPECIAL REQUIREMENTS:

1. **DRIVER LICENSE:** Possession of a valid New York State Driver License is required at time of appointment and must remain valid throughout appointment.
2. **CITIZENSHIP:** Must be a United States citizen at time of appointment.
3. **INVESTIGATIVE SCREENING:** As stated in Section 58 of the Civil Service Law, there will be a background investigation conducted in accordance with the standards of the municipal police training council (MPTC). Derogatory information will be evaluated and may result in disqualification. All convictions must be reported. Conviction of a felony or misdemeanor, or any falsified or omitted information, may bar appointment, or result in removal after appointment, depending upon the relationship of the violation or omission to the duties of the position. Fingerprinting is required. You will be responsible for paying all background investigation fees unless covered by appointing authority.
4. **PSYCHOLOGICAL EVALUATION:** As stated in Section 58 of the Civil Service Law, you will be required to participate in a psychological evaluation to determine your fitness to perform the essential duties of the position prior to appointment. Failure to meet the standards may result in your offer of employment being rescinded or in your disqualification. An eligible will be called for a psychological assessment as needed to fill existing and anticipated vacancies.
5. **MEDICAL EVALUATION:** You must pass a pre-employment medical evaluation.

Adopted: 07/20/1981

Revised: 01/15/1992, 05/02/2011, 05/02/2016, 06/17/2024