

## **POLICE OFFICER**

**GENERAL STATEMENT OF DUTIES:** Is responsible for the enforcement of laws and ordinances and protection of lives and property in an assigned area during a specified period; does related work as required.

**DISTINGUISHING FEATURES OF THE CLASS:** These duties consist primarily of routine patrol tasks, assisting in investigation of criminal offenses and the apprehension of criminals. Ordinarily a police patrol 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.

**EXAMPLES OF 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;
- 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;
- Reports serious defects in streets and in related matters requiring the attention of the Public Works Department;
- Broadcasts radio messages;
- Makes criminal and plain clothes investigations as assigned;
- Makes regular reports of activities.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES:**

- 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;
- Excellent physical condition.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of a high school equivalency diploma.

**SPECIAL REQUIREMENTS FOR ACCEPTANCE OF APPLICATION:** Candidates must be at least 20 years of age. Possession of a valid motor vehicle operator's license at time of application. Possession of a valid motor vehicle operator's license issued by the State of New York at time of appointment.