

## **Police Officer**

40250

(Competitive)

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

This is law enforcement work involving responsibility to enforce federal and state laws and local ordinances and to maintain order in an assigned area. Under the general supervision of a superior officer, an employee in this class performs routine patrol duties on an assigned shift. Assignments to plain-clothes investigative work are usually performed under immediate supervision. In emergencies, an employee in this class exercises considerable independent judgment. Work is reviewed by direct observation and through the submission of reports. Supervision is not exercised in this class. Does related work as required.

### **TYPICAL WORK ACTIVITIES**

Patrols a specific district or beat on foot, on a motorcycle, or in a radio cruising car.

Performs investigatory work in plain clothes.

Performs rudimentary investigatory work in vice squad or detective bureau.

Does routine plain clothes work in Youth Bureau.

Checks doors and windows of unoccupied business 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, stolen cars and property.

Directs traffic and marks cars for overtime parking.

Maintains order in crowds at parades and other public gatherings.

Answers questions for and directs the public.

Receives complaints from the public.

Broadcasts radio messages and sends Teletype messages.

Make daily reports of activities.

### **FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS**

Ability to establish and maintain good relationships with the general public.

Ability to follow commands without hesitation and to exercise independent judgment in emergencies.

Ability to follow written directions.

Ability to learn the proper use and care of firearms.

Physical condition commensurate with the demands of the position.

## MINIMUM QUALIFICATIONS

**Age:** Candidates must be at least 19 years and 6 months old on or before the written examination to be admitted to the test. Eligibility for appointment begins when candidates reach their 20th birthday. On April 26, 1999, Chapter 32 of the Laws of 1999 amended Section 58 of Civil Service Law to establish a maximum age limitation of 35 years of age as of the date the individual takes the written examination (eligibility ceases upon a candidate's 35th birthday). Time spent on military duty, not exceeding a total of six (6) years (Volunteer service after July 1, 1970 is limited to a total of four (4) years unless performed during a period of war or national emergency), shall be subtracted from the age of any applicant who has passed his/her 35th birthday.

**Education:** Candidates must be high school graduates or holders of a high school equivalency diploma issued 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 at time of appointment.

**Citizenship:** Candidates must be citizens of the United States. at time of appointment.

**License:** Possession of a valid New York State driver's license at time of appointment.

**Physical:** Candidates must meet the prescribed general physical and medical conditions as stated in the Municipal Police Training Council standards.

**Psychological:** Psychiatric and Polygraph examinations may be required of any successful candidate prior to appointment.

**Moral Character:** Candidates must be of a good moral character with no conviction of a felony. Conviction of a misdemeanor or other offence including traffic violation may bar appointment.

12/99 REVISED