

POLICE OFFICER (PART-TIME)

MINIMUM QUALIFICATIONS: High school diploma, or higher, or possession of a high school equivalency diploma issued by an Education Department of any of the United States; or possession of a comparable diploma issued by any Commonwealth, Territory or Possession of the United States or by the Canal Zone.

NOTE: Advanced education degree received will be accepted in lieu of the minimum education noted.

SPECIAL REQUIREMENTS FOR APPOINTMENT:

1. United States citizenship;
2. Possession of a valid New York State Operator's license at the time of appointment, and maintenance of such license throughout the tenure of employment in the position;

NOTE: Applications for part-time Police Officer positions must meet the education and license requirements and successful completion of the Municipal Police Training Council's Police Officer Training Course within the time prescribed in the Executive Law; but need not meet the physical qualifications listed above.

SPECIAL REQUIREMENT FOR PERMANENT APPOINTMENT: Successful completion of the Municipal Police Training Council's Police Officer Training Course within the time prescribed in the Executive Law.

SPECIAL NOTE: EDUCATION: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

DISTINGUISHING FEATURES OF THE CLASS: These duties consist primarily of securing buildings before and during court sessions, ensuring the safety of judges and court staff, routine patrol tasks, assisting in investigation of criminal offenses and the apprehension of criminals. Police Officers undergo rigorous classroom and on-the-job training to acquire the knowledge, skills and physical abilities necessary to satisfactorily carry out their assignments. A Police Officer, whether on patrol work or on special assignment, works under the supervision or direction of a higher-ranking officer with considerable independent responsibility for exercise of sound judgment; does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Provides security during court sessions;
 Staff magnetometer stations;
 Patrols an assigned area on foot, on a bicycle, in a patrol car, or other motorized vehicle;
 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;
 Takes appropriate action at the scene of a crime when discovered during a patrol or when dispatched to the scene;
 Processes and books incarcerated individuals;
 Transports incarcerated individuals to jail and to court;

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TYPICAL WORK ACTIVITIES: (Continued)

Prepares for and testifies in court;
Conducts criminal investigations;
Directs traffic and issues summonses for traffic violations;
May ticket cars for parking violations;
Directs crowds and maintains order at parades and other public gatherings;
Answers questions for and directs the public;
Receives complaints of violations from the public;
Reports serious defects in streets and weather-related issues and in related matters requiring the attention of the Public Works Department;
Cooperates with other police agencies;
Broadcasts radio messages and sends messages by various methods of electronic communication in connection with police work;
Makes regular reports of activities.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good social skills 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.

ADOPTED: FEBRUARY 20, 2020

REVISED: 7/23/24

CIVIL SERVICE CLASSIFICATION: NON-COMPETITIVE