

POLICE OFFICER (PART-TIME)

DISTINGUISHING FEATURES OF THE CLASS: These duties consist primarily of securing the Public Safety Building before and during court sessions, 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. 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; 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 on a motorcycle;
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;
Escorts prisoners to jail and to court and has them booked on charges;
Prepares for and testifies in court;
Conducts investigations of wanted and missing persons and stolen cars and property;
Directs traffic and issues summonses for traffic violations;
May ticket cars for overtime parking;
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 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 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: High school diploma 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 AND currently registered as a police officer in New York State.

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

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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;

ADOPTED: FEBRUARY 20, 2020

CIVIL SERVICE CLASSIFICATION: NON-COMPETITIVE