

## **POLICE OFFICER**

**DISTINGUISHING FEATURES OF THE CLASS:** The work 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 patrol work, assisting in the investigation of criminal offenses, traffic control and dealing with juvenile problems. Ordinarily a Police Officer, whether on patrol 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:**

- Patrols an assigned area on a motorcycle or in a radio car to maintain order and enforce the law;
- Checks on the security of unoccupied businesses and residential property;
- Investigates suspicious activities and makes arrests for violations of Federal and State Laws and local ordinances;
- Has prisoners 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 radio messages;
- Makes criminal and plain-clothes investigations as assigned;
- Observes and reports conditions requiring the attention of other city departments;
- May be assigned to investigate cases involving neglected, abused or delinquent children;
- Makes regular reports of activities.

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

Good social and general intelligence; good powers of observation and memory; working knowledge of first-aid methods; ability to be courteous yet firm with the public; ability to understand and carry out complex written and oral instructions; ability to operate an automobile; sound judgment; physical strength and agility; ability to acquire skill in the use of firearms; physical condition commensurate with the demands of the position.

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

(Sec 58.1. (b) New York State Civil Service Law -- he is a high school graduate or a holder of a high school equivalency diploma issued by an education department of any of the states of the United States or a holder of a comparable diploma issued by any commonwealth, territory or possession of the United States or by the Canal Zone or a holder of a report from the United States armed forces certifying his successful completion of the tests of general educational development, high school level; --)

### **Competitive Class**

**Amended 10/06/83 CSC**