

POLICE OFFICER

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for the enforcement of laws, ordinances and the protection of lives and property in an assigned district during a specific period. The work consists primarily of routine patrol tasks, the investigation of criminal offenses and the apprehension of criminal offenders. Work is performed under the direct supervision of a higher ranking officer whether performing patrol duties or on special assignment, with leeway allowed for the exercise of sound judgement in emergencies and when the direction or guidance of a higher ranking officer is unavailable. Supervision over the work of others is not normally a function of this position; however, advisory supervision over the work of less experienced personnel may be required on occasion. Does related work as required.

TYPICAL WORK ACTIVITIES: The typical work activities listed below, while providing representative examples of the variety of work assignments in the title do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.

Patrols an assigned area on foot or by a radio equipped motorcycle or motor vehicle;

Investigates suspicious activities and makes arrests for violations of federal and state laws and local ordinances;

Escorts prisoners to jail and to court for arraignment;

Watches for and conducts investigations for wanted and missing persons, stolen cars and stolen property;

Answers questions for and directs the public;

Investigates traffic accidents and assists motorists;

Prepares and files daily reports of activities;

Makes criminal investigations when assigned as a detective;

May testify in court regarding investigations conducted and evidence collected;

Investigates and reports serious defects in streets and in related matters requiring the attention of other public agencies;

Operates various technical equipment related to law enforcement work including but not limited to photographic equipment;

May answer telephones and dispatch police, fire and ambulance services;

Checks security of doors and windows of unoccupied businesses and residential property;

May perform routine preventative maintenance and routine upkeep on agency vehicles.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL

CHARACTERISTICS: Good knowledge of the modern principals and practices of law enforcement work; good knowledge of the geography, buildings and the community within the patrol area; good knowledge in the use and safety precautions of weapons and their capabilities; working knowledge of the New York State Penal Law, Vehicle and Traffic Law, Criminal Procedures Law, Alcoholic Beverage Control Law and other laws, local rules, regulations and ordinances; working knowledge of first aid techniques; skill in the use of various weapons; skill in the operation of motor vehicles; ability to carry out oral and written directions; ability to prepare brief narrative reports and record information accurately; ability to recognize potential weapons; ability to function well with people under stress or in emergency situations; ability to be courteous yet firm with the public; ability to function well in emergencies; good power of observation; good memory; sound judgement; honesty and integrity.

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

Special Requirements:

1. United States Citizenship is required at time of appointment.
2. Possession of a valid New York State Driver's license is required at time of appointment.
3. Candidates must be at least 19 years of age and less than 35 years of age at the time of examination.

Note: The minimum qualifications of this position are specified in section 58(1)(a) of the Civil Service Law. There are various laws, rules and regulations governing appointments to the title of Police Officer in areas such as, but not limited to: age, height, weight, physical fitness and training. To be appointed, candidates must meet all established requirements applicable to specific positions at the time of appointment.

ULSTER COUNTY
 4940 POL OFF
 Classification: Competitive
 4941 POL OFF PT
 Classification: Non-Competitive
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