



Adopted YCCSC: 12/26/1973  
Revised by PO: 10/1/1997  
Revised by PO: 6/29/2016  
Revised by PO: 12/9/2021

## **POLICE OFFICER**

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

The work involves responsibility for the protection of lives and property and the enforcement of laws and ordinances in the Village. These duties consist primarily of routine patrol tasks, assisting in investigation of criminal offenses and the apprehension of criminals. 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)**

Patrols an assigned area on foot, on bicycle or in a radio patrol car;  
Checks doors and windows of unoccupied businesses and residential property;  
Investigates suspicious activities and makes arrests for violations of Federal or State Laws and local ordinances;  
Escorts prisoners to jail and to court and has them arraigned on charges;  
Investigates cases involving neglected, abused or delinquent children;  
Watches for and makes investigations of wanted and missing persons and stolen cars and property;  
Directs traffic and may mark cars for overtime parking;  
Maintains order in crowds and attends parades and other public gatherings;  
Answers questions for and directs the public;  
Broadcasts radio messages;  
Makes criminal and plain clothes investigations as assigned;  
May be assigned to a school district to serve as a "School Resource Officer";  
Makes regular report of activities.  
Ability to write clear and comprehensive reports;  
Performs other duties as assigned.

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

Good knowledge of modern principles, practices and techniques of law enforcement;  
Good knowledge of the operation of radio equipment;  
Skill in the use of firearms;  
Skill in the use of special equipment including radar and breathalyzers;  
Skill in the operation of a patrol car;  
Ability to apply first aid;  
Ability to deal firmly yet courteously with the public;  
Ability to follow and communicate written and oral directions;  
Good powers of observation;  
Sound judgment, tact;  
Physical condition commensurate with the demands of the position;  
Good keyboarding and computer skills.

### **MINIMUM QUALIFICATIONS:**

- a) Graduation from high school or possession of a high school equivalency diploma; AND
- b) Possession of sixty (60) credit hours from a regionally accredited or New York State registered college

or university; OR

- c) Two (2) years of service as a police officer pursuant to Section 58 of the Civil Service Law; OR
- d) Two (2) years of military service, possessing an honorable discharge; OR
- e) An equivalent combination of education and experience as set by the limits of (b), (c), and (d) above with thirty (30) credit hours being equal to one (1) year of experience as noted in (c) and (d) above.

**SPECIAL REQUIREMENTS:**

- 1) United States Citizenship.
- 2) CSL Section 58(1) requires a police officer candidate to be, not less than twenty (20) years of age as of the date when the applicant takes the written examination.
  - a. Minimum age requirements shall in no case prohibit an applicant who is within six (6) months of the minimum age requirement from taking any competitive examination.
- 3) Possession of a valid NYS driver's license at time of appointment and maintenance of such license throughout the tenure of employment.