

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 judgement in emergencies. A Police Officer also performs related work as required.

TYPICAL WORK ACTIVITIES:

- Patrols an assigned area to maintain order and enforce the law;
- Checks on the security of unoccupied business 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;
- Executes arrest warrants and search warrants, and serves subpoenas;
- Maintains order in crowds at parades and other public gatherings;
- Provides direction and information to the public;
- Operates radar equipment, computer equipment, cellular phones and police radio equipment in the performance of official duties;
- Makes criminal and plain clothes investigations as assigned;
- Observes and reports conditions requiring the attention of other departments;
- May be assigned to investigate cases involving neglected, abused, or delinquent children;
- Makes regular reports of activities;
- May be assigned to public relations, crime prevention education or community outreach;
- May act as Desk Officer, in absence of a superior, in order to set and accept bails.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Working knowledge of New York State Code of Criminal Procedure, Vehicle and Traffic Law, Family Court Act; working knowledge of first aid methods; ability to be firm yet courteous with the public; ability to understand and carry out complex oral and written instructions; ability to operate an automobile; sound judgement; good powers of observation and memory; physical strength and agility; ability to acquire skill in the use of firearms; physical condition equal to the demands of the position.

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

SPECIAL REQUIREMENTS FOR APPOINTMENT IN THE COMPETITIVE CLASS:

- A. Must meet medical and physical standards as prescribed by the Municipal Police Training Council (MPTC).
- B. Must possess and maintain a driver's license issued by New York State Department of Motor Vehicles.
- C. Must meet all current requirements found in Section 58 of NYS Civil Service Law, Section 209-q of NYS General Municipal Law, Section 400.00 of NYS Penal Law and Section 3 of NYS Public Officer Law.

CATTARAUGUS COUNTY CIVIL SERVICE COMMISSION

Revised: 8/15/2013