

Department: Towns & Villages

Classification: Competitive

Grade: _____

SPEC DISK D3

DOCUMENT 49

POLICE OFFICER

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for the enforcement of laws, ordinances and protection of lives and property in an assigned area during a specified period. 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 exercise of sound judgment in emergencies. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Patrols an assigned area on foot, on a motorcycle or in a radio cruising car;
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;
Escorts prisoners to jail and to court and has them booked 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 marks 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;
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; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of an equivalency diploma.