

## **POLICE OFFICER**

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves 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 foot patrol, 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 make 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 police 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;  
Tact.

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

**SPECIAL REQUIREMENTS:**

**AGE:** Candidates must be at least 19 years of age on or before the date of the written examination. Eligibility for appointment begins when the candidate reaches age 20. **Candidates who reach their 35<sup>th</sup> birthday on or before the date of written examination are not qualified except as follows:\*** Candidates may have a period of military duty or terminal leave up to six years, as defined in Section 243(10-a) of the Military Law, deducted from their age for purposes of determining whether they meet the age requirement.

\*Section 58.1(a) requires that applicants not be "more than thirty-five years of age as of the date when the applicant takes the written examination..." Candidates who may be impacted by the maximum age requirement and who are requesting an alternate test date (for active military duty, Sabbath observance or for an alternate test date situation which meets the conditions of the agency's alternate test date policy) are advised to contact the Broome County Department of Personnel to discuss their request.  
**BE SURE TO INDICATE YOUR BIRTHDATE ON THE APPLICATION.**

**CITIZENSHIP:** United States citizenship is required at time of appointment. It is not necessary for admission to the examination.

**DRIVER'S LICENSE:** Candidates must possess a valid New York State Operator's license at the time of appointment.

**BACKGROUND INVESTIGATION AND ADDITIONAL SCREENINGS:** Each candidate will be subject to a thorough background investigation. Applicants may be required to authorize access to educational, financial, employment, criminal history, mental health records or other records. Conviction of a felony will bar appointment. Conviction of a misdemeanor or other offense is

subject to evaluation and may bar appointment. At the discretion of the employing law enforcement agency, candidates may be subject to additional screenings as a term and condition of employment, including but not limited to, fingerprinting, psychological testing and polygraph. Drug testing is included in the required medical examination. Applicant may be required to submit the necessary fees for the fingerprint processing.

**TRAINING REQUIREMENTS:** Individuals must satisfactorily complete the Basic Course for Police Officers as prescribed by the Municipal Police Training Council and required by Section 209-q of General Municipal Law within one year of appointment in order to attain permanent status in the position.