

CIVILIAN PATROL OFFICER

DISTINGUISHING FEATURES OF THE CLASS:

This work involves assisting police officers by performing routine duties that do not require arrest powers. Incumbents in this class are trained in laws, procedures and techniques to the extent required to perform limited support functions. These functions typically involve assignments such as working at various community functions such as parades, dances and celebrations sponsored by the community government or civil organizations, directing traffic in emergency situations, assisting individuals in crossing high traffic areas, or patrolling parking areas. Responsibilities may also include preparing duty schedules, the observation of activities and patrolling of a specific area to guard against trespass, damage, theft or injury or overseeing a municipal Impound Lot. Suspicious activities are reported to the appropriate authorities for further action. The person is unarmed and works under the supervision of police department administrative staff.

TYPICAL WORK ACTIVITIES:

The following is indicative of the level and types of activities performed by positions in this title. It is not meant to be all-inclusive and does not preclude a supervisor from assigning activities not listed that could reasonably be expected to be performed by an employee in this title.

Traffic Enforcement:

1. Directs and routes traffic;
2. Patrols parking areas and issues tickets to enforce all standing traffic laws and ordinances;
3. Maintains order in crowds and attends parades and other public gatherings;
4. Assists children, the elderly and others in crossing high traffic areas;
5. Assists in clearing snow emergency routes;

Community Security:

6. Makes rounds of the area to which assigned; checks doors, windows and locks;
7. Maintains a lookout for irregular occurrences such as trespassers or fires;
8. Answers questions for and directs the public;

Municipal Impound Lot:

9. Works with contractors to remove abandoned vehicles as specified by Police Workers; oversees Impound Lot.
10. Assists vehicle owners with process to regain impounded cars; maintains inventory of impound cars.
11. Operates computer to correctly input data and to receive output information; operates NYSPIN and other systems to assist Police Officers;
12. May operate tow truck;

All:

13. May appear in court as necessary.
14. Keeps simple records, such as duty assignments.

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FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES:

Ability to learn and adhere to prescribed procedures;
Ability to learn New York State Vehicle and Traffic Law and local ordinances as they relate to standing violations and right of ways;
Ability to understand and follow oral and written directions;
Ability to be courteous yet firm with the public;
Ability to keep simple records;
Ability to communicate effectively with others;
Personal characteristics necessary to perform the duties of the position;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

No minimum qualifications.

PS5406

REVISED: 01/23/96 06/09/03 04/04/06