



**CIVIL DIVISION
CLASS SPECIFICATION**

POLICE OFFICER

DATE ADOPTED: 6/29/1978

LAST REVISION: 7/9/2025

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DISTINGUISHING FEATURES OF THE CLASS:

This is important work involving the enforcement of all laws and ordinances in an assigned district during a specific period. The work consists primarily of routine patrol tasks where the incumbent is responsible for the protection of life and property. Incumbent may also investigate criminal offenses and apprehend criminals. This class differs from that of Deputy Sheriff by virtue of the more limited patrol jurisdiction and the absence of civil duties. Work is performed under the direct supervision of a higher-ranking officer with leeway allowed for exercise of judgment and action in emergencies. Incumbent will be required to carry and operate a firearm, and to work evening or night shifts.

TYPICAL WORK ACTIVITIES:

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

1. Patrols a specific district or beat on foot, on a bicycle or in a radio patrol car;
2. Investigates suspicious activities and arrests and detains suspects for violations of federal and state laws and local ordinances;
3. Controls hostile groups and may use chemical agents such as tear gas, mace;
4. Escorts prisoners to jail and to court and has them booked on charges;
5. Watches for and makes investigations of wanted and missing persons, stolen cars and property;
6. Performs traffic enforcement activities such as issuing tickets for traffic violations, directing traffic, and standing in roadways conducting vehicle and traffic inspections or road block checks;
7. Arrests DWI suspects;
8. Responds to complaints of domestic violence, altercations, prowlers, alarms, etc. and may use physical force to make arrests;
9. Takes statements and affidavits from suspects and witnesses and records confessions in writing;
10. Determines existence of hazardous materials at scene of wreck and evacuates persons from dangerous areas (e.g. fire, chemical accident);
11. Collects physical evidence and personal property from crime scene and secures same;
12. May stand as court officer during open court sessions;
13. Makes criminal investigations when assigned as a detective;
14. May administer CPR and apply basic first aid;
15. Operates a patrol vehicle in all kinds of weather, including heavy rain and ice-covered roads and may engage in emergency driving and high-speed pursuits;
16. Responds to and conducts preliminary investigation of events, related to homicide, rape, robbery, etc.;
17. May draw weapon to protect self or third party and may discharge firearm at person;
18. May stand as court officer during open court sessions;
19. May administer CPR and apply basic first aid;
20. May draw weapon to protect self or third party and may discharge firearm at person.



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FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES:

Good knowledge of New York State Penal Law, Criminal Procedure Law, Vehicle and Traffic Law, and those parts of the Family Court Act relating to criminal proceedings; good knowledge of local laws and ordinances; good geographic knowledge of the municipality; working knowledge of basic first aid; skill in handling firearms; skill in operating a motor vehicle; ability to work under physically stressful conditions; ability to understand and carry out oral and written directions; ability to prepare reports; ability to be courteous, yet firm, with the public; ability to maintain professional standards of conduct; ability to function well in emergencies; ability to work varying shifts and overtime; and good power of observation; good memory; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma.

SPECIAL REQUIREMENT:

1. AGE: Eligibility for appointment begins when a candidate reaches his 20th birthday.
2. MEDICAL AND PHYSICAL FITNESS: Candidates must meet standards prescribed by the Municipal Police Training Council with or without reasonable accommodations. (Applications will be accepted from candidates who may reasonably be believed to meet these requirements at the time of the physical examination).
3. CITIZENSHIP: United States Citizenship is required.
4. DRIVER LICENSE: Possession of a valid Driver License to operate a motor vehicle in New York State at time of application and to maintain the position.

CIVIL DIVISION USE ONLY:

JURISDICTIONAL CLASSIFICATION: Competitive

REVISION HISTORY: 7/10/1990, 8/2/1993, 7/19/1996, 9/14/2014, 10/1/2014, 8/17/17, 10/26/2020