

POLICE OFFICER

DEPARTMENT: Villages of Waverly and Owego
CLASSIFICATION: Competitive
SALARY GRADE: Varies
ADOPTED: 9/74; Revised 7/97, 9/01, Tioga Co. Personnel & Civil Service

DISTINGUISHING FEATURES OF THE CLASS: This work involves responsibility for the enforcement of laws, ordinances, and the protection of lives and property in an assigned area during specified periods. The work involves routine patrol tasks, assisting in investigations of criminal offenses and apprehension of criminals. Work is performed according to established policies and procedures and under the general supervision of a Police Sergeant or other high ranking officer with considerable independent responsibility for the exercise of judgment in emergency and other matters of police nature. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Patrols an assigned area on foot or in a radio cruising car, or other means of transportation;
- Checks doors and windows of unoccupied businesses and residential property;
- Responds in emergency situations to protect life and 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;
- Enters criminal charges in arrest book;
- Watches for and makes investigation of wanted and missing persons and stolen cars and property;
- Directs traffic and marks cars for parking violations;
- Maintains order in crowds and attends parades and other public gatherings;
- Answers questions for and directs the public;
- Reports serious defects in streets and related matters requiring the attention of the Public Works Department;
- Maintains files and records of police activities;
- Makes criminal investigations when assigned as a detective;
- Makes daily reports of activities;
- May dispatch patrol cars when on desk duty;
- Takes, files and classifies fingerprints and photographs;
- Makes court appearances as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS: Working knowledge of New York State Penal Law, Code of Criminal Procedures, Vehicle and Traffic Law and all local ordinances and laws pertaining to police activity; good social and general intelligence; ability to understand and carry out complex oral and written instructions; good knowledge of first-aid methods; ability to drive an automobile; working knowledge of traffic directions and control methods; some skill in the use of firearms; good powers of observation and memory; excellent moral character; physical strength and agility; excellent physical condition.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma or comparable diploma as stated in Section 58 of the Civil Service Law. Candidates must meet physical and agility requirements in accordance with the standards established for Police Officer by the Municipal Police Training Council.

SPECIAL REQUIREMENT: Candidates must be at least 19 years old on or before the date of the examination to take the test. Eligibility for appointment as a police officer begins when the candidate reaches age 20. Candidates who reach their 35th 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.

SPECIAL REQUIREMENT: Possession of a New York State Driver's license is required at time of appointment.

CITIZENSHIP: United States Citizenship is required.