

POLICE OFFICER

Steuben County Civil Service

Competitive Class
In all Civil Divisions Where the Positions Exist
Previously revised 07/23/2010

Revision authorized by Personnel Officer Nancy B. Smith 05/23/2014

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; does related work as required. 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 independent responsibility for exercise of sound judgment in emergencies. Does related work as required.

TYPICAL WORK ACTIVITIES

- Maintains law and order while patrolling assigned areas to enforce laws, investigate crimes, and arrest violators;
- Drives patrol vehicle through assigned area, observing traffic violations and issuing citations;
- 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;
- Makes criminal investigations as assigned;
- Locates and takes persons into custody on arrest warrants;
- May transport or escort prisoners between courtrooms, correction facilities, and medical facilities;
- Attends court and presents evidence in connection with arrests made or cases investigated;
- Directs traffic and marks cars for overtime parking;
- Assumes control at traffic accidents to maintain traffic flow, assist accident victims, and investigate causes of accidents;
- Notifies supervisors of major accidents or crimes, contacting coroners if necessary and making preliminary investigations;
- Prepares a variety of records and reports associated with law enforcement activities;
- Maintains order in crowds, parades, fairs, funerals, and other public gatherings;
- May serve court orders and processes such as summonses, subpoenas, and income executions;
- May facilitate communications and foster positive relations between schools and the criminal justice system as a designated liaison;
- May assist school district personnel in conducting conflict resolution;

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- May conduct drug and alcohol abuse prevention/education presentations in a school district;
- Answers questions for, directs, and assists the public; and
- Other related duties and responsibilities as may be assigned.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS

1. Good social and general intelligence;
2. Good powers of observation;
3. Working knowledge of first-aid methods;
4. Ability to be courteous yet firm with the public;
5. Ability to understand and carry out complex oral and written directions;
6. Ability to safely operate motor vehicles;
7. Skill in the use of firearms;
8. Sound judgment;
9. Excellent moral character;
10. Neatness of appearance; and
11. Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS

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

SPECIAL REQUIREMENTS

- (1) Candidate must meet all current requirements of Section 58 of the Civil Service Law, including age, passing of a physical fitness test, the standards of which are promulgated by the Municipal Police Training Council, and a comprehensive medical examination.*
- (2) Possession of a currently valid New York State Class D driver license may be required at time of appointment and if so must be maintained as a condition of continued employment.
- (3) Police Training Course as required by Section 209q of the New York State General Municipal Law must be completed before the end of the probationary period.*

* These requirements will be waived for persons having previously received permanent appointment as a Police Officer or State Trooper in New York State after competitive testing.