

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for the enforcement of laws, ordinances and protection of lives and property. The duties consist primarily of routine foot or car patrol tasks, assisting in criminal investigations and the apprehension of criminals. This class differs from that of Police Officer only by it requiring the employee to be proficient in both English and Spanish. Work assignments are performed under the supervision of a higher ranking officer; however, with leeway provided for exercise of sound judgment in emergency or life threatening situations. Does related work as required.

**TYPICAL WORK ACTIVITIES:** *The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.*

Patrols a specific area on an assigned shift on foot or in a radio patrol vehicle;

Checks doors and windows of closed or vacant businesses and unoccupied residential property;

Investigates suspicious activities and makes arrests for violations of federal and state and local laws and ordinance;

Escorts prisoners to jail and to court and has them booked on charges;

Makes investigations of wanted or missing persons and stolen cars and property;

Directs traffic and maintains order for parades, funerals and other public gatherings;

Answers questions for and directs the public;

Broadcasts radio messages;

When assigned as a detective, makes criminal and plain clothes investigations;

Assists the District Attorney and testifies in court on a variety of criminal matters;

Observes and reports conditions requiring the attention of other city departments;

Makes daily reports of activities.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARAC-

TERISTICS: Good powers of observation and memory; good knowledge of the geography of the city; good knowledge of state laws and local ordinances pertaining to police work; good knowledge of the department's standard operating procedures; good knowledge of first aid procedures; working knowledge of local socioeconomic conditions affecting police work; ability to understand and execute complex oral and written directions; ability to speak, read, write and converse fluently in Spanish and English; good judgment; skill in the use of firearms; tact; and courtesy.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma. Candidates must be at least twenty (20) years of age at time of appointment.

SPECIAL REQUIREMENTS FOR APPOINTMENT:

- (1) Candidate must possess an appropriate level New York State driver's license at the time of appointment.
- (2) In order to be eligible for appointment, candidate must meet all current requirements of Section 58 of the Civil Service Law.
- (3) Candidate must be able to read, write and converse fluently in both English and Spanish.