



Cayuga County Department of Human Resources and Civil Service Commission

JOB SPECIFICATION

Civil Service Title:		POLICE OFFICER* (PT)
Jurisdictional Class:		Non-Competitive
Civil Division:		Villages, Towns
Adoption:	CSM	3/19/77
Revised:	CSM	6/10/98

DISTINGUISHING FEATURES OF THE CLASS:

Is responsible for the enforcement of laws, ordinances, and protection of lives and property in an assigned area on a part-time basis; does related work as required. These part-time 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.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Patrols an assigned area on foot, on a motorcycle, on a bicycle, or in a radio cruising car;
Checks doors and windows of unoccupied businesses and residential property;
Investigates suspicious activities and makes arrests for violations of federal laws, state laws, and local ordinances;
May escort prisoners to jail and to court and have them booked on charges;
May investigate cases involving neglected, abused, or delinquent children;
Watches for and makes investigations of wanted and missing persons, stolen cars, and property;
Directs traffic and marks cars for overtime parking;
Maintains order in crowds and attends parades and other public gatherings;
Answers questions for and directs the public;
Broadcasts radio messages;
May make criminal and plain-clothes investigations as assigned;
Makes regular reports of activities.
May conduct crime prevention programs as needed;
May promote bicycle, skateboard, and/or rollerblading safety;
May provide instruction on the use of helmets and obeying traffic laws.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:

Good social and general intelligence;
Good powers of observation;
Working knowledge of first-aid methods;
Ability to be courteous, yet firm with the public;
Ability to understand and carry out complex oral and written directions;
Ability to operate an automobile;
Sound judgment;
Skill in the use of firearms;
Physical strength and agility;
Neatness of appearance;
Excellent moral character;
Excellent physical condition.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency or comparable diploma as described in Section 58 of the Civil Service Law.

SPECIAL REQUIREMENTS FOR ACCEPTANCE OF APPLICATIONS:

- (A) Not less than 20 years of age at the time of appointment.
- (B) Possession of a New York State Motor Vehicle Operator's license at the time of appointment.