



**Cayuga County Department of Human Resources
and Civil Service Commission**

JOB SPECIFICATION

Civil Service Title: Police Officer
Jurisdictional Class: Competitive
Civil Division: Villages
Adoption: CSM
Revised: CSM 10/8/14

DISTINGUISHING FEATURES OF THE CLASS:

Is responsible 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 or official. 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, 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;
Escorts prisoners to jail and to court and has them booked on charges;
Investigates 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;
May supervise and assist with training part-time Police Officers;
Broadcasts radio messages;
Makes criminal and pain-clothes investigations as assigned;
Makes regular report of activities.

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. From date of appointment, must possess and maintain a valid NYS Driver's license.

AGE REQUIREMENTS:

Candidates must be at least 19 years old to be eligible to take the test. Eligibility for appointment as a Deputy Sheriff 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.

TRAINING REQUIREMENTS:

Must satisfactorily complete the Basic Course of Police Officers as prescribed by the Municipal Police Training Council and required by Section 209-q of General Municipal Law within one year of appointment in order to attain permanent status in the position.