

COUNTY OF ORANGE
MUNICIPAL/SCHOOL
JOB CLASSIFICATION SPECIFICATION

CLASS TITLE: POLICE OFFICER

TITLE #: 1475

DISTINGUISHING FEATURES OF THE CLASS: This is important work involving the enforcement of all laws and ordinances in an assigned district during a specific period. The work consists primarily of routine patrol tasks where the incumbent is responsible for the protection of life and property. Incumbent may also investigate criminal offenses and apprehend criminals. This class differs from that of a Deputy Sheriff by virtue of the more limited patrol jurisdiction and the absence of civil duties. Work is performed under the direct supervision of a senior official with leeway allowed for exercise of independent judgement and action as the situation warrants. Does related work as required.

TYPICAL WORK ACTIVITIES:

Patrols a specified geographic area either on foot or by motor vehicle; and operates two-way radio communication systems;

Patrols residential and/or business properties and physically checks doors/windows of unoccupied properties;

Investigates suspicious activities and, if required, cites and/or apprehends violators of federal, state or local laws and ordinances;

Investigates traffic accidents;

Responds to complaints or calls for assistance;

Takes statements from complainants, suspects and/or witnesses;

Performs traffic surveillance and issues citations;

Performs routine traffic control;

Maintains order in public gatherings and provides guidance and direction to general public;

Reports serious traffic obstructions and/or other highway safety situations to proper authorities;

Prepares and submits daily activity reports;

Collects and preserves physical evidence found at scene of crime;

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May act as an escort;

Handles criminal investigations as assigned;

May be required to book suspects and take fingerprints.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Thorough knowledge of modern principles and practices of police operations; thorough knowledge of New York State Penal Law, code of Criminal Procedures, Vehicle and Traffic laws, and all local laws, ordinances and departmental regulations; knowledge of scientific methods of crime prevention, detection, investigation; good knowledge of geographical areas of responsibility; skill in the use of fire arms and self defense measures; skill in the application of first aide; skill in the operation of a motor vehicle; ability to understand and carry out complex oral/written instructions; ability to get along with others; ability to deal with people under stress; emotional stability; visual acuity; manual dexterity; possess high personal integrity and excellent moral character; good powers of observation; sound judgement; willingness to work under adverse conditions; resourcefulness; patience, courtesy, tact and firmness; neat in appearance; and physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma AND Either:

- (A) Three (3) years of active military experience in the armed forces of the United States with an honorable discharge, or currently serving in the armed forces of the United States with a minimum of three (3) years of active duty service; OR
- (B) Completion of sixty (60)* credit hours at a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees; OR
- (C) Completion of thirty (30)* credit hours at a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees and the equivalent of one (1) year of work experience as a police officer, correction officer, police dispatcher, licensed security guard or other related experience in the law enforcement, corrections or military** field; OR
- (D) An equivalent amount of training and experience as defined by the limits of (B) and (C) above.

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NOTES: *Completion of a Basic Police Officer Training Course as approved by the NYS Municipal Training Council will be accepted as the equivalent of 15 credit hours. If a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees has awarded a different number of credits for training activity leading to a certificate of completion of the MPTC's Basic Course for Police Officers, such credits will be accepted toward qualification for this exam.

**Any service branch of the United States Armed Forces. If not currently active, must provide proof of honorable discharge.

Candidates must be at least 20 years old at time of appointment.

Physical and medical requirements: Candidates for full-time appointment must meet the physical fitness and medical standards prescribed by the New York State Municipal Police Training Council.

SPECIAL NOTE: For purposes of appointment to part-time non-competitive Police officer positions, must have completed the equivalent of two (2) years of full-time permanent service as a Police Officer or Deputy Sheriff in New York State or as a member of the New York State Police as of September 15, 2000, or must meet minimum qualifications as established above.

SPECIAL REQUIREMENTS: Must possess at time of application and maintain a valid New York State driver's license.

NOTICE - TOWN OF WALLKILL: Applicants are advised that eligibility for appointment to Police Officer in the Town of Wallkill will additionally require passage of essential test(s) and/or possession of qualifications and/or personal characteristics different from those required for certification to other municipalities of the County of Orange, including a higher minimum age, pursuant to provisions of a consent decree and as directed by U.S. District Court Judge Colleen McMahon. A copy of the consent decree will be made available for inspection in the Orange County Department of Human Resources, 30 Matthews Street, Goshen, NY.

REVISED: 08.02.16 AT