

**DEPARTMENT:** ALL APPLICABLE  
**CLASSIFICATION:** NON-COMPETITIVE-WHEN PART-TIME  
**APPROVED:** JULY 23, 2012

**POLICE OFFICER PART-TIME**

**DISTINGUISHING FEATURES OF THE CLASS:** Is responsible for the enforcement of laws, ordinances and protection of lives and property in an assigned area during the specified period. 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 assignments, works under the supervision or direction of a higher-ranking officer. However, there is considerable independent responsibility for the exercise of sound judgment in emergencies. Does related work as required.

**TYPICAL WORK ACTIVITIES:**

1. Patrols an assigned area on foot, on a motorcycle, or in a radio cruising car;
2. Checks and secures doors and windows of unoccupied businesses and residential property;
3. Investigates suspicious activities and makes arrests for violations of Federal and state laws and local ordinances;
4. Escorts prisoners to jail and to court, and has them booked on charges;
5. Watches for and makes investigations of wanted and missing persons and stolen cars and property;
6. Directs traffic and marks cars for overtime parking;
7. Maintains order in crowds and attends parades and other public gatherings;
8. Answers questions for and directs the public;
9. Reports serious defects in streets and in related matters requiring the attention of the Public Works Department;
10. Broadcasts radio messages;
11. Makes criminal and plain clothes investigation as assigned;
12. Prepares regular reports of activities.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Good knowledge of modern principles, practices and techniques of law enforcement; Good knowledge of the New York State Penal Law, Vehicle and Traffic Law, Criminal Procedures Law and other applicable laws, regulations and ordinances; Good knowledge of the local geography; Good knowledge of the operation of radio equipment; Skill in the use of firearms; Skill in the use of special equipment including radar and breathalyzers; Skill in the operation of a patrol car; Ability to apply first aid; Ability to deal firmly yet courteously with the public; Ability to follow and communicate written and oral directions; Good powers of observation; Sound judgment; Tact; 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. Candidates must be at least 19 years old on or before the date of the examination to take the test. Eligibility for appointment as a Police Officer begins when the candidate reaches age 20. Candidates who reach their 35<sup>th</sup> 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.
2. Candidates must meet the medical and physical fitness requirements as prescribed by the New York State Municipal Police Training Council at the time of examination and also at the time of appointment and any additional psychological and/or psychiatric examinations as may be prescribed by the Municipal Civil Service Agency.
3. To be eligible for appointment, candidates must possess an appropriate New York State Driver's License.
4. Candidates must be citizens of the United States at time of appointment in accordance with Article 2, Section 3 of the New York State Public Officer's Law.
5. Candidates must become eligible for a certificate of training issued by the Executive Director of the Municipal Police Training Council and must possess the required certificate within one (1) year of the date of original appointment.

**NOTE:**

1. Conviction of a felony will bar and conviction of a misdemeanor or other offense may bar candidates from examination and appointment.
2. Non-competitive part-time police officers do not have to meet the age requirements of Section 58 of the Civil Service Law.

Non-competitive approved by State CSC 12/17/2001.