

COUNTY POLICE OFFICER (SPANISH SPEAKING)

DISTINGUISHING FEATURES OF THE CLASS: County Police Officers work for the Sheriff and may occupy several different types of major job assignments in carrying out their general duties. While general patrol work is by far the most common assignment, incumbents may also be assigned, on a permanent, rotating or concurrent basis, to investigative juvenile or administrative functions. Work is performed under the general supervision of a Sergeant or higher-ranking officers. County Police Officers are required to apply independent judgment in performing their duties, complying with relevant laws, rules and regulations. County Police Officers undergo rigorous classroom and on-the-job training to acquire the knowledge, skills and physical abilities necessary to satisfactorily carry out their assignments. Incumbent must possess fluency in understanding, speaking, reading, writing and translating Spanish and English. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Patrols an assigned area, either on foot or in an automobile looking for anything unusual or out of place and for crimes, emergencies or violations in progress;
 Responds to a variety of citizens complaints and requests for assistance;
 Prepares written reports;
 Takes appropriate action at the scene of a crime when discovered during a patrol or when dispatched to the scene;
 Reacts to natural and man-made emergencies, such as traffic accidents, fires, floods, bomb scares and suicides;
 Undergoes formal classroom and on-the-job training in law enforcement activities;
 Intervenes in fights and family disputes;
 Maintains traffic safety;
 Makes arrests;
 Prepares for and testifies in court;
 Books and checks prisoners;
 Cooperates with other police agencies;
 May address citizen groups on various aspects of police work;
 Assists in various phases of investigations.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Working knowledge of proper English grammar and spelling; working knowledge of how to use a dictionary; working knowledge of the basic principles of human behavior; ability to identify various makes and models of automobiles; ability to comprehend written information; ability to write clearly; ability to translate orally and in writing from English to Spanish; ability to accept responsibility; ability to hear well; ability to see well; ability to count money; ability to learn how to handle people under stress; ability to learn to assess a situation requiring emergency help; ability to learn to assess extent of physical injury; ability to learn to use discretion and judgment in applying rules, regulations, ordinances and laws; ability to acquire a working knowledge of police terminology and jargon; ability to acquire working knowledge of legal terminology; ability to acquire a thorough knowledge of how to properly operate a patrol car and radio equipment; ability to acquire a thorough knowledge of the use of weapons; ability to acquire a thorough knowledge of identification documents; ability to acquire a thorough knowledge of departmental forms; ability to acquire a thorough knowledge of first aid techniques; ability to acquire a thorough knowledge of physical defensive and offensive tactics; ability to acquire a working knowledge of what constitutes and how to handle evidence; ability to acquire a working knowledge of investigative techniques; ability to acquire a working knowledge of Penal Law, Vehicle and Traffic Law, Criminal Procedures Law, Alcohol Beverage Control Law and local rules, regulations and ordinances; ability to acquire skill in the use of weapons; ability to acquire a thorough knowledge of the geography, buildings and the community in the patrol area; good memory; personal pride; initiative; common sense; stamina; good moral character; hand and eye coordination; interest in and concern for people; tact; courtesy; physical condition commensurate with the demands of the position.

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MINIMUM QUALIFICATIONS: High School graduation; or possession of a high school equivalency diploma issued by an Education Department of any of the United States; or possession of a comparable diploma issued by any Commonwealth, Territory or Possession of the United States or by the Canal Zone.

NOTE: Advanced education degree received will be accepted in lieu of the minimum education noted.

SPECIAL REQUIREMENTS FOR APPOINTMENT:

1. United States citizenship;
2. Possession of a valid New York State Operator's license at the time of appointment, and maintenance of such license throughout the tenure of employment in the position;
3. Satisfaction of the medical and physical fitness requirements for Police Officers, established by the Municipal Police Training Council;

SPECIAL REQUIREMENT FOR PERMANENT APPOINTMENT: Successful completion of the Municipal Police Training Council's Police Officer Training Course within the time prescribed in the Executive Law.

NOTE: Applications for part-time County Police Officer positions must meet the education and license requirements and successful completion of the Municipal Police Training Council's Police Officer Training Course within the time prescribed in the Executive Law; but need not meet the physical qualifications listed above.

APPROVED: August 31, 2004

REVISED: 9/3/15; 6/18/19

CIVIL SERVICE CLASSIFICATION: COMPETITIVE