

**POLICE OFFICER
(SPANISH SPEAKING)**

DISTINGUISHING FEATURES OF THE CLASS: These duties consist primarily of routine patrol tasks, assisting in investigation of criminal offenses and the apprehension of criminals. 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. 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. 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 on foot, on a bicycle, in a patrol car, or on a motorcycle;
 Checks doors and windows of unoccupied businesses and residential property;
 Investigates suspicious activities and makes arrests for violations of Federal and State laws and local ordinances;
 Takes appropriate action at the scene of a crime when discovered during a patrol or when dispatched to the scene;
 Escorts prisoners to jail and to court and has them booked on charges;
 Prepares for and testifies in court;
 Conducts investigations of wanted and missing persons and stolen cars and property;
 Directs traffic and issues summonses for traffic violations;
 May ticket cars for overtime parking;
 Directs crowds and maintains order at parades and other public gatherings;
 Answers questions for and directs the public;
 Receives complaints of violations from the public;
 Reports serious defects in streets and in related matters requiring the attention of the Public Works Department;
 Cooperates with other police agencies;
 Broadcasts radio messages and sends messages by various methods of electronic communication in connection with police work;
 Makes criminal investigations when assigned to work as a detective;
 Makes regular reports of activities.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND 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; ability to translate orally and in writing from English to Spanish; skill in the use of firearms; physical strength and agility; neatness of appearance; excellent moral character; excellent physical condition.

Continued on Page 2

POLICE OFFICER (Spanish Speaking)

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 REQUIREMENTS 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 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: June 27, 2002

CIVIL SERVICE CLASSIFICATION: COMPETITIVE