POLICE OFFICER

Code No.: 6-16-002
COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This is a professional law enforcement position in a police department involving responsibility for the impartial enforcement of all Federal and State laws and local ordinances, preservation of peace, protection of lives and property, investigation of criminal offenses, apprehension of criminals and lawbreakers and other related work in accordance with the law, rules, regulations, and the administrative policies and procedures of the Department. The work consists primarily of patrol, inspection, investigation and enforcement tasks. The Officer is assigned an area to patrol on foot or in a motor vehicle, or is assigned specific duties or cases. Personal responsibility for the exercise of sound independent judgment is borne in both emergency and routine situations. Utilizes a computer in the performance of duties. The employee reports directly to, and works under the general supervision of a Police Sergeant or other higher-level staff member. Supervision of others is not a responsibility of this class. May be required to rotate shifts on a seven (7) day per week basis. Does related work as required.

TYPICAL WORK ACTIVITIES: (All need not be performed in a given position. Other activities may be performed although not listed.)

Responds to and investigates all complaints received from the public;

Investigates and reports all suspicious activities;

Investigates and submits reports for wanted and missing persons, stolen vehicles, and other property;

Conducts preliminary investigations and guards a crime scene;

Exercises police traffic supervision through traffic direction, accident investigation, and traffic law enforcement;

Physically subdues suicidal and combative persons, and resisting offenders and resolves conflicts;

Prepares detailed written reports and completes forms regarding arrests, investigative findings, observations, and wanted and missing persons, and stolen property;

Inspects unoccupied business and residential property;

Advises and directs the public;

Maintains order at public gatherings;

Submits reports on activities, observations, and investigations;

Prepares affidavits, statements, and information, testifies in trials and preliminary hearings, and assists in the prosecution of accused persons;

Transports prisoners to detention area.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Thorough knowledge of the geography of the police jurisdiction; good knowledge of modern principles and practices of police work; good knowledge of New York State Penal Code, Code of Criminal Procedure, Vehicle and Traffic Law, constitutional law and all local laws, ordinances and regulations pertaining to police work; good knowledge of the objectives and workings of the criminal justice system; good knowledge of interviewing techniques; skill in the safe use of firearms and other weapons; ability to organize, plan, and follow through on work assignments; ability to follow instructions; ability to clearly and effectively express oneself, orally and in writing; ability to keep information confidential; ability to deal courteously but firmly with the public; ability to quickly analyze situations and take decisive action; ability to resolve conflicts; ability to utilize a computer in the performance of duties; ability to

operate a motor vehicle; good judgment; good observation skills; excellent moral character, honesty, and integrity; tact; courtesy; initiative; assertiveness; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Per New York State Civil Service Law Section 58 1(b): Candidate must be a high school graduate or a holder of a high school equivalency diploma issued by an education department of any of the states of the United States or a holder of a comparable diploma issued by any commonwealth, territory or possession of the United States or by the Canal Zone or a holder of a report from the United States armed forces certifying successful completion of the tests of general educational development, high school level.

Age: Candidates must be at least nineteen (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 twenty (20). Candidates who reach their forty-third (43rd) 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 seven (7) 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 per Section (58) of New York State Civil Service Law.

SPECIAL REQUIREMENT: Driver's License: Applicants must possess a valid New York State Class *D* driver's license at the time of appointment.

ADDITIONAL INFORMATION:

1. Physical/Medical: Applicants must meet physical and medical standards established by the Municipal Police Training Council (MPTC).

2. Psychological/Backgrounds Investigation: Applicants will be subject to an extensive background investigation and psychological evaluation.

3. Citizenship: Must be a United States citizen per Public Officer's Law.

4. Residency: Must be a Monroe County resident or must reside in a contiguous county at the time of appointment per Public Officer's Law.

5. Conviction of a felony will bar appointment.

6. Officers must successfully complete training in accordance with the MPTC for police officers during the probationary period or otherwise be removed from the position.

Monroe County Civil Service Commission
ADOPTED: February 27, 1975
REVISED: August 11, 1983
REVISED: December 9, 1999
REVISED: July 1, 2021
REVISED: November 6, 2025