

POLICE PATROLMAN (Part-time)

DISTINGUISHING FEATURES OF THE CLASS: The incumbent in this position performs law enforcement and protective service work in a Police Department to maintain public peace, protect life and property, enforce laws, and conduct investigations according to established department procedures under varying degree of supervision. Work is performed under the direct supervision of the Police Chief, with leeway allowed for the use of independent in carrying out department tasks in accordance with established procedures. Supervision is not a responsibility of this position. Does related work as required.

TYPICAL WORK ACTIVITIES:

On an assigned shift, operates a police cruiser to observe for violations of traffic laws, suspicious activities or persons, and disturbances of law and order;
Responds to radio dispatches, answers calls and complaints, and prepares detailed reports;
Provides general assistance to motorists and citizens in a variety of non-criminal situations;
Enforces traffic laws and regulations;
Acts as a police presence at public events and provides security for municipal events;
Identifies potential criminal activity or other hazardous situations and takes proper action to protect citizens and property;
Serves criminal warrants, subpoenas, and other court orders as required;
Arrests individuals violating laws or ordinances;
Maintains a presence in the community that helps to deter crime and provide support to citizens;
Writes accurate and complete reports of call for service;
Performs work safely in accordance with department safety procedures;
May be required to report to work in short notice in emergency situations.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of civil and criminal statutes on which charges and arrests are executed;
Good knowledge of police methods, practices and procedures;
Skill in the use of law enforcement equipment, and the operation of motor vehicles;

Ability to communicate effectively both orally and in writing;
Ability to follow complex directions;
Ability to prepare a variety of reports;
Ability to analyze situations and to adopt quick, effective, and reasonable courses of action with due regard to surrounding hazards and circumstances;
Ability to remain calm and maintain control in various levels of stressful situations;
Ability to operate an automobile;
Sound judgment;
Tact.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma.

NOTE: Candidates must possess a valid New York State Operator's license at the time of appointment and maintain it throughout employment in this position.