

POLICE OFFICER - PART TIME

DISTINGUISHING FEATURES OF THE CLASS: Under immediate supervision, this position is responsible for the enforcement of all laws, ordinances and the protection of lives and property in an assigned district during a specific period of time. This work consists primarily of routine patrol tasks. There is considerable responsibility for the independent exercise of sound judgment in emergencies. However, ordinary procedures and special assignments are usually carried out under immediate supervision. Incumbents must be able to and must maintain the ability to carry a firearm. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Patrols an assigned district or beat either on foot, or a motorcycle, or in a patrol car;

Checks doors and windows of unoccupied business and residential property;

Investigates suspicious activities and makes arrests for violations of Federal and State Laws and local ordinances;

Escorts prisoners to jail and to court and has them booked on charges;

Watches for and makes investigations of wanted and missing persons, stolen cars and property;

Directs traffic and checks vehicles for overtime parking;

Maintains order in crowds;

Reports serious defects in streets and in related matters requiring attention of the public works department;

May repair police equipment, such as radio, traffic lights and parking meters;

May broadcast radio messages and send teletype messages;

Makes daily reports;

Operates a patrol car or wagon;

Uses computer applications such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;

May perform other incidental tasks, as needed.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Reasonable knowledge of criminal law and procedure; reasonable knowledge of the provisions of the New York State Vehicle and Traffic Law; reasonable knowledge of first aid methods; good powers of observation and memory; ability to understand and carry out complex oral and written instructions; ability to express oneself clearly and concisely in writing and conversation; ability to operate an automobile and/or motorcycle; ability to qualify in the handling of firearms; ability to be courteous yet firm with the public; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; ability to use computer applications such as spreadsheets, word processing, e-mail and database software; good judgment, excellent moral character and habits; even temperament; a high degree of courage, tact, dependability; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either (a) high school graduation; or (b) possession of a high school equivalency diploma issued by any state education department or a holder of a report from the United States armed forces certifying his/her completion of the tests of general educational development, high school level.

SPECIAL REQUIREMENTS:

AGE: Candidates shall have reached their 21st birthday on the date of examination/appointment and shall not have passed their 55th birthday at the time of appointment in the Towns of North Salem and Somers, in the Town of Lewisboro, candidates shall not have passed their 60th birthday at time of appointment and in the Town of Pound Ridge, candidates shall not have passed their 70th birthday at time of appointment..

DRIVER'S LICENSE: Possession of a valid New York State Driver's License at the time of appointment. The appointing authority is responsible for verifying and ensuring that the candidate meets these conditions at time of appointment and throughout the course of employment.

CITIZENSHIP: Candidates must be United States citizens at the time of appointment.

VISION, HEARING AND PHYSICAL CONDITION: Pursuant to Section 18, Chapter 104 of the Laws of 1936, (Special Police Act), candidates must have satisfactory vision and hearing and be in good physical condition at the time of appointment. The appointing authority is responsible for ensuring that the candidate meets these conditions.

RESIDENCY: This is a public officer position and all appointees must meet the requirements for public officers, including residency, as specified in Public Officer's Law (Section 3.2).

SPECIAL NOTE: Appointments to this title are limited to the Towns of: Lewisboro, North Salem, Pound Ridge, Somers, in accordance with Chapter 175, Laws of 1959.