

Police Officer (Part-time) Tompkins County

Department: Various Villages

Classification: Non-competitive in Town of Lansing and all villages for part-time (50% or less) positions ONLY.

Approved: 06/07/1976

Revised: 6/76; 8/80, 10/82; 2/85; 3/95; 10/04; 2/15; 01/18

By: HH, Commissioner of Personnel

MINIMUM QUALIFICATIONS:

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

SPECIAL REQUIREMENTS FOR ACCEPTANCE OF APPLICATIONS:

- (a) Age: not less than 20 at time of application.
- (b) Possession of a valid New York State Class A, B, C, D, or E Operator's License at time of application. Maintenance of such license for the duration of employment.
- (c) Temporary, provisional or probationary employees must meet the standards prescribed by the Municipal Police Training Council in accordance with Sections 840 and 842 of New York State Executive law, and as required in Section 209 (q) of the General Municipal Law in order to be eligible to obtain full permanent status.

Tompkins County is committed to Equity and Inclusion. We encourage those with similar values to apply.

DISTINGUISHING FEATURES OF THE CLASS:

The work consists primarily of routine patrol tasks which involve personal responsibility for the enforcement of all laws and ordinances and the protection of lives and property in an assigned district. The work also involves assisting in the investigation of criminal offenses and the apprehension of criminals. Police Officers work under general supervision except for unusual procedures and special assignments, which are carried out under direct supervision. The incumbent, however, assumes considerable independent responsibility for the exercise of sound judgment in emergencies. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES:

Patrols a specific district or beat on foot, on a motorcycle, or in a radio cruising car; Checks doors and windows of unoccupied businesses and residential property; Checks prisoners in cell block; 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; Enters criminal charges in arrest look; Watches for and makes investigations of wanted and missing persons and stolen cars and property; Directs traffic and marks cars for overtime parking; Maintains order in crowds and attends parades and other public gatherings; Answers questions for and directs the public; Reports serious defects in streets and in related matters requiring the attention of the public works department; Broadcasts radio messages, takes messages and answers telephone; Maintains files and records of police activities; Makes criminal investigations when assigned as a detective; Dispatches patrol cars when on desk duty; Makes daily reports of activities; Takes, files and classifies fingerprints and photographs.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Working knowledge of New York State Penal Law, Code of Criminal Procedures, and Vehicle and Traffic Law;
Good social and general intelligence;
Ability to be courteous yet firm with the public;
Ability to understand and carry out complex oral and written directions;
Good knowledge of first aid methods;
Good judgment;
Ability to drive an automobile or a motorcycle;
Some skill in the use of firearms;
Good powers of observation and memory;

Excellent moral character;
Physical strength and agility; and
The employee's physical and mental condition shall be commensurate with the demands of the position.

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