

POLICE OFFICER (SPANISH SPEAKING) - PUBLIC SAFETY SERVICES

DISTINGUISHING FEATURES OF THE CLASS: Under supervision of a higher ranking officer, an incumbent of this position performs general police patrol, law enforcement, crime prevention and detection, criminal investigations, police officer training and emergency management work as a law enforcement officer with the Westchester County Department of Public Safety in order to protect and serve the public, safeguard life and property and, generally preserve the peace. An incumbent may be assigned to operations, investigative, administrative or training assignments (and, from time to time, reassigned) based upon the needs of the Department, including the need for cross training personnel. Responsibilities may also include taking law enforcement action, in accordance with the policies and procedures of the Department, during off-duty hours when violations are observed. Duties require proficiency in both Spanish and English, providing interpretative and information services. An incumbent must be able to and must maintain the ability to carry a firearm and operate a motor vehicle. Supervision is not a normal requirement of this position. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

General: (Applies to all Units)

Communicates orally and in writing in Spanish and English;

Enforces the laws applicable in Westchester County, including New York State Penal and Vehicle and Traffic Laws and Westchester County and municipal ordinances by issuing warnings, simplified information and appearance tickets, and by the arrest of offenders.

Responds to calls for assistance regarding crimes, injuries, disorder and other events and conducts appropriate investigations, takes appropriate enforcement or other action and refers matters to appropriate units or other agencies for follow-up.

Executes search and arrest warrants.

Prepares appropriate reports regarding observations, investigations and enforcement activity.

Uses computer applications and other technology to complete required tasks.

Testifies in Court, acting as state's witness in the prosecution of criminal cases; acts as the prosecutor in Vehicle and Traffic Law trials, and testifies in Civil Court when subpoenaed as a witness to a civil action.

Inventories impounded/recovered property, safeguarding private property and preserving evidence.

Interviews victims of crimes to obtain detailed information on acts committed for dissemination to other police personnel.

Aids other law enforcement agencies as necessary and appropriate.

EXAMPLES OF WORK: (Illustrative Only) (Cont'd.)

Maintains such equipment as may be used in connection with police officer duties.

Provides input to supervisors regarding unit equipment, budget and other administrative matters.

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

May perform other incidental tasks, as needed.

When assigned to Uniformed Patrol:

Patrols and safeguards County-owned and maintained highways, parks, office buildings and properties. Performs associated duties to keep traffic flowing, roadways free of debris, etc.; observes traffic, individuals, road conditions, weather and other environmental factors, and makes reports as appropriate.

Provides first-line response to emergency and non-emergency calls for assistance in a prompt and safe manner; evaluates the situation upon arriving at a scene; requests the appropriate support services, prepares factual reports and submits all pertinent information to the Detective Division for follow-up.

Responds to and investigates motor vehicle accidents; protects the scene prior to clearing of the area; aids the injured and arrests or charges violators of laws; requests tow trucks to clear the roadway and/or requests ambulances to transport seriously injured individuals.

Assists motorists whose vehicles have become disabled and removes abandoned vehicles left on the parkways to a safe area to prevent them from becoming a traffic hazard or the target of vandals.

Responds to medical emergencies and administers first aid and CPR to victims to preserve life and to provide temporary emergency care of personal injuries.

Maintains order at scenes of emergencies by directing people and traffic, as necessary.

Preserves crime scenes (when first to arrive) to ensure that evidence remains undisturbed until processed by detectives and other trained personnel.

Monitors the proper function of traffic control devices and signs, reports malfunctions and resulting safety hazards; directs vehicular and pedestrian traffic when necessary.

Transports prisoners between various courts and jails for court appearances.

Maintains order and security when assigned County-owned buildings;

Upon receiving such additional training and/or certification as may be necessary or appropriate:

EXAMPLES OF WORK: (Illustrative Only) (Cont'd.)

- a. Gives instruction and guidance to newly appointed Police Officers in a Field Training Program in the application of classroom training to actual work situations, and familiarize them with such places as they may be required to patrol.
- b. Processes arrests of individuals charged with driving while intoxicated by administering chemical breath tests, witnessing and documenting the extraction of blood, photographing and fingerprinting defendants.
- c. Uses specialized rescue tools, as necessary, to extricate victims of motor vehicle accidents.

When Assigned to Accident Investigation:

Responds to motor vehicle accident scenes involving serious injury and/or fatalities to collect, record, and preserve evidence found there through photographs and measurements; maintains the integrity of the accident scene and, with the supervising officer, directs the investigation.

When so trained, acts as a reconstructionist in the investigation and analysis of motor vehicle accidents to determine possible cause, and to provide detailed reports of findings.

Provides technical follow-up investigation of serious injury and fatal motor vehicle accidents, including specialized photography, tire examinations, vehicle lamp examinations, and vehicle inspections to determine vehicle performance during a collision, prepares and maintains detailed analytical reports and scale diagrams of these accidents.

Conducts empirical tests to verify findings in accident investigations.

Provides expert testimony in local, superior, and civil courts in the field of accident reconstruction and provides demonstrative evidence to support that testimony.

Serves as a consultant in the field of accident reconstruction to the Westchester County District Attorney's Office and to all municipalities within Westchester County.

Presents demonstrations and gives lectures to civic organizations on the topics of vehicle operation and safety, which include driver education classes at various high schools within Westchester County.

Provides instruction in accident investigation techniques at the Basic Police Recruit School.

When Assigned to the Forensic Investigations Unit:

Processes crime scenes for evidence, collecting, cataloguing, examining and analyzing same, for the Department and other law enforcement agencies.

EXAMPLES OF WORK: (Illustrative Only) (Cont'd.)

Photographs evidence at crime scenes, performs "in-house" photography, develops negatives and prints both for the department and for other departments; works with custom photo labs to get a desired photo result.

Examines and processes evidence submitted by various police agencies for latent fingerprints; develops photographs of latent fingerprints to preserve and record them.

Compares latent fingerprints with known those of known criminal suspects and victims to effect a positive identification; prepares comparison charts for courtroom presentation, and analyzes fingerprints to code or classify fingerprints, photograph and make fingerprint charts.

Provides expert fingerprint testimony for the District Attorney's Office, Grand Jury, Local, County and Supreme Courts, as required.

Fingerprints non-criminal persons, i.e., Department and County job applicants, including applicants for police and special police officer, pistol permit applicants, immigration, etc.

Performs criminal fingerprinting, photographs and maintains history sheets of all Department arrests, and of deceased persons as directed by the Medical Examiner;

Assists witnesses in composing look-a-like photos of suspects.

Maintains and retrieves criminal record information for the Department and for approved local, state and federal agencies.

Testifies in court regarding investigatory findings.

Teaches police photography and provides technical advice to the Department and to other agencies.

Orders and maintains photographic supplies and equipment for the identification unit; receives supplies and routes all bills, orders, etc. through the unit inspector, Property Unit, and Staff services; recommends supplies to be ordered for other units in the department.

Maintains records of crime and accident scenes and other photographic evidence that can be reproduced for court use or for use by the proper authorities; maintains and retrieves criminal information for approved authorities.

Provides expertise in the fields of fingerprinting, photography, and physical evidence for law enforcement agencies, the District Attorney's Office, and for classroom instruction of Police Officers and of police science students in local colleges and high schools.

Conducts computer forensic analysis by collecting digital evidence from computers, cell phones and video systems as part of criminal investigations.

EXAMPLES OF WORK: (Illustrative Only) (Cont'd.)

When Assigned to the Training Division (Police Academy):

Assists in providing various law enforcement training programs to police personnel; schedules dates and obtains instructors.

Secures off-site locations for training as needed.

Assists in formulating recruit, supervisor and in-service training curriculum as prescribed by law, rule, regulation and/or accreditation body.

Prepares and assists others in the preparation of lesson plans for classroom presentation; secures audio and visual equipment as needed.

Assists in implementing specialized training for Zone 3, i.e. firearms, survival techniques, radar, breath test operator, intoxalizer, crash management, drug I.D., hazardous materials, and various F.B.I. courses.

Maintains training records of members of the Department and those trained by the Training Division.

When Acting in the Capacity of Armorer or Assigned to the Weapons and Tactics Unit:

Maintains control over all department-owned weapons, ammunition and related equipment.

Provides required and otherwise appropriate firearms training for law enforcement personnel at the Police Academy.

Determines and maintains the safe operation of department weapons; issues weapons, equipment and ammunition, maintains appropriate logs and records.

Maintains and reviews records and approves the carrying of off-duty weapons; registers and maintains logs of all off-duty weapons; inspects all off-duty weapons; maintains the appropriate paperwork, and submits copies to the New York State Police.

Inspects and certifies the safety of the authorized firearms.

Oversees and maintains department firing range.

When Assigned to the Civil Process Unit:

Administers court mandates and serves civil process.

Enforces all money judgments by collecting, garnishing or seizing real property and selling same.

Enforces court orders (warrants to remove, orders of seizure, attachments, and commitments) to the satisfaction of the issuing court.

EXAMPLES OF WORK: (Illustrative Only) (Cont'd.)

Evaluates, examines and docket civil processes in conformance with applicable law and takes corrective measures, when necessary, to ensure appropriate implementation.

Records, evaluates, and prepares financial statements on first-stage income executions, evaluates delinquent accounts and expedites to second stage;

Follows up and audits judgments (income and property executions) and court orders and makes appropriate returns to the court clerk's office to ensure that records are accurate.

When Assigned to the Property Control Unit:

Logs, stores and accounts for all property received.

Releases property, as appropriate, to courts, labs, investigators, owners and finders and records same.

Orders, issues and accounts for equipment and supplies as directed.

Keeps an account of all purchase orders for supplies and equipment (both received and back-ordered), obtains receiving unit's signature on the purchase order when items are received, and forwards signed copy to the Staff Services Unit;

Assigns and maintains log of departmental personnel's clothing lockers.

When Assigned as School Resource Officer:

Reports for duty and patrols at assigned school.

Helps to maintain a safe campus environment conducive to learning.

Works to prevent juvenile delinquency through close contact and positive relationships with students.

Works closely with school administrators to develop and implement classes, policies and procedures to promote crime prevention, drug abuse prevention and safety.

Serves as a good role model for students.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Working knowledge of the New York State Criminal Procedure Law, Penal Law, Vehicle and Traffic Law, laws and ordinances of Westchester County and Rules and Regulations of New York State; ability to work under high stress and pressure; ability to read, write, speak and listen to the Spanish language at a level sufficient to pass a Spanish Language proficiency test; ability to communicate effectively in English and in Spanish, both orally and in writing; ability to handle emergencies quickly and appropriately, including the ability to make split-second decisions when necessary; ability to deal with the public effectively and efficiently while maintaining a professional atmosphere; ability to understand and carry out complex

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: (cont'd)
oral and written instructions; ability to read, write, speak, understand and communicate in English and Spanish sufficiently to perform the essential duties of the position; ability to effectively use computer applications such as spreadsheets, word processing, calendar, email and database applications; good powers of observation and memory; ability to qualify in the handling of firearms; good moral character; emotional maturity; neatness; promptness; tact; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Possession of a high school or general equivalency diploma.

SPECIAL REQUIREMENTS:

1. Possession of a valid license to operate a motor vehicle in the State of New York will be required at time of appointment and maintain same while in the title
2. At time of appointment, must be a minimum of 20 years old;
3. Must pass medical and physical fitness screening examinations before qualifying for appointment;
4. Will be subject to a pre-employment background investigation including, but not limited to a criminal record search, a substance abuse test, and a psychological evaluation, to determine suitability for appointment as a police officer;
5. Before certification as a Police Officer must successfully complete the required Police Academy Course.