

## POLICE OFFICER (SPANISH SPEAKING)

DISTINGUISHING FEATURES OF THE CLASS: Under supervision, this position involves responsibility for the protection of lives and property and the enforcement of all laws and ordinances in a town, village, the Cities of Rye or Peekskill or Westchester County. While the work consists primarily of routine patrol tasks and is performed under supervision of a higher ranking officer, Police Officers are required to exercise sound, independent judgment by applying relevant laws, rules and regulations in the performance of their duties and in emergency situations. Duties require a high degree of proficiency in both English and Spanish, providing interpretive and information services. Police officers undergo rigorous classroom and on-the-job training to acquire the knowledge, skills and abilities necessary to satisfactorily carry out their assignments. Incumbents must be able to and must maintain the ability to carry a firearm. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Communicates in English and Spanish, both orally and in writing;

Patrols an area either on foot, in a patrol car, on a motorcycle or other patrol vehicle, in order to prevent and detect crime and protect the lives and property of citizens;

Takes appropriate action at the scene of a crime when discovered during patrol or when dispatched to the scene, e.g.; administers first aid, interviews victims, gathers evidence, protects the crime scene, makes arrests, etc.;

Checks doors and windows of unoccupied business and residential property;

Investigates suspicious activities and makes arrests for violations of applicable laws and ordinances, and has violators booked on charges;

Directs traffic, handles accidents, and issues summonses to traffic violators;

Escorts prisoners to and appears in court to testify and substantiate charges;

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

Responds to a variety of citizen's complaints and requests for assistance;

Checks vehicles for overtime and other parking violations;

Maintains order in crowds;

Operates police radio equipment and keeps logs of transmissions and receptions;

EXAMPLES OF WORK: (Illustrative Only) (Continued)

Broadcasts radio messages and sends teletype messages;

Monitors holding cells when occupied by prisoners;

Responds to medical emergencies and administers first aid and C.P.R. to victims as appropriate to preserve life and provide temporary emergency care of personal injuries; may be required to assist in moving victims to ambulance or to safety;

Prepares and submits daily reports as required in conjunction with assignments;

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

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Ability to read and understand the provisions of the New York State Penal Law, Code of Criminal Procedure, Vehicle and Traffic Law and local laws and ordinances; ability to understand and carry out complex oral and written instructions; ability to express oneself clearly and concisely in writing and conversation; ability to read, speak and listen to the Spanish language at a level sufficient to pass a Spanish language proficiency test; ability to drive an automobile and/or motorcycle on patrol and in high speed pursuit situations; ability to pursue on foot (i.e. chase) and restrain individuals; ability to effect a full physical custody arrest; good powers of observation and memory; ability to qualify in the handling of firearms and to exercise good judgement and restraint in the use of such weapons and other types of physical force; ability to effectively relate to and work cooperatively with others; ability to deal with the public effectively and efficiently while maintaining a professional atmosphere in order to assist people in all type of situations with intelligence and courtesy; ability to tolerate long and stressful tours of duty which may include rotating shifts, encountering hostility and resentment from others and/or adverse weather conditions; ability to remain calm and to think and act appropriately under pressure; ability to handle emergencies quickly and appropriately including the ability to make split second decisions when necessary; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; excellent moral character and habits; honesty and integrity; good judgement; even temperament; emotional maturity; high degree of courage; no conviction of a felony; freedom from any innate or acquired nervousness; tact; dependability; physical condition commensurate with the position.

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

SPECIAL REQUIREMENTS:

AGE: At time of appointment, candidates must not be less than 20 years of age. (Age requirements for this position have been set in accordance with Section 58 of the Civil Service Law.)

DRIVER'S LICENSE: Possession of a valid New York State Driver's License at the time of appointment.

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

PHYSICAL AND MEDICAL TESTS: Candidates must pass medical, psychological and physical fitness screening examinations before qualifying for appointment.

Candidates may be subject to a pre-employment background investigation which may include, but not be limited to, a criminal record search and a substance abuse test to determine suitability for appointment as a Police Officer.

SPECIAL REQUIREMENT FOR PERMANENT APPOINTMENT: Successful completion of the Municipal Police Training Council's Police Officer Basic Training Course.