

POLICE OFFICER (SPANISH-SPEAKING)

DISTINGUISHING FEATURES OF THE CLASS: This is a professional law enforcement position in a police department involving responsibility for the enforcement of all state laws and local ordinances, preservation of peace, protection of lives and property, investigation of criminal offenses, apprehension of criminals and lawbreakers and other related work in accordance with local and state laws, rules, regulations and the administrative policies of the Department. The work consists primarily of patrol, inspection, investigation and enforcement tasks to maintain public safety. Personal responsibility for the exercise of sound independent judgment is expected in both emergency and routine situations. The work is distinguished from that of a Police Officer in that some of the duties performed in this position require the incumbent to possess speaking and reading ability in Spanish at the fluency level indicated below in the Note. All Police Officers are required to carry a firearm and other necessary equipment (e.g., handcuffs). The employee reports directly to, and under the supervision of an officer of a higher rank. Does related work as required.

TYPICAL WORK ACTIVITIES:

Enforces local and state laws;
Responds to and investigates all complaints received from the public;
Patrols an assigned area and inspects businesses and residential property;
Investigates and reports suspicious activities and issues citations and/or makes arrests for violations of laws and ordinances;
Gathers information and evidence for investigations by obtaining and questioning witnesses and using other investigative techniques;
Prepares detailed written reports regarding police activity, including, but not limited to, arrests, investigative findings, observations, wanted and missing persons and stolen property;
Conducts preliminary investigations and secures crime scenes;
Exercises police supervision through traffic direction, accident investigation and traffic law enforcement;
Responds to all calls for emergency assistance, including, but not limited to fire and medical emergencies and may provide medical aid to injured and/or sick individuals;
Interacts with and assists persons experiencing mental health crisis and when necessary, physically subdues combative persons and resisting offenders;
Prepares affidavits and statements and testifies in court as required and assists in the prosecution of accused persons;
Processes offenders and escorts them to court and to jail;
Participates in community-based policing and programs;
Advises and directs the public;
Maintains order at public gatherings;
Conducts criminal investigations when assigned;
May be assigned to a specialized unit or detail;
May be called to assist another municipality during an emergency.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of modern principles and practices of police work; good knowledge of New York State Penal Code, Code of Criminal Procedure, Vehicle and Traffic Law, constitutional law and all local laws, ordinances and regulations pertaining to police work; good knowledge of the objectives and workings of the criminal justice system; good knowledge of interview and investigative techniques; good knowledge of the geography of the police jurisdiction; proficiency in the safe use of firearms and other weapons; skill in the application of self-defense techniques; ability to effectively administer first aid; ability to organize, plan and follow through on work assignments; ability to follow instructions; ability to clearly and effectively express oneself, orally and in writing; ability to keep information confidential; ability to effectively interact and communicate with people of varying backgrounds and cultures; ability to quickly analyze situations and take decisive action; ability to resolve conflicts; ability to utilize computer applications or other automated systems in the performance of work

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assignments*; ability to read, speak and understand colloquial Spanish; ability to operate a motor vehicle under normal conditions and emergency situations; ability to exercise good judgment under physical and emotional stress; good powers of observation and memory; must possess good moral character, honesty, integrity, tact, courtesy, initiative and assertiveness.

*To be demonstrated during the probationary period.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma and either:

- a. Two (2) years of paid work experience**, or two (2) years of active military service or a combination of the two; or
- b. An Associate's degree or equivalent college credits (minimum of sixty (60) credits); or
- c. Completion of thirty (30) college credit hours and one (1) year of paid work experience**, active military service or a combination of the two.

**Work experience while a full time high school student is not qualifying.

SPECIAL REQUIREMENTS:

1. Possession of a valid New York State driver's license at the time of appointment and throughout the duration of employment in this title. The appointing authority shall have the responsibility for the verification of the driver's license which may be checked throughout the course of employment in this title.
2. Prior to appointment, candidates must meet minimum physical, medical, and psychological standards as prescribed by the Municipal Police Training Council of the State of New York.
3. Prior to appointment, candidates must successfully complete a pre-employment drug screen, background and fingerprint check.
4. Candidates must be at least 19 years old on or before the date of the examination. Eligibility for appointment as a Police Officer begins when the candidate reaches age 20. Candidates who reach their 35th birthday on or before the date of the written examination are not qualified*** except as follows: Candidates may have a period of military duty or terminal leave, up to seven (7) years as defined in Section 243 (10-a) of the Military Law, deducted from their age for purposes of determining whether they meet the age requirement.

***Section 58.1 of the New York State Civil Service Law requires applicants not be "more than 35 years of age as of the date when the applicant takes the written exam".

5. Satisfactory completion of the Municipal Police Basic Training program, as required by the New York State General Municipal Law (Section 209-q). See also Rockland County Civil Service Rule XVI, paragraph 10, which provides that the appointment of a Police Officer shall not become permanent until such training requirements are satisfied.
6. **Public Officer Requirements:** In order to be eligible for appointment, candidates must meet all current requirements of Section 3 of the Public Officers Law, including, but not limited to United States citizenship and New York State residency; some jurisdictions may require residency therein or within certain geographical limits.

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7. **Condition of Employment:** Must be legally authorized to possess a firearm throughout the course of employment in this title.

NOTE: Incumbents are expected to possess a Level II proficiency in Spanish (as defined by the Examinations Division of the State of New York Department of Civil Service) which requires that the incumbent: be able to speak the language with sufficient structural accuracy and vocabulary to participate effectively in most formal and informal conversations on practical, social and professional topics not requiring specialized vocabulary (e.g. technical engineering, medicine, etc.); can discuss particular interests and special fields of competence in general terms with reasonable ease; possesses adequate comprehension to normal rate of speech; has good control of grammar and errors do not interfere with understanding; can read with understanding a standard newspaper, correspondence and official documents.