

## **POLICE OFFICER (SPANISH-SPEAKING)**

**DISTINGUISHING FEATURES OF THE CLASS:** This is primarily routine patrol work but requiring personal responsibility for the enforcement of laws and the protection of lives and property. Emergencies require the exercise of sound independent judgment. 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. The work is performed in accordance with specific regulations and procedures and under the supervision of an officer of higher rank. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Patrols an assigned area on foot or in a patrol vehicle;  
Checks unoccupied property;  
Investigates suspicious activities and makes arrests for violations of laws and ordinances;  
Books prisoners and escorts them to jail and to court;  
Watches for and investigates stolen cars and property and wanted or missing persons;  
Directs traffic and checks vehicles for motor vehicle violations;  
Maintains order at public gatherings;  
Answers questions for and directs the public;  
Receives and transmits messages by police telecommunication system;  
Prepares and submits daily reports on activities;  
Conducts criminal investigations when assigned.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of the use of weapons and their capabilities; thorough knowledge of the geography, buildings and the community in the patrol area; good knowledge of what constitutes and how to safeguard and process evidence; good knowledge of Penal Law, Vehicle and Traffic Law, Criminal Procedures Law, Alcohol Beverage Control Law and local rules, regulations and ordinances; working knowledge of Motor Vehicle accident report forms, vehicle and traffic documents, arrest forms and identification documents; working knowledge of investigative techniques; working knowledge of legal terminology; skill in the use of weapons; skill in the application of self-defense techniques; ability to read, speak and understand colloquial Spanish; ability to properly operate a patrol car and radio equipment; ability to recognize potential weapons; ability to deal with people under stress; ability to notice things in a person's conduct indicating something may be wrong; ability to assess extent of physical injury; ability to apply first aid.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of an equivalency diploma and two (2) years of either:

- a. Satisfactory full-time paid work experience (work experience while a full-time high school student is not qualifying); or
- b. Active military service; or
- c. Education beyond high school when enrolled in a minimum 15 credit-hour semester; or
- d. Any equivalent combination of a., b., and c. acquired at different periods of time, not concurrently.

### **SPECIAL REQUIREMENTS:**

**AGE:** 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 35<sup>th</sup> 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 6 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.

(over)

**PHYSICAL AND MEDICAL:** Minimum physical and medical standards are prescribed by the Municipal Police Training Council of the State of New York. Current specific standards are available from the Examination Unit of the Rockland County Department of Personnel.

**LICENSE:** Possession of a valid New York State driver's license.

**PUBLIC OFFICER:** At the time of appointment one must be a citizen of the United States and must not have been convicted of a violation of either the federal selective training and service act or the selective draft act of the United States.

**RESIDENCE:** As specifically set forth in the Public Officers Law (Section 3). Additionally, some jurisdictions require residence therein or within certain geographical limits.

**TRAINING:** Satisfactory completion of the Municipal Police Basic Training program, as required by Section 209-q of the General Municipal Law. 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.

**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 standard newspaper, correspondence and official documents.