

Jurisdiction: City of Ithaca
Jurisdictional Class: Competitive
Adopted: 07/20/71
Revised: 07/16/96, 05/19/97, 09/15/10, 05/03/23

POLICE OFFICER

DISTINGUISHING FEATURES OF THE CLASS: The incumbent has personal responsibility in an assigned district during a specific period for the enforcement of all laws and ordinances and the protection of lives and property. The work consists primarily of routine patrol tasks. Assists in the investigation of criminal offenses and the apprehension of criminals. There is considerable independent responsibility for the exercise of sound judgment in emergency situations. However, ordinary procedures and special assignments are usually carried out under immediate supervision. Does related work 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 business and residential property;
Investigates suspicious activities and makes arrests for violation of federal and state laws and local ordinances;
Escorts prisoners to jail and to court, and has them booked on charges;
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;
Broadcasts radio messages and sends teletype messages;
Makes criminal investigations;
Operates mobile data terminal;
Makes daily reports of activities.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:

Good social and general intelligence; ability to be courteous yet firm with public; ability to understand and carry out complex oral and written directions; ability to successfully work with and serve a diverse local community; a good knowledge of first aid methods; good judgment; ability to drive an automobile or motorcycle; ability to successfully work with and serve a diverse local community; skill in the use of firearms; good powers of observation and memory; excellent moral character; good physical strength; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma.

SPECIAL REQUIREMENT: Possession of a valid New York State Class D driver license or a valid driver license equivalent to a New York State Class D driver license at the time of appointment and maintenance of said license for the duration of employment.

ADDITIONAL SPECIAL REQUIREMENTS:

1. Candidates must meet all requirements for the appointment of Police Officers which are prescribed in Section 58 of the NYS Civil Service Law, including the following:

AGE: Candidates must be not less than twenty (20) years of age as of the date of appointment, nor more than thirty-five (35) years of age as of the date of the written examination. Time spent on military duty or terminal leave, not exceeding a total of seven (7) years, may be subtracted from the age of any applicant who has passed his or her thirty-fifth birthday, as provided for in Section 243.10(a) of New York State Military Law.

MEDICAL AND PHYSICAL FITNESS STANDARDS: Candidates must meet the medical, psychological fitness, and physical fitness requirements prescribed by the Municipal Police Training Council.

2. Candidates must meet all requirements for the appointment of Public Officers which are prescribed in Sections 3 and Section 30 of the NYS Public Officer Law, including the following:

CRIMINAL RECORD: Conviction of a felony will bar candidates from appointment, and conviction of a misdemeanor may bar candidates from appointment.

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