

# VILLAGE OF INTERLAKEN POLICE DEPARTMENT



## POSITION VACANCY

JOB TITLE: POLICE OFFICER (PART-TIME)  
HOURS: NON-NEGOTIABLE 20 HOURS OR LESS PER WEEK  
PAY RATE: \$19.00 PER HOUR  
POSITIONS: THREE

### **MINIMUM QUALIFICATIONS:** Either:

Graduation from High School or possession of a high school equivalency diploma or comparable diploma as described in Section 58 of the Civil Service Law.

Candidates must be at least 19 years old on or before the date of the examination to take the test. 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 six 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.

### **SPECIAL REQUIREMENTS FOR ACCEPTANCE OF APPLICATIONS:**

1. Eligibility for a New York State Driver's License; possession of a valid New York State Driver's License is required for appointment.
2. Candidates must meet physical, medical and any other standards currently established by the Municipal Police Training Council.

## **GENERAL STATEMENT OF DUTIES:**

Is responsible for the enforcement of laws and ordinances and protection of lives and property in an assigned area during a specified period; does related work as required.

## **DISTINGUISHING FEATURES OF THE CLASS:**

These duties consist primarily of routine patrol tasks, assisting in investigation of criminal offenses and the apprehension of criminals. Ordinarily a Police Officer, whether on patrol work or on special assignment, works under the supervision or direction of a higher ranking officer. However, there is considerable independent responsibility for exercise of sound judgment in emergencies.

## **TYPICAL WORK ACTIVITIES: (Illustrative Only):**

Patrols an assigned area on foot, on a motorcycle or in a radio cruising car;  
Checks doors and windows of unoccupied businesses and residential property;  
Investigates suspicious activities and makes arrests for violations of federal and state laws and local ordinances;  
Escorts prisoners to jail and to court and has them booked on charges;  
Investigates cases involving neglected, abused or delinquent children;  
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;  
Makes criminal and plain clothes investigations as assigned;  
Observes and reports conditions requiring the attention of other city departments;  
Makes regular reports of activities.

### **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 KNOWLEDGES, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:**

Good social and general intelligence; good powers of observation and memory; working knowledge of first aid methods; ability to be courteous, yet firm with the public; ability to understand and carry out complex oral and written directions; ability to operate an automobile; sound judgment; ability to acquire skill in the use of firearms; physical strength and agility; neatness of appearance; excellent moral character; physical condition commensurate with the demands of the position.