

New York State Department of Civil Service
DIVISION OF CLASSIFICATION & COMPENSATION

Occ. Code 8712100

Park Police Officer, Grade 14	8712100
Sergeant Park Police, Grade 17	8712200
Lieutenant Park Police, Grade 20	8712300
Captain Park Police, Grade 22	8712400
Major Park Police, M-2	8712500

Brief Description of Class Series

Positions in this title series are members of the New York State Park Police in the Division of Law Enforcement in the Office of Parks, Recreation and Historic Preservation. These members manage police activities and supervise permanent and temporary police staff assigned to enforce all New York State and local laws and agency rules and regulations at recreation and historic sites operated by the Office of Parks, Recreation and Historic Preservation.

Distinguishing Characteristics

Park Police Officer: journey-level; works under the general supervision of a Sergeant Park Police; must be able to work alone and exercise independent judgment in performing duties; substantial contact with the general public and other law enforcement personnel; may supervise temporary and seasonal staff and assist in training Park Police Officer Trainees.

Sergeant Park Police: first supervisory level; supervises full-time Park Police Officers and other staff assigned to the Park Police such as Park Rangers, communications staff, and clerical staff.

Lieutenant Park Police: supervises, directs, and coordinates the assignments of the Sergeants; serves as a zone supervisor in a District; assists with police operations within the District; communicates orders, information, and instructions.

Captain Park Police: serves as second-in-command of a District and assumes the duties of the District Commander when necessary; prepares deployment plans, orders, and instructions; ensures that District police operations are functioning effectively; keeps the Major informed on all force issues.

Major Park Police: manages all police activities for a District.

Related Classes

Positions in the Environmental Conservation Officer Series enforce provisions of the Environmental Conservation law to protect, preserve, and improve the quality of the State's natural environment. They perform activities to control or prevent air and water pollution, the improper disposal of solid, toxic and hazardous wastes, the improper use of pesticides and herbicides, the demise of endangered species, and the over-harvesting of fish and wildlife.

Positions in the University Police Officer Series enforce all New York State and local laws and the Student Code of Conduct on the grounds of the State University of New York. They are actively involved in campus communities and activities including educating community members on topics such as personal safety, risk awareness, crime prevention, alcohol awareness, sexual assault prevention, and other community safety issues.

Illustrative Duties

Park Police Officer

Maintains order within facilities to ensure the safety and security of patrons and to preserve and protect the natural and historic resources of the Office of Parks, Recreation and Historic Preservation.

- Deters crime by their uniformed presence and proactive patrol tactics.
- Provides crowd and traffic control.
- Protects victims at the scenes of crimes, accidents, and fires and direct the response of emergency personnel, including firefighters, paramedics, ambulances, and tow trucks.
- Directs the administration of first aid and secure medical assistance for the prompt treatment of sick or injured persons.

Instructs park patrons regarding various laws and agency rules and regulation.

- Communicates laws, rules, and regulations to patrons while on patrol and when engaging in enforcement actions.
- Speaks to interested groups at schools, fairs, and shows to explain the Park Police career and profession.

- Participates in administered traffic, boating, and snowmobile safety programs.

Administers and enforces all laws, rules, and regulations to protect persons and property from injury or damage.

- Patrols an assigned area on foot, by car, bicycle, boat, or other form of transportation to detect crime and provide assistance to park visitors.
- Makes arrests and/or issues tickets to halt illegal and disorderly behavior and deter future violations of the law.
- Evicts violators from campgrounds and other facilities as necessary.
- Conducts sobriety checkpoints to detect alcohol or drug impaired motorists and make arrests of same.
- Conducts investigations throughout the District to apprehend subjects wanted for offenses committed in areas under the jurisdiction of the agency.
- Makes inquiries by law enforcement computer networks to verify the identity of suspects and suspect vehicles.
- Detects hazards, unsafe conditions, or irregularities on park property and direct the response of appropriate personnel.
- Assists local law enforcement agencies in the collection and compilation of boating accident and casualty reports by conducting investigations and prosecuting offenders.
- Works with and assists other police agencies during emergency situations.
- Records activities and incidents by completing reports including accident reports, crime reports, investigative reports, and general incident reports, and complete other paperwork as required.

Conduct police inquiries and investigations, using a variety of techniques.

- Analyzes or directs the collection and analyses of breath, blood, and urine samples and other physical evidence and factual data for the purpose of identifying offenders and initiating successful prosecution.
- Inspects and photographs crime scenes to identify, preserve, collect, secure, and analyze physical evidence.

- Interviews suspects, victims, and witnesses to obtain testimonial evidence.
- Executes search warrants to recover evidence as necessary.

Presents the results of enforcement and investigation to a court of law.

- Apprehends suspects, including physical restraint and custody, perform mandated booking procedures, and attend arraignment of the accused before a magistrate.
- Secures offenders to the custody of the appropriate law enforcement organization when so ordered by the court.
- Executes arrest and bench warrants.
- Completes all paperwork as required by the court or District Attorney.
- Testifies in court when required.
- Seeks and maintains the cooperation of other federal, State, and local law enforcement agencies.

Teaches specific programs for the public and for police professionals.

- Assists municipalities and agency personnel in determining training needs, and develop, administer, conduct, and evaluate programs and courses.
- Conducts training programs for local law enforcement agencies and agency security personnel.
- Performs periodic field audits of municipalities to ensure conformance to program mandates and standards.
- Conducts or assists in the presentation of programs related to boating and safe navigation and assist staff of the Bureau of Marine Services in developing courses and programs.
- May attain state certification as police instructor to provide instruction in various topics at schools and academies.
- Performs field training of recruits and conduct in-service training and programs for Park Police Officers.

Recruits candidates for permanent positions as well as temporary and seasonal positions.

- Speaks at local colleges and attend job fairs to promote the Park Police Officer career and the Park Police Officer Trainee examination.
- Recruits candidates for temporary and seasonal police positions, interview candidates, conduct background investigations, and makes recommendations for hire.
- Recruits and interviews candidates for civilian positions, conduct background investigations, and make recommendations for hire.

Sergeant Park Police

May perform any of the duties of a Park Police Officer.

Supervises police activities for an assigned shift.

Schedules and assigns staff and reassign staff to cover emergencies or events within a zone.

Observes and evaluates staff performance.

Assists in developing training programs.

Conducts on-the-job training and classroom instruction.

Conducts police investigations.

Acts as liaison between Park Police Officers and local police.

Responds to emergencies and incidents as required.

Inspects, evaluates, and maintains police force property and equipment and ensure the availability of supplies.

Performs administrative functions, such as preparing reports, budget requests, duty rosters, and performance evaluations.

Monitors recruitment duties performed by subordinate staff and may be assigned to conduct background investigations as necessary.

May supervise police activities in a zone in the absence of a higher ranking officer within the District.

May be assigned to serve as a staff member or instructor at the Park Police Academy or other training site; perform personnel complaint investigations

throughout the State; be assigned to specialized duties such as Communications, Evidence Sergeant, or Fleet Sergeant; be assigned to represent the Division of Law Enforcement at an emergency operations center or at a temporary headquarters during a time of emergency; and represent the Director of Park Police at meetings and may be assigned to tabulate statistical data, prepare reports, and collaborate with other agencies to accomplish law enforcement goals.

Lieutenant Park Police

May perform any of the duties of any subordinate officer.

Assists with the management of all police activities for the District and generally is assigned to manage police activities within a Zone.

Supervises police activities in the absence of the Captain or the Major.

Schedules and deploys staff and arrange for coverage for special events and absences.

Evaluates the performance of staff and make recommendations regarding probationary or other terminations.

Develops training programs and courses and conduct training.

Reviews background information on and interview candidates recommended for hiring.

Authorizes the hiring of candidates for permanent, temporary and seasonal police staff as well as for civilian staff.

Determines the need for outside training, and assign and select staff for participation.

Develops and maintains a close working relationship with other police and security forces.

Supervises investigations.

Enforces all laws, rules, and regulations.

Prepares a variety of administrative reports and address organizations about police matters.

May be assigned to serve as a staff member or instructor at the Park Police Academy or other training site; be assigned to perform personnel complaint

investigations throughout the State; be assigned to specialized duties with the Communications Unit, or the Internal Affairs Unit; be assigned to represent the Division of Law Enforcement at an emergency operations center or at temporary headquarters during a time of emergency; represent the Director of Park Police at meetings; or be assigned to tabulate statistical data, prepare reports, and collaborate with other state agencies to accomplish law enforcement goals.

Captain Park Police

May perform any of the duties of any subordinate officer.

Serves as the second in command for all police activities in a District.

Supervises all subordinate police and civilian staff.

Evaluates the performance of supervisory personnel.

Assists in conducting and managing the training program for all police staff.

Coordinates with other law enforcement agencies on police matters.

Evaluates and approves reports and supervises the preparation of reports for other agencies.

Coordinates special event coverage.

Oversees the procurement of uniforms and equipment.

Recommends and implements changes in policies, rules, and regulations.

Ensures enforcement of all laws, rules, and regulations, and manage all police activities in the absence of the Major.

May be assigned to serve as a staff member or instructor at the Park Police Academy or other training site; be assigned to perform personnel complaint investigations throughout the State; be assigned to specialized duties within the Communications Unit or the Internal Affairs Unit; be assigned to represent the Division of Law Enforcement at emergency operation centers or temporary headquarters during a time of emergency; represent the Director of Park Police at meetings; or be assigned to tabulate statistical data, prepare reports and collaborate with other agencies to accomplish law enforcement goals.

Major Park Police

May perform any of the duties of any subordinate officer.

Oversees and supervises police activities in a District.

Performs and directs special investigations.

Coordinates police operations with Regional Directors within the District as well as other police agencies.

Ensures the confidentiality and security of all police records.

Supervises all administrative functions for the police force, including budget preparation, maintenance of personnel and training records, equipment and supply inventory and control, and report preparation.

Ensures that all police staff have appropriate certification and training.

Approves all disciplinary measures and terminations of police and civilian staff.

Assists with the development and implementation of policies, procedures, rules and regulations.

Evaluates and approves posts for police coverage and implements changes as needed.

Manages and allocates law enforcement resources, and participate in emergency planning.

May be assigned to serve as a staff member or instructor at the Park Police Academy or other training site; may perform personnel complaint investigations throughout the State; be assigned to specialized duties; represent the Division of Law Enforcement at an emergency operations center or temporary headquarters during a time of emergency; represent the Director of Park Police at meetings; or be assigned to tabulate statistical data, prepare reports, and collaborate with other agencies to accomplish law enforcement goals.

Independence of Operation

Incumbents must be able to work alone and without direct supervision since the work requires independent performance of duties. Additionally, the size of the zones within the Districts may require that incumbents be stationed at considerable distance from their immediate supervisors and headquarters. Park Police Officers must be able to exercise good judgment and carry firearms and other weapons and must make critical decisions concerning the use of force, including deadly force, during highly stressful incidents.

Incumbents perform duties from routine activities, such as completing reports and answering questions, to complex activities, such as conducting

investigations, apprehending criminals, and testifying in court. Incumbents may also develop and conduct courses and programs and conduct research topics for task force assignments. Park Police Officers must interpret factual information and make significant legal determinations, including whether or not to make an arrest, use or not use force, and conduct or not conduct a search or seizure of property. Such decisions must be based on a thorough understanding of legal principles and constitutional protections.

Communication

Park Police Officers of all levels have frequent face-to-face and telephone communications with other members of the State Park Police force, superior officers, other law enforcement personnel, the general public, park patrons, and agency staff. Park Police Officers must use tact and diplomacy to minimize conflict when enforcing laws, rules, and regulations.

Park Police Officers of all levels communicate in writing by police reports, letters, and memoranda to other law enforcement jurisdictions, the general public and agency staff.

Park Police Officers operate a network of police radio equipment including internal (agency) frequencies and external (local and State Police) frequencies to maintain communications with 9-1-1 dispatch centers and park police dispatchers. Officers also use mobile data terminals and vehicle mounted computer to communicate between police vehicles and to access law enforcement databases.

Supervision Exercised

Although supervision is not a year-round characteristic of Park Police Officers, incumbents may direct temporary and seasonal law enforcement staff and may participate in on-the-job training of Park Police Officer Trainees and other staff. Sergeant, Lieutenant, Captain, and Major Park Police are all supervisory classes.

Minimum Qualifications

Park Police Officer

Open Competitive: Park Police Officers must: possess a high school diploma, a high school equivalency diploma, or a USAFI GED high school level diploma. Candidates must have completed or expect to complete 60 college semester credit hours by the time of the examination. Two years of active duty service and an honorable discharge or under conditions in the NYS Restoration of Honor Act may be substituted for 30 of the 60 college semester credit hours.

Park Police Officers must: maintain New York State residency pursuant to the Public Officer's Law; be qualified to be a Police Officer under New York State Law and be legally eligible to carry firearms. They must also possess or obtain a valid and unrestricted Class D New York State Driver's License; meet the minimum physical, medical, psychological and agility requirements as determined by the Municipal Police Training Council; be not less than 20 years of age at the time of appointment; and be able to successfully complete mandatory training, including the Basic Course for Police Officers and specialized agency training provided during a traineeship.

Sergeant Park Police

Promotion: two years of service as a Park Police Officer.

Lieutenant Park Police

Promotion: one year of service as a Sergeant Park Police.

Captain Park Police

Promotion: one year of service as a Lieutenant Park Police.

Major Park Police

Promotion: one year of service as a Captain Park Police.

Note: Classification Standards illustrate the nature, extent and scope of duties and responsibilities of the classes they describe. Standards cannot and do not include all of the work that might be appropriately performed by a class. The minimum qualifications above are those which were required for appointment at the time the Classification Standard was written. Please contact the Division of Staffing Services for current information on minimum qualification requirements for appointment or examination.

11/20

MK