

SPECIAL PATROL OFFICER

STANDARD NO(S):

NYSLEAP: 2.2,11.1

NYSSA CS # 1

DATE:

July 28, 2009

REFER TO:

Gary S. Sullivan

I. OBJECTIVE:

In order to promote sound administrative decisions relative to the organizational structure, the Seneca County Sheriff has established written job descriptions which outline the scope, responsibilities and duties of the position.

II. POLICY:

To establish a job description for Special Patrol Officer in the Seneca County Sheriff's Office.

III. DETAILS:

A. Employment Criteria – This position involves responsibility for maintaining order and providing security in public buildings, schools and courtrooms. The Special Patrol Officer in Seneca County will have the powers of peace officers as set forth in section 2.20 of the Criminal Procedure Law and will provide protection and security for property and persons on publicly owned property as deemed necessary by the Sheriff of Seneca County which will include Court Security, Security of the County Office Building and marine navigation on the waters of Seneca County; and perform any other duties assigned by the Sheriff. The work is performed under general supervision of the Sheriff. The incumbent does related work as required. Typical work assignments vary and are outlined below as illustrative only:

1. Provides security by standing in and patrolling public buildings;
2. Protects and guards the public, judges, students, and employees, in the designated publicly-owned property;
3. Physically restrains unruly individuals;
4. Escorts judges, juries and witnesses to and from the courtroom;
5. Provides general information to visitors on premises;
6. Checks to insure that all necessary documents and identification are in order;
7. Safeguards and patrols public property;
8. Provides assistance in emergency situations;
9. Maintains and updates records as required;
10. Prepares incident reports;
11. Distributes and posts appropriate documents and materials.

B. Full Performance Knowledges, Skills, Abilities & Personal Characteristics:

1. Good knowledge of procedures and practices for protecting and safeguarding buildings and property;
2. Good knowledge of the powers of a peace officer;
3. Ability to maintain order;
4. Ability to perform first aid;
5. Ability to exercise judgement and common sense in stressful situations;
6. Ability to carry out established security procedures in case of fire, bomb threat or other emergency situations;
7. Ability to observe detail, remember facts and information, and evaluate situations;
8. Ability to understand oral and written instructions and apply information, rules, regulations and procedures to specific situations;
9. Ability to prepare brief written communications;
10. Ability to communicate information orally to the public, or related personnel;
11. Ability to use self-defense, restraint techniques and security equipment;
12. Physical condition commensurate with the demands of the position.

C. The position of Special Patrol Officer must meet all civil service requirements.

D. The Seneca County Sheriff and the Seneca County Personnel Office will establish all minimum qualifications.

MINIMUM QUALIFICATIONS:

Retired member of a police or sheriff's department, or division of state police, or retired former corrections, parole or probation officer.

SPECIAL REQUIREMENTS :

Special Patrol Officers may not carry or possess firearms while on duty unless authorized to do so by the Appointing Authority and a license has been issued pursuant to 400.00 of Penal Law (2.10.37 of Criminal Procedure Law). Where possession of the license is required, eligibility for and continued possession of the license is required for employment.

E. Seneca County is an Equal Opportunity Employer

