

SPECIAL OFFICER OCCUPATIONAL GROUP [252]**SUPERVISING SPECIAL OFFICER****General Statement of Duties and Responsibilities**

Under varying levels of supervision with varying degrees of difficulty and latitude for independent judgment, supervises and performs work to provide physical security, safety, loss prevention and maintenance of order, in accordance with agency orders and procedures. Uses computers and operates electronic security and safety monitoring systems and other equipment and devices. May operate a motor vehicle to perform duties. There are three Assignment Levels within this class of positions. All personnel perform related work, including performing the duties of lower Assignment Levels and subordinates. May perform duties of a certified Fire Safety/Emergency Action Plan Director. The following are typical assignments performed at each level of this class of positions.

Assignment Level I

Under general supervision, directs a security unit on a specific tour of duty in an assigned area; may work in a secure detention facility. In addition to performing the tasks of a Special Officer, performs tasks such as the following:

Examples of Typical Tasks

Supervises and evaluates the performance of subordinate staff plans and coordinates assignments of staff and equipment. Coordinates with contracted security guards and their supervisors regarding staff assignments, equipment and evaluation of job performance.

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SUPERVISING SPECIAL OFFICER (continued)

Assignment Level I (continued)

Examples of Typical Tasks (continued)

Directs and trains subordinates in their duties and responsibilities; reprimands staff for poor performance and ensures their duties are carried out correctly.

Conducts roll call; inspects Special Officers, posts, and assigned work areas.

Responds to emergency situations; investigates, supervises and assists subordinates in the handling of serious and unusual incidents; determines if additional staff and/or presence of the police is required.

Interprets and enforces policy directives from higher authorities.

Prepares, maintains and reviews records, logs and reports regarding patrols, demonstrations, arrests and other incidents relating to safety and security.

Prepares and submits reports and recommendations to superiors; keeps superiors and/or agency personnel informed of potentially dangerous or unusual situations.

May participate in decisions related to plant layout.

May act as liaison to several locations or temporarily supervise an additional location.

Appears in court and/or assists other law enforcement agencies on assault or arrest cases.

In the temporary absence of the supervisor may perform the supervisor's duties.

SPECIAL OFFICER OCCUPATIONAL GROUP [252]**SUPERVISING SPECIAL OFFICER** (continued)**Assignment Level II**

Under direction, is responsible for planning, developing and/or implementing security programs involving the supervision and coordination of a security staff of a broader assigned area. In addition to performing the duties of subordinate Assignment Levels, performs tasks such as the following:

Examples of Typical Tasks

Formulates and approves security arrangements, regulations and procedures to conform to agency policies and directives. Provides input to building management for evacuation/fire safety procedures and assist in conducting drills.

Conducts regular inspections to ensure that a safe environment is maintained.

Ensures that database access control system ID cards are issued and replaced. Maintains database.

Extracts information from computer and video records.

Advises Department executives and staff on security matters.

Plans, develops, organizes and conducts in-service training programs for security personnel.

Identifies training needs based on evaluations of work performed.

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SUPERVISING SPECIAL OFFICER (continued)

Assignment Level II (continued)

Examples of Typical Tasks (continued)

Maintains liaison with appropriate law enforcement agencies.

Prepares and submits budget requests and ensures requests for purchase of equipment, supplies and repairs are submitted.

Supervises the preparation and maintenance of a system of records and reports.

Conducts special studies and investigations as required.

In the temporary absence of the supervisor performs the duties of the supervisor.

Assignment Level III

Under general direction, is responsible for the administration, supervision and coordination of a large security program or a security staff assigned to a very large area or assigned to secure an operation of significant importance.

Examples of Typical Tasks

Directs the operation of field security units within the assigned area.

Conducts inspections of patrol staff, field locations and equipment.

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SUPERVISING SPECIAL OFFICER (continued)

Assignment Level III (continued)

Examples of Typical Tasks (continued)

Directs administrative investigations of intra-agency problems. Recommends necessary corrective action.

Supervises a number of units, such as the Investigations Unit and 24 Hour Desk and Crime Prevention Unit, having an important support function for field operations.

Supervises the maintenance and submission of security records and statistics, as mandated by the Agency.

Advises Agency management on security matters.

Coordinates operations with the police department and other law enforcement agencies as required.

Evaluates performance and directs the training of subordinates.

Functions as the liaison with community groups in resolving public relations problems.

May act as hearing officer on minor violations of rules and regulations.

SPECIAL OFFICER OCCUPATIONAL GROUP [252]**SUPERVISING SPECIAL OFFICER** (continued)**Qualification Requirements**

A four-year high school diploma or its educational equivalent approved by a state's department of education or a recognized accrediting organization and one year of full-time satisfactory experience in the field of law enforcement, protection or security.

Individuals serving in this title are designated as Peace Officers by the New York State Criminal Procedure Law. Therefore, all candidates must be qualified to serve as Peace Officers. Incumbents must satisfy the training requirements established by the State of New York for Peace Officers and obtain certification. Once obtained, this certification must be maintained for the duration of employment.

Additional Requirements for Certain Positions

A motor vehicle driver license valid in the State of New York is required for appointment to positions in certain agencies. If required, this license must be maintained for the duration of employment.

A certification in Fire Safety/Emergency Action Plan in the State of New York is required for appointment to positions in certain agencies. If required, this license must be maintained for the duration of employment.

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SUPERVISING SPECIAL OFFICER (continued)

Additional Qualification Requirements

For Assignment To Assignment Level II:

- A. One year of experience as a Supervising Special Officer-Assignment Level I; or
- B. In addition to meeting the minimum qualification requirements for Assignment Level I above, one year of experience in the field of law enforcement, protection or security in a supervisory capacity.

For Assignment to Assignment Level III:

- A. Two years of experience as a Supervising Special Officer; or
- B. In addition to meeting the minimum qualification requirements for Assignment Level I above, two additional years of full-time experience in the field of law enforcement, protection or security, at least one year of which must have been in a supervisory or administrative capacity.

Direct Lines of Promotion

From: Special Officer (70810)

To: None.