

SPECIAL PATROL OFFICER

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for maintaining order and providing security in and around public buildings, school district buildings, courtrooms and/or other public facilities. Incumbents have all the powers of a peace officer, as set forth in §2.20 of Criminal Procedure Law, when performing the duties of protecting property or persons in and around such premises. Work is performed under general supervision of the County Sheriff, or of the appointing authority. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Provides security by standing in and patrolling public buildings and facilities, including interior spaces as well as immediate outside areas;
Maintains order and decorum in public spaces such as courtrooms, waiting rooms, etc.;
Protects and guards employees, students, visitors, and the general public in and around public buildings, facilities and properties;
Screens visitors and checks identification and other necessary documents, as needed;
Provides general information to visitors and the general public on premises;
Subdues and/or physically restrains unruly individuals, as needed;
Safeguards public property;
Provides first aid and/or other assistance in emergency situations;
Maintains and updates records as required;
Prepares activity and incident reports;
Distributes and posts appropriate documents and materials;
May be assigned to secure and guard prisoners and/or detainees in a courtroom or related situation;
May provide escort to and from public buildings and facilities, or to and from courtrooms, as needed;
Performs a variety of related activities as required.

Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of the powers of a peace officer; good knowledge of procedures and practices for protecting and safeguarding buildings and property; ability to maintain order; ability to perform first aid; ability to exercise good judgment and common sense in stressful situations; ability to carry out established security procedures in case of fire, threat or other emergency situations; ability to observe detail, remember facts

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and information, and evaluate situations; ability to understand and follow complex oral and written directions; ability to enforce rules, regulations and procedures; ability to prepare written reports; ability to communicate effectively to individuals as well as groups; ability to use self-defense, restraint techniques and security equipment; willingness to provide leadership, act responsibly and decisively; courtesy and tact.

MINIMUM QUALIFICATIONS:

Must be a retired member of a police or sheriff's department, or of a division of state police, or retired former correction, parole or probation officer.

SPECIAL REQUIREMENTS REGARDING POSSESSION OF FIREARMS:

Special Patrol Officers may not carry or possess firearms while on duty unless authorized to do so by the appointing authority. If so authorized, possession of a license issued pursuant to §400.00 of Penal Law (Criminal Procedure Law §2.10.37) is required. Where possession of license is required, eligibility for and possession of the license is required at the time of, and throughout, appointment.