

SECURITY PATROL OFFICER

Code No. 4-09-073
COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This is a support service position in the City School District responsible for guarding, patrolling and policing school buildings and grounds within a designated route of school buildings. This position is distinguished from Guard because the incumbent is required to operate a motor vehicle in order to patrol the assigned route. The Officer checks for vandalism and/or illegal entry, checks operation of boiler plants and mechanical equipment; reports conditions requiring attention to the Supervisor of Plant Security or the building Custodian Engineer. Work involves lifting, climbing stairs and ladders and extensive walking. Incumbents will be required to work various shifts, holidays and mandatory overtime as necessary. The employee may supervise subordinate staff. The employee reports directly to and works under general supervision from the Supervisor of Plant Security, with leeway allowed for independent judgement and decision making during the course of his/her rounds. Does related work as required.

TYPICAL WORK ACTIVITIES: (All need not be performed in a given position. Other related duties may be performed, although not listed)

Patrols school buildings;

Responds to all alarms, such as fire, intrusion and temperature alarms;

Notifies police of illegal entry;

Checks for evidence of vandalism and/or illegal entry;

Checks operation of boiler plant and mechanical equipment;

Assists, as needed and directed, in emergency situations;

Corrects unsafe conditions such as boarding broken windows or similar tasks;

Notifies supervisor of conditions requiring action;

Informs building Custodian Engineer of any problems in a school requiring immediate action;

Writes reports of incidents, and keeps record of road patrol activities;

Makes routine checks and simple adjustments to alarm systems; intrusion alarms, fire alarms, and low temperature alarms in accordance with well-defined procedures;

Checks lights, windows and doors to ensure building is properly secured;

Summons fire departments or police in emergency;

Picks up and delivers cash receipts;

Performs duties of Security Guard when required.

FULL PERFORMANCE, KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of the geographical area to which assigned and the physical layout of the various buildings to which assigned; working knowledge of the law as it applies to keeping the peace; working knowledge of first aid measures; ability to enforce district rules and regulations; ability to detect and correct fire or accident hazards, including operating and resetting fire alarm and intrusion systems; ability to keep and maintain order when necessary; ability to cooperate with law enforcement agencies when needed; ability to cope with emergencies; ability to read and understand complex written instructions; ability to make written reports of incidents; ability to safely operate a motor vehicle; obedience; reliability; integrity; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma plus, either:

- (A) Completion of twenty-one (21) credit hours from a regionally accredited or New York State registered college or university, plus one (1) year paid full-time or its part-time equivalent experience in security work involving conducting rounds and investigation of security problems, or in a position responsible for the enforcement of peace and order such as a guard, police officer, forest ranger, or armored vehicle guard; OR,
- (B) Completion of eight continuing education units in Criminal Justice, Police Science or a related field, plus one (1) year experience as defined in (A); OR,
- (C) Three (3) years experience as defined in (A); OR,
- (D) Any equivalent combination of training and experience as defined by the limited of (A) and (B) above.

SPECIAL REQUIREMENT(s):

(1) Possession of a valid class *D* operator's license issued by New York State is required at time of appointment and must be maintained throughout employment.

(2) Current registration as a Security Guard with the New York State Department of State.

Candidates will be required to pass a security check by the City Police Department, Monroe County Sheriff's Department and the Bureau of Criminal Investigation of the New York State Police. Candidates will be required to pass an annual physical examination as related to required work activities.

NOTE: Experience as a Night Watchman is not deemed acceptable.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS AND BOCES

Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

ADOPTED: November 1, 1990

REVISED: June 4, 1998