

SPECIAL PATROL OFFICER

Code No: 6-16-017
Competitive

DISTINGUISHING FEATURES OF THE CLASS: This position is responsible for maintaining order and providing security in public buildings, schools and courtrooms. Persons employed in this position shall have all the powers of a peace officer, as set forth in section 2.20 of Criminal Procedure Law when performing the duties of protecting property or persons on such premises. The employee reports directly to, and works under the general supervision of a Chief of Police, Sheriff or other higher-level staff member. Does related work as required.

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

Provides security by standing in and patrolling public buildings;

Protects and guards the public, judges, students, and employees in the designated publicly owned property;

Physically restrains unruly individuals;

Escorts judges, juries and witnesses to and from the courtroom;

Provides general information to visitors on premises;

Checks to ensure all necessary documents and identification are in order;

Safeguards public property;

Provides assistance in emergency situations;

Maintains and updates records as required;

Prepares incident reports;

Distributes and posts appropriate documents and materials.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of procedures and practices for protecting and safeguarding buildings and property; good knowledge of the powers of a peace officer; ability to maintain order; ability to perform first aid; ability to exercise judgment and common sense in stressful situations; ability to carry out established security procedures in case of fire, bomb threat or other emergency situations; ability to observe detail, recall facts and information, and evaluate situations; ability to understand oral and written instructions and apply information, rules, regulations and procedures to specific situations; ability to communicate orally and in writing including creating brief written communications and communicating orally to the public or related personnel; ability to use self-defense, restraint techniques, and security equipment; good judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- (a) Retired member of a police or sheriff's department in New York State, or
- (b) Retired member of the division of state police, or

(c) Retired former corrections, parole or probation officer in New York State.

SPECIAL REQUIREMENTS TO CARRY OR POSSESS FIREARMS: 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 Section 400.00 of Penal Law (Section 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.

SPECIAL REQUIREMENTS: If you are appointed, you will be required to have a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the position.

Monroe County Civil Service Commission

ADOPTED: December 6, 2018

REVISED: November 7, 2019