

SPECIAL PATROL OFFICER

LOCATION: Village of Owego
CLASSIFICATION: Competitive
SALARY: To be determined
ADOPTED: 09/2018 Tioga Co. Personnel & Civil Service

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for maintaining order and providing security in public buildings and schools. Persons employed in this class 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 work is performed under general supervision of the Police Chief. The incumbent does 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;
- Protects and guards the public, students, and employees, in and around public buildings, facilities and properties;
- Subdues and/or physically restrains unruly individuals, as needed;
- Screens visitors and checks identification and other necessary documents, as needed;
- Provides general information to visitors on premises;
- Safeguards public property;
- Provides first aid and/or assistance in emergency situations;
- Maintains and updates records as required;
- Prepares activity and incident reports;
- Distributes and posts appropriate documents and materials;
- May provide escort to and from public buildings and facilities, as needed.

FULL PERFORMANCE KNOWLEDGE, 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 judgement 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, remember 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 prepare brief written communications; ability to communicate information orally to the public, or related personnel; ability to use self-defense, restraint techniques and security equipment; willingness to provide leadership, act responsibly and decisively; courtesy and tact.

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

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 §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.