

SECURITY OFFICER II/EMERGENCY MANAGEMENT ASSOCIATE

DISTINGUISHING FEATURES OF THE CLASS: The incumbent in this position performs a dual function as Security Officer II and Emergency Management Associate. The Security Officer II work involves detecting and preventing crimes and enforcing laws, rules and regulations for the protection of persons, property and the general maintenance of peace, order and security on County property and within County facilities. An employee in this position is a Peace Officer whose law enforcement authority extends beyond County property through policy statements issued by superiors. The Emergency Management Associate work involves assisting in the planning, developing and coordinating of the County-wide emergency management assistance program and homeland security program. The incumbent in this position assists in coordinating the enforcement of the County's emergency operation plan relative to disaster prevention and homeland security measures. The work of the Security Officer II is performed under the general direction of the Director of Security, while the work of the Emergency Management Associate is performed under the general direction of the Director of Emergency Services. Does relate work as required.

TYPICAL WORK ACTIVITIES:

Security Officer II:

Patrols County property, in automobile or on foot, to ensure that people obey appropriate Federal, State and County laws relative to public order on County property and to look for damage, vandalism, safety hazards or unusual occurrences, and corrects same or takes appropriate action;

Participates in the development and revision of security procedures, drafts reports and participates in meetings with department heads and their personnel concerning matters of security;

Conducts comprehensive investigations by inspecting the physical scene, collecting physical evidence, interviewing witnesses and recording their statements, completing an incident report and filling out the appropriate law enforcement information forms;

Makes arrests and issues tickets based on legal procedures governing these actions and recommends non-law enforcement solutions;

Testifies in court regarding offenses and activities, as well as arrests based on investigation;

Provides assistance and guidance to subordinates in regard to law enforcement and non-routine activities;

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Participates in crowd control at special County events by directing traffic and answering questions of the public;
Transports money to the bank for individual departments or divisions;
Prepares a variety of written reports on activities;
May be required to carry a firearm.

Emergency Management Associate:

Assists in the development of a County-wide Emergency Operations/Disaster plan and conducts regular plan review, including those related to homeland security;
Assists in the coordination of a County-wide emergency management assistance program to ensure an effective all-hazard disaster response and homeland security response;
Complies and maintains lists of available services, resources, mutual aid agreements relevant to emergency management assistance and homeland security measures;
Processes requests for State and Federal assistance following a disaster or homeland security emergency;
Performs duties as required in disaster emergencies and homeland security emergencies, including response and recovery activities;
Disseminates information and attends meetings as required;
Prepares a variety of records and reports.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the geography of the County, including the physical locations and layout of County facilities;
Good knowledge of physical resources and community and governmental organizations;
Good knowledge of law enforcement methods such as patrolling, investigating and observing activity;
Good knowledge of the principles and practices involved in coordinating an emergency management assistance program;
Working knowledge of laws, rules, and regulations governing action on County property and of the County in general;
Working knowledge of the proper methods and procedures used in making investigations, analyzing findings and implementing corrective action;
Working knowledge of the methods and techniques required to control and mobilize resources in natural disaster emergency situations;

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Working knowledge of principles and practices used in response to terrorism and other public threats and emergencies;
Ability to establish and maintain cooperative relationships with public officials, professional and technical personnel and the general public;
Ability to deal courteously and tactfully with the public;
Ability to think quickly and act effectively in emergency situations;
Ability to communicate effectively both orally and in writing;
Ability to properly use and care for firearms;
Ability to lay out the work of others;
Good powers of observation;
Sound Judgment.

MINIMUM QUALIFICATIONS*:

Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree, and two years' experience as a security officer in a public or private force, a private investigator, Police Officer or New York State Peace Officer in a law enforcement agency as designated by the New York State Criminal Procedure Law, or one year of active military service**.

**Note: 1664 hours = 1 year full-time experience
832 hours = 6 months' full-time experience**

****Military duty is defined as the Army, Navy, Marine Corps, Air Force, Coast Guard and the National Guard when in service for the United States. Such service must have been on a full-time active duty basis other than for training purposes. Proof of an honorable discharge (DD-214) must be provided before the candidate's name can be certified for appointment.**

SPECIAL REQUIREMENTS*: Successful completion of a background investigation, drug screening and/or psychological test will be required prior to appointment.

SPECIAL REQUIREMENTS AT TIME OF APPOINTMENT*:

- 1) Possession of the appropriate level Motor Vehicle Operator License, and
- 2) Eligibility for a NYS Pistol Permit.

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SPECIAL REQUIREMENTS WITHIN THE PROBATIONARY PERIOD*:

- 1) Successful completion of the NYS DCJS initial firearms and deadly physical force course; AND
- 2) Possession of a NYS pistol permit; AND
- 3) Must be approved as a Peace Officer by the Broome County Attorney and either:
 - a) Successful completion of the Municipal Police Training Council's basic course for Police Officer; OR
 - b) Successful completion of the Municipal Training Council's basic course for Peace Officers.

NOTE*: Incumbents in this position are required to reside within the county of Broome at all times during their employment in the title.

***Pursuant to Public Officer's Law, Section 3-b**