

SPECIAL PATROL OFFICER

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for maintaining order and providing security in and around school buildings and grounds, and/or other public facilities. Incumbents have all the powers of a peace officer as pursuant to Section 2.20 of the New York Criminal Procedure Law. When employed by The Officer of the Sheriff the position involves assisting in the organizing, planning, and directing of training programs for law enforcement and corrections personnel. Work is performed under general supervision of the Municipal Police Department Police Chief, or the Broome County Sheriff with wide leeway allowed for the use of independent judgment. Does related work as required.

TYPICAL WORK ACTIVITIES:

Provides assistance in emergency situations;
Physically restrains unruly individuals as needed;
Prepares accident and incident reports as required;
Acts as an escort in and around the facility as needed;
Provides security and maintains order in and around the facility;
Provides general information to visitors and the general public on premises;
Distributes and posts appropriate documents and materials;

When assigned to the Office of the Sheriff:

Assists with the preparation and instruction of office training activities;
Assists in the implementation of training programs for law enforcement and corrections personnel;
Assists in the preparation of training records;
Assists in the organization of lectures, training materials, examinations, visual aids, etc.;

When assigned to a school district:

Patrols exterior and interior areas of school buildings and grounds to ensure a safe environment for the students, faculty staff and the general public;
Protects students, faculty staff and the general public in and around school buildings;
Assists school in developing site-specific safe school policies, plan and procedures;
Maintains order and compliance with the school code of conduct, policies, rules and regulations;
Disseminates information to the community regarding school safety policies and procedures;

Special Patrol Officer-CONT'D

Provides technical assistance to schools and communities to identify violence prevention strategies;

Provides information to school staff for identifying early warning signs and the most effective way to de-escalate potentially violent situations;

Intervenes directly to control disturbances in and around school property;

Carries out investigation of incidents as needed;

Assists the Student Support Team during disturbances or violent outbreaks as needed;

Greets students at the main entrance in the mornings and at dismissal, walks the halls between periods while students are changing classes;

Checks identification and initiates searches when necessary;

Relays information to the school principal or other appropriate staff concerning developments within and outside the school that may affect the safety and security of students, staff, faculty and the general public;

Assists in the development of school building security;

Serves as liaison to schools and community agencies, police, and emergency response personnel;

Interacts with students in a positive manner helping to build relationships and maintain order;

Assists school Social Workers as needed by providing relevant information regarding student safety and providing a calming presence for students;

Serves as a guest speaker in classrooms to help educate students on law enforcement related topics;

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of federal and state confidentiality regulations;

Thorough knowledge of factors that place students at risk of becoming involved in violent or risky behaviors;

Thorough knowledge of modern law enforcement administration and training practices;

Thorough knowledge of Federal, State and local criminal law;

Good knowledge of conflict resolution, aggression management, crisis intervention and de-escalation strategies, student and staff self-protection, crime prevention and drug and alcohol use prevention;

Special Patrol Officer-CONT'D

Good knowledge of procedures and practices for protecting and safeguarding buildings and property;
Good knowledge of crisis response and emergency management plans;
Working knowledge of adolescent development and related behaviors;
Ability to maintain order;
Ability to enforce rules, regulations and procedures;
Ability to express oneself clearly and concisely, both orally and in writing;
Ability to understand and carry out complex oral and written instructions;
Ability to observe details, remember facts and information, and evaluate situations;
Ability to secure the confidence and cooperation of students, faculty, staff and the general public;
Ability to exercise good judgment and common sense in stressful situations;
Ability to teach effectively;
Ability to establish and maintain successful relationships with people;
Ability to use self-defense and restraint techniques;
Ability to prepare written reports
Tact; Resourcefulness;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS*: Must be a retired member of a police department, sheriff's department, a division of the state police, or retired correction, parole, or probation officer.

***NOTE:** A retiree who had permanent competitive class status in New York State as a Police Officer, Deputy Sheriff, Correction Officer, Probation Officer, or Parole Officer and has retired, is eligible for reinstatement to a Special Patrol Officer position without further examination.

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 pursuant to Section 400.00 of New York Penal Law Section 2.10.37 of Criminal Procedure Law) is required. Where possession of license is required, eligibility for and continued possession of the license is required at time of and throughout appointment.