

SCHOOL RESOURCE OFFICER - ASSISTANT SUPERVISOR

DISTINGUISHING FEATURES OF THE CLASS: This is an administrative position that has responsibility for assisting the School Resource Officer-Supervisor in the day-to-day operations of the school resource officer program. The work involves the responsibility for assisting in the assigning, inspecting, and scheduling the work of the School Resource Officers (P/T Deputy Sheriff) who are assigned at local school districts. Work is performed under the general direction of the SRO-Supervisor with leeway allowed for the exercise of independent judgment in performing assigned responsibilities. The incumbent assists in supervising and assisting the school resource officers in coping with difficult law enforcement situations, assists in the management of the day-to-day operations of the school resource officer program, assists with school based investigations, and assists with the organizing and coordination the Office of the Sheriff's activities in the school districts. Does related work as required.

TYPICAL WORK ACTIVITIES:

Assists in the supervision of law enforcement services provided to the school, school administration, school grounds, and areas adjacent to the school;

May be called upon to act as a School Resource Officer in the event of an absence from any of the participating school districts;

Assists in the supervision of members assigned as school resource officers and their day-to-day work within the school districts to which they are assigned;

Ensures availability for conferences with students, parents, and school staff regarding law enforcement concerns;

Assists in making the appropriate referrals to juvenile authorities or other governmental agencies;

Establishes and maintains a close partnership with school administrators in order to provide for a safe school environment;

Assists in the development of crime prevention programs and conduct security inspections to deter criminal or delinquent activities;

Ensures visibility within the school community;

Attends and participate in school functions;

Builds working relationships with school staff, students and parents;

Assists the School Resource Officer-Supervisor and school administrators in emergency crisis planning and building security matters;

Works closely with teachers in designing and presenting law enforcement related topics and the role of law enforcement officers in our schools and society;

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Promotes the profession of Police Officer and be a positive role model for the students;

Assists in the supervision of the work of the school resource officers and ensures that SRO services are conducted in accordance with prescribed policies, procedures and standards;

Attends appropriate seminars, conferences and workshops to remain current on changes in law, modern school resource officer programs and other matters;

Serves as the designated Assistant Supervisory Field Training Officer for school resource officers and coordinates their professional development and growth;

Facilitates ongoing training programs including Basic SRO certification, Taser, body worn cameras, defensive tactics, and firearm retention are completed as prescribed by the SRO-Supervisor and per Office of the Sheriff policy;

Assists in the enforcement of all school and Office of the Sheriff policy and procedure as it relates to the School Resource Officer program;

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the New York State Penal law, Criminal Procedure Law, Search and Seizure Laws and Rules of Evidence;

Thorough knowledge of techniques and procedures used in conducting criminal investigations;

Good knowledge of investigative interviewing techniques;

Good knowledge of Broome County geographical area and of the multiple police agencies working the Broome County;

Good knowledge of how evidence, statements, and affidavits are used in investigative work;

Skill in conducting criminal investigations, including search warrants and wire-taps;

Ability to conduct detailed confidential investigations;

Ability to manage the activities of a unit and oversee the work of others;

Ability to communicate effectively, both orally and in writing;

Ability to gather, assemble, analyze, and evaluate facts, findings and evidence, draw logical conclusions, and make recommendations;

Ability to establish and maintain cooperative and effective working relationships with a wide variety of people, including law enforcement officers, members of other governmental agencies, attorneys, experts and informants;

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Ability to remain calm and act effectively in tense and potentially dangerous situations;
Ability to coordinate investigations among law enforcement officers of various municipal agencies;
Ability to use and care for firearms;
Ability to prepare and maintain a variety of reports;
Ability to apply first aid;
Ability to deal firmly yet courteously with the public;
Ability to follow and communicate written and oral directions;
Good powers of observation;
Sound judgment;

MINIMUM QUALIFICATIONS:

- A) Possession of a Bachelor's degree in criminal justice and six (6) years of experience as a Police Officer in New York State with permanent status*, three (3) years of which must have been performed in a supervisory rank, or in a supervisory role in a private corporation, business, or security agency; OR
- B) Possession of an Associate's degree in criminal justice and eight (8) years of experience as a Police Officer in New York State with permanent status*, five (5) years of which must have been performed in a supervisory rank, or in a supervisory role in a private corporation, business, or security agency; OR
- C) Graduation from high school or possession of an equivalency diploma and ten (10) years of experience as a Police Officer in New York State with permanent status*, five (5) years of which must have been performed in a supervisory rank, or in a supervisory role in a private corporation, business, or security agency.

*Permanent status gained exclusively through appointment from a New York State Police Officer eligible list as defined by Section 58(3) of New York State Civil Service Law.

SPECIAL REQUIREMENT: Possession of a valid license to operate a motor vehicle in the State of New York will be required at time of appointment and maintained while in this title.

NOTE: Your degree must have been awarded by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of education. If your degree was awarded by an educational institution outside of the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the internet at <https://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.