

SECURITY OFFICER II

DISTINGUISHING FEATURES OF THE CLASS: The 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. Does related work as required.

TYPICAL WORK ACTIVITIES:

Patrols County property, in automobiles 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;

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.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the geography of the County, including the physical location and layout of County facilities;

Good knowledge of law enforcement methods such as patrolling, investigating and observing activity;

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;

Ability to properly use and care for firearms;

Ability to lay out work for others;

Ability to express oneself clearly and concisely both orally and in writing;
Ability to deal courteously and tactfully with the public;
Ability to think quickly and act effectively in emergency situations;
Good powers of observations;
Sound judgment;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- A) Completion of thirty semester credit hours from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees, and six months experience as a Police Officer or New York State Peace Officer in a law enforcement agency as designated by the New York State Criminal Procedure Law; or
- B) One year of experience as a Police Officer or New York State Peace Officer as explained above; or
- C) An equivalent combination of training and experience as indicated in A) and B) above.

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

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's License, and
- 2) Eligibility for a NYS pistol permit.

SPECIAL REQUIREMENTS WITHIN THE PROBATIONARY PERIOD:

- 1) 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 and successful completion of the NYS DCJS initial firearms and deadly physical force course.
- 2) Possession of a NYS pistol permit.