

SENIOR SECURITY SUPERVISOR

DISTINGUISHING FEATURES OF THE CLASS: The incumbent in this position is responsible for organizing and overseeing Security Officers and Security Supervisors engaged in security operations at a variety of County facilities through the assignment of tasks, supervision of assignments and issuance of special orders. This position also oversees the enforcement of Federal, State and County laws on all County owned property. The scope of the law enforcement activity is to oversee the patrol of County property, investigate criminal and non-criminal incidents, issue traffic tickets and make arrests. Responsibilities also include scheduling of employees, conducting the New York State Peace Officer Academy, training objectives, and the Discovery system. Work is performed under the general supervision of the Director of Security with leeway allowed for the use of independent judgment in carrying out the details of the work. This work differs from that of a Security Supervisor by the increased supervisory responsibility and the degree of independent judgment necessary in the performance of duties. Supervision is exercised over Security Officers of various levels and Security Supervisors. Does related work as required.

TYPICAL WORK ACTIVITIES:

Supervises Security Officer and Security Supervisors and ensures that best practices are adhered to at all times;
Administers security policy, procedures and programs to ensure effective and professional security operations throughout the division;
Has responsibility for organizing and conducting the NYS Peace Officer Academy;
Interprets security rules and directs subordinates in enforcing compliance;
Assists the Director of Security in recruitment of new employees;
Performs initial interviews of prospective employees;
Serves as the Discovery officer and oversees the Discovery process for the department including full review of all arrests, and ensures compliance with Discovery law;
Oversees the scheduling of shifts for Security Officers and Security Supervisors, issues special orders for daily patrol and special assignments through briefings or written bulletins, and reviews work through briefings and reading all incident and accident reports;
Oversees the investigation complaints regarding personnel and takes appropriate action to avoid repetition;
Oversees and makes investigations by inspecting the physical scene, collecting physical evidence, interviewing witnesses and recording

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their statements, completing incidents reports and filling out the appropriate law enforcement information forms;
Has responsibility for reviewing and approving department purchases;
Ensures that regular, high visibility patrols are conducted and maintained;
Testifies in court regarding offenses and activities and assists Security Officers in preparing for necessary court appearances;
Responds to calls from subordinates asking for direction or assistance during emergency situations;
Ensures that all provided security equipment is in proper use at all times;
Oversees the scheduling of assigned staff to assure adequate coverage for regular and special activities;
Oversees the maintenance of vehicles and equipment;
Oversees the selection and training of subordinates in protective procedures, aid, and other related duties;
Performs special duties as assigned by the Director;
May be required to carry a firearm.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of law enforcement methods such as patrolling, investigating, and observing activity;
Thorough knowledge of laws, rules and regulations governing actions on County property and of the County in general;
Thorough knowledge of the methods and procedures used in making investigations, analyzing findings and implementing corrective action;
Ability to plan and supervise the work of others;
Ability to plan and supervise work in a manner conducive to full performance and high morale; Ability to express oneself clearly and concisely both orally and in writing;
Ability to establish and maintain an effective relationship with the public and employees;
Ability to deal courteously and tactfully with the public in enforcing laws or rules;
Ability to use and properly care for firearms;
Good powers of observation;
Physical condition commensurate with the demands of the position.

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MINIMUM QUALIFICATIONS:

A) Completion of 60 semester credit hours at a regionally accredited or New York State registered college or university and either:

1) three years' experience as a Police Officer and successful completion of the Municipal Police Training Council's Basic Course for Police Officers; OR

2) three years' experience as a New York State Peace Officer in a law enforcement agency as designated by the New York State Criminal Procedure Law, and successful completion of the Municipal Police Training Council's Basic Course for Peace Officer and successful completion of the NYS DCJS or a municipal approved initial firearms and deadly physical force course; OR

B) Graduation from high school or possession of an equivalency diploma and either:

1) five years' experience as a Police Officer and successful completion of the Municipal Police Training Council's Basic Course for Police Officers; OR

2) five years' experience as a New York State Peace Officer in a law enforcement agency as designated by the New York State Criminal Procedure Law, and successful completion of the Municipal Police Training Council's Basic Course for Peace Officer and successful completion of the NYS DCJS or a municipal approved initial firearms and deadly physical force course: OR

C) An equivalent combination of training and experience as defined by the limits of A) and B).

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) Possession of a NYS pistol permit; and

3) Must be approved as a Peace Officer by the Broome County Attorney.

SPECIAL REQUIRMENT: Incumbents in this position are required by the County Legislature to reside within the County of Broome, or an adjoining county (TIOGA, CORTLAND, DELAWARE, OR CHENANGO) at all times during their employment in this title.