

DEPUTY SHERIFF (PART-TIME)

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for maintaining order and providing security in and around school buildings and grounds, and other public facilities, assists with student discipline, and responds to emergencies. Incumbents have all the powers of a police officer as pursuant to Section 1.20(34) of the New York Criminal Procedure Law when acting within their designated duties, this includes making arrests, conducting searches, and issuing citations. Work is performed under general supervision of the Broome County Sheriff and the School Resource Officer Supervisor with wide leeway allowed for the use of independent judgment. Does related work as required.

TYPICAL WORK ACTIVITIES:

Maintains order and provides security in and around school districts and grounds, and other public facilities.

Patrols designated areas, monitors facility access, and ensures the safety of individuals and property.

May be involved in crowd management, de-escalation techniques, and intervening in situations involving agitated or aggressive individuals.

Patrols within and outside the school that may to ensure the safety and security of students, staff, faculty and the general public; 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;

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;

Provides assistance in emergency situations;

Intervenes directly to control disturbances in and around school property;

Carries out investigation of incidents as needed;

Physically restrains unruly individuals as needed;

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Prepares accident and incident reports as required;
Assists the Student Support Team during disturbances or violent outbreaks as needed;
Acts as an escort in and around school property 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;
Provides general information to visitors and the general public on premises;
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 and be a positive role model;
Distributes and posts appropriate documents and materials.

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;
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;
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;

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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 use self-defense and restraint techniques;
Ability to prepare written reports.

MINIMUM QUALIFICATIONS: Must be an active or retired member of a police department, sheriff's department or a division of the state police, having been certified as a New York State Police Officer, with permanent status gained exclusively through an appointment from a New York State Police Officer eligible list as defined by Section 58(3) of New York State Civil Service Law.

CITIZENSHIP: United States citizenship is required at time of appointment.

DRIVER'S LICENSE: Candidates must possess a valid New York State Operator's license at the time of appointment and maintained throughout employment.

BACKGROUND INVESTIGATION AND ADDITIONAL SCREENINGS: Each candidate may be subject to a thorough background investigation. Applicants will be required to authorize access to educational, financial, employment, criminal history, mental health records or other records. Conviction of a felony will bar appointment. Conviction of a misdemeanor or other offense are subject to evaluation and may bar appointment. At the discretion of the employing law enforcement agency, candidates may be subject to additional screenings as a term and condition of employment, including but not limited to, fingerprinting, psychological testing and polygraph. Drug testing is included in the required medical examination.

SPECIAL REQUIREMENT: 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 the title.