

Special Patrol Officer Tompkins County

Department: Sheriff's Office

Classification: Competitive

Approved: 3/1/2023

By: HB, Deputy Commissioner of Human Resources

MINIMUM QUALIFICATIONS:

1. Retired member of a police or sheriff's department in New York State, or
2. Retired member of the division of state police, or
3. Retired former corrections, parole, or probation officer in New York State.

NOTE:

1. In accordance with Section 209-V of General Municipal Law, a retiree who had permanent competitive class status in one of the above listed occupations may be reinstated to a Special Patrol Office position without further examination. Former members of the New York State Police (appointed by Executive Law 31) and any other peace officers retired from non-competitive positions can be re-employed as Special Patrol Officer only by participating in a civil service examination for the position.
2. Retired status will be confirmed through the background investigation and candidates may be asked to submit documentation showing proof as a retiree from a Law enforcement position.

SPECIAL REQUIREMENTS:

Possession of a valid New York State Operator's License at time of application and maintenance of such license in good standing throughout the duration of employment.

SPECIAL REQUIREMENT TO CARRY OR POSSESS FIREARMS:

Special Patrol Officers may not carry or possess firearms while on duty unless authorized to do so by the Appointing Authority and a license has been issued pursuant to Section 400.00 of Penal Law (Section 2.10.37 of Criminal Procedure Law). Where possession of the license is required, eligibility for and continued possession of the license is required for employment.

Special Patrol Officer must meet the standards outlined in the Sheriff's Office General Orders for firearms and less than lethal qualification/proficiency in accordance with the NYS Penal Law Article 35, the NYS Criminal Procedural Law and office's policy related to the use of force. Failure to meet the recertification standards for the aforementioned proficiency skills will result in termination of employment.

Tompkins County is Committed to Equity and Inclusion. We encourage those with similar values to apply.

DISTINGUISHING FEATURES OF THE CLASS:

This position involves responsibility for maintaining order and providing security in and around public buildings, schools, courtrooms and/or other public facilities. Persons employed in this class shall have all the powers of a peace officer, as set forth in section 2.20 of Criminal Procedure Law, when performing the duties of protecting property or persons in and around such premises. The work is performed under general supervision of the Police Chief or Sheriff. The incumbent does related work as

required.

TYPICAL WORK ACTIVITIES:

Provides security by standing in and patrolling public buildings;

Protects and guards the public, judges, students, and employees, in the designated publicly- owned property;

Physically restrains unruly individuals;

Escorts judges, juries and witnesses to and from the courtroom;

Provides general information to visitors on premises;

Checks to ensure that all necessary documents and identification are in order;

Safeguards public property;

Provides assistance in emergency situations;

Maintains and updates records as required;

Prepares incident reports;

Distributes and posts appropriate documents and materials.

May be assigned to secure and guard prisoners and/or detainees in a courtroom or related situation.

Provides escorts/transport to and from public buildings to include, but not limited to courtrooms, correctional facilities, state prisons, detention facilities, rehabilitation facilities, psychiatric facilities, medical facilities, etc.

Performs a variety of related activities as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES:

Good knowledge of procedures and practices for protecting and safeguarding buildings and property; good knowledge of the powers of a peace officer; ability to maintain order; ability to perform first aid; ability to exercise judgement and common sense in stressful situations; ability to carry out established security procedures in case of fire, bomb threat or other emergency situations; ability to operate an emergency vehicle and related tasks; ability to observe detail, remember facts and information, and evaluate situations; ability to understand oral and written instructions and apply information, rules, regulations and procedures to specific situations; ability to prepare brief written communications; ability to communicate information orally to the public, or related personnel; ability to use self-defense, restraint techniques and security equipment; physical condition commensurate with the demands of the position, act responsibly and decisively; courtesy and tact.

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