

SECURITY SUPERVISOR - TC-3

Tompkins County

Classification: Competitive

Approved: 0

MINIMUM QUALIFICATIONS:

(a) Graduation from a regionally accredited or New York State registered college or university with an associate's degree in criminal justice, police science or closely related field **AND** one year of experience in a law enforcement agency or security force; **OR**

(b) Three years of experience in a law enforcement agency or security force; **OR**

(c) An equivalent combination of training and experience as indicated in (a) and (b) above.

SPECIAL REQUIREMENTS:

(a) Applicants must possess a valid New York State motor vehicle operator's license on date of appointment and maintain such license continuously throughout the life of employment.

(b) Preference in appointment **MAY** be given to a candidate who possesses certification as an Emergency Medical Technician from New York State. However, the appointing authority reserves the right to chose a candidate who is not certified on date of appointment. If so, the incumbent must enroll in this training course, successfully complete the course within one year of the date of appointment. Certification must be maintained at all times thereafter during employment.

(c) In accordance with General Business Law, Articles 7 and 7A, Section 89-g, all security personnel must register with the NYS Department of State, Division of Licensing Services immediately upon employment. Registration includes fingerprinting and a thorough background check by the State Department of Criminal Justice Services and FBI.

NOTE: Successful completion of the New York State Municipal Police Training course is equivalent to one year of experience or training.

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

DISTINGUISHING FEATURES OF THE CLASS:

The work involves responsibility for overseeing a number of employees in a variety of facilities through the assignment of tasks, supervision of assignments, and issuance of special orders. The scope of the law enforcement activity is to direct the patrol of Community College or County property, investigation of criminal and non-criminal incidents, and to issue traffic tickets. The work is performed under general supervision with leeway allowed for the use of independent judgment in carrying out the details of the work. This position differs from that of a Security Officer by virtue of the increased supervisory responsibility and the degree of independent judgment necessary in the performance of duties. Supervision is exercised over the work of all subordinate employees. Does related work as required.

TYPICAL WORK ACTIVITIES:

- Interprets security rules and directs subordinates in enforcing compliance;
- Schedules shifts for Security Officers, 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;
- Investigates complaints regarding personnel and takes appropriate action to avoid repetition;
- Oversees and makes investigations by inspecting the physical scene, collecting physical evident, interviewing witnesses and recording their statements, completing incidents reports and filling out the appropriate law enforcement information forms;

- Testifies in court regarding offenses and activities and assists Security Officers in preparing for any necessary court appearance;
- Responds to calls from subordinates asking for direction or assistance during emergency situations;
- Under the direction of the Security Manager, administers health, safety and environmental programs to include compliance with the federal Occupational Safety and Health Act (OSHACT) and the New York State Public Employees Safety and Health Act (PESHACT);
- Assists the Security Manger by coordinating training programs in such subjects as Right-To-Know, Laboratory Safety, Bloodborne Pathogens, Confined Space Entry, Lockout/Tagout, Rabies Protection and Hazardous Materials Response;
- May act as liaison with state and federal regulatory agencies, local health and safety organizations etc. as directed by the Security Manager;
- Maintains a current library of health and safety manuals, regulations and legislative documents;
- Advises the Security Manager regarding college compliance with applicable health and safety regulations;
- Conducts site surveys and audits to ensure compliance with applicable health and safety regulations and maintains associated records and appropriate reports;
- Conducts accident and incident investigations and reports findings and recommendations to the Security Manager;
- Schedules assigned staff to assure adequate coverage for regular and special activities;
- Has responsibility for the maintenance of vehicles and equipment;
- May be required to collect specimens for urinalysis and administer a drug testing program.
- May select and train subordinates in protective procedures, first aid, and other duties.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Good knowledge of law enforcement methods such as patrolling, investigating, and observing activity;
- Good knowledge of laws, rules and regulations governing actions on county property and of the county in general;
- Good knowledge of the methods and procedures used in making investigations, analyzing findings and implementing corrective action;
- Working knowledge of modern principles and practices of supervising and management;
- 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;
- Good powers of observation; and
- Physical condition commensurate with the demands of the position.