

Jurisdictional Class: Competitive
Adopted: May 16, 2013
Revised: August 13, 2018

SPECIAL PATROL OFFICER

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for patrolling assigned areas maintaining order and providing security in public buildings, schools, courtrooms, and at public gatherings. 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 on such premises. The work is performed under general supervision of the Sheriff, Undersheriff, or Deputy Sheriff Lieutenant. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

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 insure 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.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, & PERSONAL CHARACTERISTICS:

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 judgment 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 observe details, 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.

MINIMUM QUALIFICATIONS: Retired member of a police or sheriff's department, or division of state police, or retired former corrections, parole, or probation officer.

NOTE: 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 reinstate to a Special Patrol Officer position without further examination. Reinstatements must meet the terms and conditions of Clinton County's Civil Service Rules.

(See page 2 for Special Requirements.)

Special Patrol Officer

SPECIAL REQUIREMENT FOR ACCEPTANCE OF APPLICATIONS: When position is assigned to escort personnel or patrol multiple properties, requiring the use of a motor vehicle, candidates must be eligible for a New York State Driver's License at time of application. The candidate must possess the appropriate license at time of appointment.

SPECIAL REQUIREMENT: Possession of a Peace Officer Training Certificate within one year of appointment as prescribed by the municipal police training council in accordance with Criminal Procedure Law 2.30 or an appropriate waiver as described in General Municipal Law 209-q(1).

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.