



## Cayuga County Department of Human Resources and Civil Service Commission

### JOB SPECIFICATION

Civil Service Title:	<b>Special Patrol Officer</b>
Jurisdictional Class:	Competitive
Civil Division:	Sheriff
Adoption:	CSM 2/23/2002
Revised:	CSM 9/11/2002; 2/14/2007; 6/8/2011; 3/17/2020; 12/15/2020; 1/19/2021

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#### **DISTINGUISHING FEATURES OF THE CLASS:**

This position involves responsibility for maintaining order and providing security in public buildings, schools and courtrooms. 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 Police Chief or Sheriff. The incumbent does related work as required.

#### **TYPICAL WORK ACTIVITIES: (Illustrative Only)**

##### **ALL COUNTY FACILITIES:**

- Provides security by standing in and patrolling public buildings;
- Protects and guards the public and employees in the designated publicly owned property;
- Physically restrains unruly individuals;
- 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.

##### **UNIFIED COURT SYSTEM ONLY:**

- Protects and guards the public judges, and employees in the courts;
- Escorts judges, juries, and witnesses to and from the courtroom;
- May transport juveniles to and from detention facilities as directed by the Court or Probation Department.

#### **FULL PERFORMANCE KNOWLEDGES, 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;
- Physical conditioning commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

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

**Special Requirements 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.

SPO positions requiring fire arms (County Office Building, Court Security and Special Patrol Officers assigned to schools) must meet the standards outlined in General Order #463 of the County Sheriff's for fire arms qualification in accordance with the NYS Penal Law Article 35m, the NYS Criminal Procedural Law and the agency's policy related to the use of force. Failure to meet the recertification standard for the annual firearms proficiency skills test will result in termination of employment.

**NOTE:**

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 Officers only by participating in a civil service examination for the position which is held annually as part of the Safety and Security Series.

**§ 209-v GML.** Employment of retired persons as special patrolmen for publicly owned property.

1. Notwithstanding any general, local, or special law or charter provision, the governing board of any political subdivision may authorize any police or law enforcement agency of such political subdivision to employ retired former members of police or sheriff's departments, or the division of state police, or retired former correction, parole or probation officers for the purpose of providing special patrolmen in publicly owned property within such political subdivision, including property of a school district, in order to protect the property or persons on such premises.
2. Persons so employed shall have all the powers of Peace Officers, as set forth in Section 2.20 of the criminal procedure law, when performing the duties set forth in subdivision one of this section.
3. The governing board of such political subdivision shall have the power to fix the compensation of persons so employed, either at annual or per diem rates. Employments provided for this section shall be subject to the provisions of article seven of the retirement and social security law.

**§ 2.10 CPL.** Persons designated as Peace Officers.

-37. Special patrolmen of a political subdivision, appointed pursuant to section two hundred nine-v of the general municipal law; provided, however, that nothing in this subdivision shall be deemed to authorize such officer to carry, possess, repair, or dispose of a firearm unless the appropriate license therefore has been issued pursuant to Section 400.00 of the penal law.