



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

### JOB SPECIFICATION

Civil Service Title: **SPECIAL PATROL OFFICER (Schools)**  
Jurisdictional Class: Competitive  
Civil Division: Sheriff  
Adoption: CSM 03/17/2020  
Revised: CSM

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

This position involves responsibility for maintaining order and providing security in schools and school related activities in the County. Persons employed in the 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. These individuals, under GML Section 209 V will be contracted to serve as School Resource Officers to School Districts in the County. The work is performed under general supervision of the Cayuga County Sheriff's Department.

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

Provides security by standing in and patrolling school buildings and grounds;  
Protects and guards the public, employees, and students on the designated publically owned school property;  
Physically restrains unruly individuals and investigates same;  
Provides general information to visitors on the premises;  
Safeguards to public property and grounds of the schools;  
Provides assistance in emergency situations;  
Prepares incident reports;  
May testify in court or other hearings as a witness;  
Provides assistance with safety planning and practice;  
Provides traffic control during arrival and departure of students as needed;  
Prevents Juvenile delinquency through close contact with students and school personnel;  
Provides a visible deterrence to crime.

#### **FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:**

Knowledge of procedures and practices for protecting and safeguarding building and property;  
Knowledge of the powers of a NY State Peace Officer as outlined in section 2.20 of the NY State Criminal Procedure Law;  
Ability to maintain order;  
Ability to perform First Aid;  
Ability for 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 observe details, remember facts and information, evaluate situations;  
Ability to understand oral and written instructions and apply information, rules, regulations, and procedures to specific situations;  
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;  
Knowledge and skill of laws of arrest, probable cause, and search and seizure issues in the enforcement of laws in the school setting;  
Ability to successfully qualify annually with personal firearm.

**MINIMUM QUALIFICATIONS:**

Retired police officers as defined in New York Criminal Justice Procedure Law Section 1.20 and have active police certification as defined by the Department of Criminal Justice Services.

**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. PAR-07-19 states that the appointment to the title of Special Patrol Officer does not grant the incumbent police officer authority.**

**§ 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 in 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.