

SENIOR SECURITY OFFICER II

DISTINGUISHING FEATURES OF THE CLASS: The incumbent in this position supervises and coordinates the activities of security officers to maintain the security and safety of people and property. This position has responsibility for performing the duties of a Security Officer II and in addition acts as the first line supervisor over all lower-level Security Officer's. Duties include but are not limited to, overseeing the security staff, managing risk assessments, supervising incident investigations, overseeing the training of new security officers, and event supervision. An employee in this position is a Peace Officer whose law enforcement authority extends beyond County property through policy statements issued by superiors. Work is performed under the general supervision of the Director of Security with leeway allowed for the exercise of independent judgment planning and carrying out the details of the work in accordance with established policies and procedures. Does related work as required.

TYPICAL WORK ACTIVITIES:

Assigns work areas for subordinate personnel to ensure that County properties, personnel, and the public are safe and protected;

Maintains law and order in areas of jurisdiction;

Reviews existing security measures and suggests updates to protocols as needed;

Conducts briefings and coordinates training and special assignments;

Provides guidance and work leadership to subordinates in regard to law enforcement and non-routine activities;

Oversees and coordinates the training of new security officers;

Evaluates performance of subordinate security staff;

Reviews reports from subordinates for completeness and activity needing follow-up;

Provides written and oral reports to the Director of Security;

Patrols County property, in automobiles or on foot, to ensure that people obey appropriate Federal, State and County laws relative to public order on County property and to look for damage, vandalism, safety hazards or unusual occurrences, and corrects same or takes appropriate action;

Participates in the development and revision of security procedures, drafts reports and participates in meetings with department heads and their personnel concerning matters of security;

Conducts comprehensive investigations by inspecting the physical scene, collecting physical evidence, interviewing witnesses and recording their statements, completing an incident report and filling out the appropriate law enforcement information forms;

Makes arrests and issues tickets based on legal procedures governing these actions and recommends non-law enforcement solutions;

Testifies in court regarding offenses and activities, as well as arrests based on investigation;

Has responsibility for event supervision at special County events;

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the geography of the County, including the physical location and layout of County facilities;

Thorough knowledge of law enforcement methods such as patrolling, investigating and observing activity;

Good knowledge of effective methods of supervision;

Good knowledge of laws, rules and regulations governing action on County property and of the County in general;

Good knowledge of the proper methods and procedures used in making investigations, analyzing findings and implementing corrective action;

Ability to schedule, direct and evaluate the work of others;

Ability to obtain information through interview and observation;

Ability to properly use and care for firearms;

Ability to lay out work for others;

Ability to express oneself clearly and concisely both orally and in writing;

Ability to prepare and maintain a variety of reports;

Ability to deal courteously and tactfully with the public;

Ability to think quickly and act effectively in emergency situations;

Good powers of observations;

Sound judgment;

Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- A) Completion of sixty semester credit hours from a regionally accredited college or university or one accredited by the New

York State Board of Regents to grant degrees, AND successful completion and graduation from a Police/Peace Officer Academy, AND one year of experience as a security officer in a public or private force, a private investigator, Police Officer or New York State Peace Officer in a law enforcement agency as designated by the New York State Criminal Procedure Law, OR two years of active military service*; OR

- B) Completion of thirty semester credit hours from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees, and two years of experience as a security officer in a public or private force, a private investigator, Police Officer, or New York State Peace Officer in a law enforcement agency as designated by the New York State Criminal Procedure Law, or three years of active military service*; OR
- C) Three years of experience as a security officer in a public or private force, a private investigator, Police Officer, or New York State Peace Officer as explained above or four years of active military service*; OR
- D) An equivalent combination of training and experience as indicated in A), B), and C) above.

**Note: 1664 hours = 1 year full-time experience
832 hours = 6 months' full-time experience**

***Military duty is defined as the Army, Navy, Marine Corps, Air Force, Coast Guard and the National Guard when in service for the United States. Such service must have been on a full-time active duty basis other than for training purposes. Proof of an honorable discharge (DD-214) must be provided before the candidate's name can be certified for appointment.**

SPECIAL REQUIREMENTS: Successful completion of a background investigation, drug screening and/or psychological test will be required prior to appointment.

SPECIAL REQUIREMENTS AT TIME OF APPOINTMENT:

- 1) Possession of the appropriate level Motor Vehicle Operator's License, and

2 Eligibility for a NYS pistol permit.

SPECIAL REQUIREMENTS WITHIN THE PROBATIONARY PERIOD:

- 1) Successful completion of the NYS DCJS initial firearms and deadly physical force course; and
- 2) Possession of a NYS pistol permit; and
- 3) Must be approved as a Peace Officer by the Broome County Attorney and either:
 - a) Successful completion of the Municipal Police Training Council's basic course for Police Officer;
OR
 - b) Successful completion of the Municipal Training Council's basic course for Peace Officers.

NOTE: Pursuant to Public Officer's Law, Section 3-b, incumbent's in this position are required to reside within the county of Broome at all times during their employment in the title.