

## **DIRECTOR OF SECURITY**

**DISTINGUISHING FEATURES OF THE CLASS:** This law enforcement position involves responsibility for directing, planning and implementing a comprehensive security program for Broome County. The work is performed under the administrative direction of the Commissioner of Public Works, with considerable leeway allowed for the exercise of independent judgment in implementing the general policies and objectives of the division of Security. Administrative supervision is exercised over the work of all sworn and non-sworn employees. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Oversees, coordinates and directs the planning, development, and implementation of divisional activities in the administrative, operations, investigative, and dog shelter units;

Selects personnel, maintains staffing required to meet the needs of the division, maintains proper discipline and efficiency of staff;

Develops and administers organizational and administrative procedures designed to maintain division activities on an efficient and effective basis;

Oversees the investigation of all incidents, accidents, and crimes occurring on County property, or involving County personnel;

Plans and directs a regular program of safety and loss prevention inspections of County property;

Reviews activities and reports of Officers, analyzes crime and/or safety patterns;

Develops and initiates recruitment and other community outreach programs for the Security division;

Plans and organizes security for special and high-risk events;

Participates in emergency management and contingency planning;

Participates in the County Workplace Violence Prevention Program;

Plans and organizes traffic safety, crime prevention and deployment of resources as necessary;

Provides safety training to County staff and conducts physical site assessments of County facilities;

Maintains effective working relationships with County departments, law enforcement agencies, collaborative agencies, and the public;

Ensures compliance with Federal, State, and local laws, rules and regulations governing County property, facilities, and actions by the Division;

Ensures that recruits and Peace Officers receive adequate training in law enforcement methods and procedures;

Prepares reports in matters relating to security, safety and loss prevention, as needed;

Establishes and interprets policies and procedures for all activities undertaken by the division;

Recommends security policies to the Commissioner of Public Works;

Prepares an annual budget for the Security Division and submits to the Commissioner with appropriate supporting material;

Regulates all expenditures of the division.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of modern principles and practices of security, law enforcement, safety and loss prevention;  
Thorough knowledge of laws, rules and regulations governing actions on County property and of the County in general;  
Good knowledge of scientific methods of crime detection and criminal identification;  
Good knowledge of the proper methods and procedures used in making investigations, analyzing, finding and implementing corrective action;  
Good knowledge of the principles, practices and techniques of administration and administrative supervision;  
Ability to establish and maintain an effective relationship with the public, employees and department heads;  
Ability to instruct and direct subordinates in security, loss prevention and safety procedures;  
Ability to express oneself clearly and effectively both orally and in writing;  
Ability to deal courteously and tactfully with the public in enforcing laws or rules;  
Resourcefulness, Initiative, Integrity;  
Sound judgment in emergencies;  
Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

- A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in criminal justice or a closely related field, and four years of experience in a law enforcement agency or security force two of which must have been in an administrative supervisory\* capacity; OR
- B) Graduation from a regionally accredited or New York State registered college with an Associate's degree in criminal justice or a closely related field and six years of experience in a law enforcement or security force, two of which must have been in an administrative supervisory\* capacity; OR
- C) Graduation from high school or possession of an equivalency diploma and eight years of experience in a law enforcement or security force, two of which must have been in an administrative supervisory\* capacity; OR
- D) An equivalent combination of training and experience as defined by the limits of A) or B) above.

\*Administrative supervision is defined as - Directing the activities of a large subordinate staff, including subordinate supervisors. Tasks include personal interactions between an upper level supervisor and his/her subordinate supervisors in the accomplishment of objectives. Duties include such areas as assigning work to and coordinating the activities of several units, establishing and guiding staff development programs, evaluating the performance of subordinate supervisors, and maintaining relationships with other organizational sections.

**SPECIAL REQUIREMENT: Successful completion of:**

- A) The Municipal Police Training Council's Basic Course\*\* for Police Officer; **OR**
- B) The Municipal Police Training Council's Basic Course\*\* for Peace Officers **AND** the New York State Department of Criminal Justice Services (DCJS) or a municipal approved initial firearms and deadly physical force course\*\*.

**\*\*** Certifications must be DCJS recognized and accepted as current, as per DCJS guidelines.

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

**SPECIAL REQUIREMENTS AT TIME OF APPOINTMENT:**

Possession of a current New York State Driver's license and Possession of a New York State pistol permit.

**SPECIAL REQUIREMENT:** Incumbents in this position are required by the County Legislature to reside within the County of Broome at all times during their employment in the title.