

SPECIAL PATROL OFFICER

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for maintaining order and providing security in public buildings, schools, and/or 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 Delaware County Sheriff's Office. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Patrols and maintains presence in building halls, stairwells, restrooms, entrances, parking lots and other parts of assigned areas; Protects and guards the public, students, and staff in and around designated publicly-owned property; Subdues and/or physically restrains unruly individuals and removes from premises, if necessary; May screen visitors and/or review documents and identification; May welcome visitors and direct them to the appropriate department or provide general information, as appropriate; Patrols the public building to detect and prevent theft, vandalism, illegal entry, and other possible hazards that may arise; May perform the duties of a School Resource Officer (SRO), or Security Guard; May escort protected individuals to and from locations within the assigned area; Actively prevents acts and events that would be harmful to the building, the public, students, or staff by observing and responding appropriately to suspicious activity; Maintains order and ensures compliance with building rules; Warns violators of rule infractions; Provides First Aid, CPR, and/or assistance in emergency situations and summons Police, Fire, and/or Emergency Medical Personnel as needed; Works in cooperation with staff and administration to maintain a secure environment; Prepares, maintains, and updates records and/or reports or incident reports as required; Participates in training to stay informed on appropriate techniques for safeguarding public property and individuals therein.

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

Good knowledge of procedures and practices for protecting and safeguarding buildings and property; Good knowledge of the powers of a peace officer; Working knowledge of practices and equipment in fire prevention and safety hazards; Ability to maintain order and carry out established security procedures in case of fire, bomb threat, active shooter, or other emergency situations; Ability to observe detail, remember facts and information, and evaluate situations; Ability to perform First Aid and CPR; Ability to communicate effectively both orally and in writing; Ability to apply information, rules, regulations, and procedures to specific situations; Ability to think quickly and act effectively in emergency situations; Ability to remain calm and exercise sound judgment in stressful situations; Ability to use self-defense, restraint techniques, and security equipment; Ability to deal courteously, yet firmly and tactfully with the public, students, and staff; Ability to get along well with others; Willingness to provide leadership and act responsibly and decisively; Neatness of appearance; Integrity; Courtesy; Dependability; Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Retired member of a police or sheriff's Office within New York State, a division of the New York State police, or a retired corrections, parole, or probation officer in New York State.

SPECIAL REQUIREMENTS:

1. Must possess and maintain valid NYS Driver's License at time of appointment and throughout employment.
2. Must possess and maintain valid First Aid and CPR Training at time of appointment and throughout employment.

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 carrying a firearm is authorized or required, eligibility for and continued possession of the license and participation in appropriate firearms training is required for employment.

Adopted 8/28/23

Reviewed: 8/27/25