

## **SECURITY SUPERVISOR**

**DISTINGUISHING FEATURES OF THE CLASS:** The incumbent in this position is responsible for overseeing Security Officers engaged in security operations at a variety of County facilities through the assignment of tasks, supervision of assignments and issuance of special orders. This position also oversees the enforcement of Federal, State and County laws on all County owned property. The scope of the law enforcement activity is to direct the patrol of County property, investigate criminal and non-criminal incidents, issue traffic tickets and make arrests. The work is performed under general supervision with leeway allowed for the use of independent judgment in carrying out the details of the work. This position differs from that of a Security Officer I and II by virtue of the increased supervisory responsibility and the degree of independent judgment necessary in the performance of duties. Supervision is exercised over the work of Security Officers of various levels. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Interprets security rules and directs subordinates in enforcing compliance;

Schedules shifts for Security Officers, issues special orders for daily patrol and special assignments through briefings or written bulletins, and reviews work through briefings and reading all incident and accident reports;

Investigates complaints regarding personnel and takes appropriate action to avoid repetition;

Oversees and makes investigations by inspecting the physical scene, collecting physical evidence, interviewing witnesses and recording their statements, completing incidents reports and filling out the appropriate law enforcement information forms;

Testifies in court regarding offenses and activities and assists Security Officers in preparing for necessary court appearances;

Responds to calls from subordinates asking for direction or assistance during emergency situations;

Schedules assigned staff to assure adequate coverage for regular and special activities;

Has responsibility for the maintenance of vehicles and equipment;

May select and train subordinates in protective procedures, aid and other related duties;

May be required to carry a firearm.

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

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

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

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

Ability to plan and supervise the work of others;  
Ability to plan and supervise work in a manner conducive to full performance and high morale;  
Ability to express oneself clearly and concisely both orally and in writing;  
Ability to establish and maintain an effective relationship with the public and employees;  
Ability to deal courteously and tactfully with the public in enforcing laws or rules;  
Ability to use and properly care for firearms;  
Good powers of observation;  
Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

- A) Completion of 60 semester credit hours at a regionally accredited or New York State registered college or university and either:
  - 1) one year experience as a Police Officer and successful completion of the Municipal Police Training Council's Basic Course for Police Officers; or
  - 2) one year experience as a New York State Peace Officer in a law enforcement agency as designated by the New York State Criminal Procedure Law, and successful completion of the Municipal Police Training Council's Basic Course for Peace Officer and successful completion of the NYS DCJS or a municipal approved initial firearms and deadly physical force course; OR
- B) Graduation from high school or possession of an equivalency diploma and either:
  - 1) three years' experience as a Police Officer and successful completion of the Municipal Police Training Council's Basic Course for Police Officers; or
  - 2) three years' experience as a New York State Peace Officer in a law enforcement agency as designated by the New York State Criminal Procedure Law, and successful completion of the Municipal Police Training Council's Basic Course for Peace Officer and successful completion of the NYS DCJS or a municipal approved initial firearms and deadly physical force course: OR
- C) An equivalent combination of training and experience as defined by the limits of A) and B).

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) Possession of a NYS pistol permit; and
- 3) Must be approved as a Peace Officer by the Broome County Attorney.

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

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COMPETITIVE