

ALL CITY AGENCIES [999]

SPECIAL OFFICER (HELP PROGRAM)

General Statement of Duties and Responsibilities

Under supervision, performs Special Officer duties of ordinary difficulty and responsibility to provide physical security, safety, loss prevention and maintenance of order. Uses computers and operates electronic security and safety monitoring systems and other equipment and devices. May operate a motor vehicle to perform duties. All personnel perform related work.

Examples of Typical Tasks

Patrols designated areas of assigned locations utilized by city agencies, public buildings and facilities, and surrounding areas to maintain order, preserve the peace, and safeguard life and property against fire, vandalism, theft, etc. Reports observed security and safety hazards and conditions, including, but not limited to, fire safety.

Screens employees and visitors. Operates, and monitors security equipment. Reports equipment needing maintenance or repair. Gives routine information to visitors and clients and directs them to the proper individuals and offices.

Discourages and ejects loiterers and disorderly persons. When appropriate, arrests and issues summonses to law violators on premises.

Transports, escorts and/or arranges for transport of persons in custody to police precinct and has arrest recorded on police blotter. Prepares and transmits all necessary documents relating to arrest. Testifies in court on arrests.

Responds to and reports emergency and security incidents and unusual occurrences by telephone or radio and make subsequent written reports. Assists in implementing the Emergency Action Plan. Coordinates with Fire Safety Directors.

As required, provides assistance to the sick, injured, mentally and physically disabled, and calls for emergency assistance, ambulance and/or medical attention when necessary. If properly certified and authorized by the agency, may administer first-aid. Completes and forwards requisite paperwork.

ALL CITY AGENCIES [999]

SPECIAL OFFICER (HELP PROGRAM) (continued)

Examples of Typical Tasks (continued)

Records daily actions in memo book. Maintains records/daily logs of persons entering or leaving buildings. Maintains bulletin boards by adding and removing materials to keep information current.

May make clock rounds, as required; may control vehicular traffic on grounds and/or premises.

Monitors and reports unusual events from security systems as required; distributes monitors, maintains and secures assigned equipment and property. Coordinates Requests repair of such equipment.

Attends, completes, and maintains State and Agency training requirements.

Cooperates with May assist in supervising contracted security guards and reports issues arising from the work they perform.

In the temporary absence of the supervisor may perform the supervisor's duties.

Qualification Requirements

1. A four-year high school diploma or its educational equivalent approved by a state's department of education or a recognized accrediting organization; and
2. Individuals serving in this title are designated as Peace Officers by the New York State Criminal Procedure Law. Therefore, all candidates must be qualified to serve as Peace Officers. Incumbents must satisfy the training requirements established by the State of New York for Peace Officers and obtain certification. Once obtained, this certification must be maintained for the duration of employment.

ALL CITY AGENCIES [999]

SPECIAL OFFICER (HELP PROGRAM) (continued)

License Requirement for Certain Positions

A motor vehicle driver license valid in the State of New York is required for appointment to positions in certain agencies. If required, this license must be maintained for the duration of employment.

NOTE:

This title is classified in the non-competitive class for a 12-month period under the Hiring Emergency Limited Placement (HELP) Program. At the conclusion of 12 months incumbents will be transferred into “Special Officer (70810)” as permanent competitive class employees.