

SECURITY SUPERVISOR - ALTERNATIVES TO INCARCERATION

TOMPKINS COUNTY

Department Administration  
Classification Competitive  
Labor Grade L (12)  
Approved Bd. Res. #268, 12/20/2000  
Revised 07/01  
By AF, Commissioner of Personnel  
BBP Risk Factor 1

DISTINGUISHING FEATURES OF THE CLASS:

An employee in this class is responsible for developing and implementing the initial security plan for the Tompkins County Community Justice Center. The incumbent will draft a security policy and procedure manual, ensure that those policies and procedures are adhered to, and that the plan is properly modified in the future as the changing needs of the program require. Responsibilities include recruitment and training of staff, task assignment, supervising the completion of assignments, and issuing special orders. The work is performed under the general direction of the Community Justice Director with wide leeway allowed for the exercise of independent judgment. The position differs from that of a Security Officer by the virtue of increased supervisory responsibility, level of knowledge required and the degree of independent judgment necessary to perform the duties. Supervision is exercised over the work of all subordinate employees. The Security Supervisor has the authority to deal with all security issues in whatever legal and ethical manner is necessary to ensure safety of staff/clients and the security of the facility. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES:

Develops and maintains a security plan for the Tompkins County Community Justice Center;  
Drafts a security policy and procedure manual;  
Ensures that the security plan and security policies and procedures are properly disseminated, that they are adhered to, and that the plan is properly maintained in the future;  
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;  
Performs all duties as a Security Officer when necessary;  
Serves as liaison to the local law enforcement community on behalf of the Alternatives to Incarceration program;  
Investigates complaints regarding personnel and takes appropriate action to avoid repetition;  
Oversees and makes investigations by inspecting the physical scene, collecting physical evident, 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 any necessary court appearance;  
Responds to calls from subordinates asking for direction or assistance during emergency situations;  
Under the direction of the Health and Safety Coordinator, administers health, safety and environmental programs to include compliance with the federal Occupational Safety and Health Act (OSHACT) and the New York State Public Employees Safety and Health Act (PESHACT);

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SECURITY SUPERVISOR - ALTERNATIVES TO INCARCERATION (CONTINUED)

TYPICAL WORK ACTIVITIES (CONTINUED):

Assists the Risk Manager by coordinating training programs in such subjects as Right-To-Know, Laboratory Safety, Bloodborne Pathogens, Confined Space Entry, Lockout/Tagout, Rabies Protection and Hazardous Materials Response;

May act as liaison with state and federal regulatory agencies, local health and safety organizations etc. as directed by the Community Justice Director;

Maintains a current library of health and safety manuals, regulations and legislative documents;

Advises the Health and Safety Coordinator regarding compliance with applicable health and safety regulations;

Conducts site surveys and audits to ensure compliance with applicable health and safety regulations and maintains associated records and appropriate reports;

Conducts accident and incident investigations and reports findings and recommendations to the Security Manager;

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

Has responsibility for the maintenance of vehicles and equipment; and May be required to collect specimens for urinalysis and administer a drug testing program.

May select and train subordinates in protective procedures, first aid, and other duties.

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;

Working knowledge of modern principles and practices of supervising and management;

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;

Good powers of observation; and

Physical condition commensurate with the demands of the position.

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SECURITY SUPERVISOR - ALTERNATIVES TO INCARCERATION (CONTINUED)

MINIMUM QUALIFICATIONS:

- (a) Graduation from a regionally accredited or New York State registered college or university with an associate's degree in criminal justice, police science or closely related field **AND** one year of experience as a law enforcement officer or security officer; **OR**
- (b) Three years of experience as a law enforcement officer or security officer; **OR**
- (c) An equivalent combination of training and experience as indicated in (a) and (b) above.

NOTE: Successful completion of the New York State Municipal Police Training course is equivalent to one year of experience or training.

SPECIAL REQUIREMENTS:

- (a) Possession of valid New York State motor vehicle operators license at time of appointment and at all times thereafter during employment.
- (b) Preference in appointment **MAY** be given to those candidates who possess certification in either: Advanced First Aid through the American Red Cross, or First Responder or Emergency Medical Technician certification through New York State. However, the appointing authority reserves the right to chose a candidate who is not certified in one of the above on date of appointment. If so, the incumbent must enroll in one of these training courses, successfully complete the course within one year of the date of appointment and maintain certification at all times thereafter during employment.
- (c) In accordance with General Business Law, Articles 7 and 7A, Section 89-g, all security personnel must register with the NYS Department of State, Division of Licensing Services immediately upon employment. Registration includes fingerprinting and a thorough background check by the State Department of Criminal Justice Services and FBI.

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