

**SECURITY OFFICER**

**TOMPKINS COUNTY**

**Department** TC-3, DSS, ATI  
**Classification** Competitive  
**Labor Grade** G @ TC-3, I @ DSS  
**Approved** Bd. Res. #35, 1993  
**Revised** 12/93; 1/01; 7/01; 12/04; 04/05  
**By** AF, Commissioner of Personnel

**DISTINGUISHING FEATURES OF THE CLASS:** The position involves responsibility for performing routine tasks pertaining to the safety of individuals and the security of County or Community College buildings and property. An employee in this class has responsibility for: inspecting property to detect security hazards; deterring criminal activity by being visible and observant; patrolling buildings and grounds; investigation of criminal and non-criminal incidents; and detection of maintenance problems and equipment failure. The work is performed under the general direction of higher-level security personnel. The incumbent will perform all related duties as required.

**TYPICAL WORK ACTIVITIES:**

Patrols County or TC-3 buildings/property on a regular basis to detect fire, theft, vandalism, illegal entry and to look for possible hazards which may develop;  
Watches for irregularities such as leaky pipes, unlocked doors, unusual occurrences and vandalized property and reports these irregularities to the appropriate personnel;  
Closes or locks doors, gates, and windows according to prescribed routines in order to deter criminal activity and prevent accidental loss by securing the area;  
Responds to various non-criminal activity such as personal injuries, missing persons, stranded motorists and renders appropriate services;  
Testifies in court regarding a variety of offenses personally witnessed which may have occurring either in County Buildings/property or TC-3 buildings/property;  
Prevents acts that could be harmful to County employees/clients/property, TC-3 students/employees/property or the general public by observing suspicious activity and responding to the activity with the appropriate action;  
Interviews witnesses, collects evidence, completes incident reports, law enforcement information forms and prepares a variety of other written reports as necessary;  
Patrols the surrounding neighborhood to ensure that loitering is minimized;  
Warns violators of rule infractions such as loitering and expels if necessary;

**At County locations:**

Works with other team members to promote a positive environment conducive to learning;  
Provides security for personnel in County buildings, which may include: responding to requests for assistance by department staff who are dealing with agitated clients; escorting unruly persons from premises and contacting law enforcement personnel for assistance when required;  
Maintains security check points, check for ID badges and issues same, checks in center participants and employees, escorts staff to their vehicles;  
May be required to monitor a metal detecting device;  
May be required to collect specimens for urinalysis and administer a drug-testing program.

**At the TC-3 location:**

Participates in crowd control at special college events by directing traffic and answering questions for the public;  
May transport money to the bank for individual departments or divisions;  
May serve as an emergency First Responder as qualified and as necessary.

**CONTINUED ON THE NEXT PAGE**

## **SECURITY OFFICER (CONTINUED)**

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

Working knowledge of the service delivery of County departments including the physical location and layout of the County buildings OR working knowledge of the geography of the college including the physical location and layout of the college facilities;

Ability to understand and follow oral and written directions;

Ability to express oneself clearly and concisely both orally and in writing;

Ability to get along well with others;

Ability to deal courteously and tactfully with the public while enforcing laws and rules;

Ability to think quickly and act effectively in emergency situations;

Ability to apply first aid techniques;

Ability to establish and maintain an effective relationship with the public, clients and employees;

Good powers of observation;

Sound judgement;

Physical condition commensurate with the demands of the position.

### **MINIMUM QUALIFICATIONS:**

- (a) Graduation from high school or possession of a high school equivalency diploma; **OR**
- (b) Two years of full-time paid (or the equivalent part-time and/or volunteer) experience as a guard, peace officer, police officer or military police officer; **OR**
- (c) Any equivalent combination of training and experience as described in (a) and (b) above.

### **SPECIAL REQUIREMENTS:**

- (a) Possession of valid New York State motor vehicle operators license at the time of appointment and at all times thereafter during employment.
- (b) 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.
- (c) **For the TC-3 location only**, the employee must possess one of the following: Advanced First Aid through the American Red Cross, or First Responder or Emergency Medical Technician certification through New York State within one year of the date of appointment, and maintain certification at all times thereafter during employment.
- (d) **For all other locations**, the employee must participate in Security Officer training, basic First Aid, and CPR training and certification within 12 months of appointment.