

**DEPARTMENT:** ALL APPLICABLE  
**CLASSIFICATION:** COMPETITIVE  
**APPROVED:** OCTOBER 14, 2021

**SPECIAL PATROL OFFICER**

**DISTINGUISHING FEATURES OF THE CLASS:** This position involves responsibility for maintaining order and providing security in public buildings, schools and courtrooms. When assigned at the Sheriff's Office, the incumbent may be responsible for duties associated with the enforcement of the Niagara County Pawn Shop Law or may be assigned pistol permit duties. Persons employed in this class shall have all the powers of a peace officer, as set forth in section 2.20 of New York State Criminal Procedure Law, when performing the duties of protecting property or persons on such premises. The work is performed under general supervision of the appropriate appointing authority or authorized designee (ex. Police Chief, Sheriff, Town Supervisor, Town Judge, School Superintendent, etc.). The incumbent does related work as required.

**TYPICAL WORK ACTIVITIES:**

1. Provides security by standing in and patrolling public buildings;
2. Protects and guards the public, judges, students, and employees, in the designated publicly-owned property;
3. Physically restrains unruly individuals;
4. Escorts judges, juries and witnesses to and from the courtroom;
5. Provides general information to visitors on premises;
6. Checks to insure that all necessary documents and identification are in order;
7. Safeguards public property;
8. Provides assistance in emergency situations;
9. Maintains and updates records as required;
10. Prepares incident reports;
11. Distributes and posts appropriate documents and materials;
12. When assigned to the Sheriff's Office for the enforcement of the Niagara County Pawn Shop Law, duties include but are not limited to: licensing of Niagara County pawn shops; business inspections; preparing reports; utilization of related software for enforcement action; management of pawn shop compliance; and other duties related to the pawn shop law;
13. When assigned pistol permit duties in the Sheriff's Office, duties include but are not limited to: conducting pistol permit interviews and completing related records and reports.

**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; ability to maintain order; ability to perform first aid; ability to exercise judgement and common sense in stressful situations; ability to carry out established security procedures in case of fire, bomb threat or other emergency situations; ability to observe detail, remember facts and information, and evaluate situations; ability to understand oral and written instructions and apply information, rules, regulations and procedures to specific situations; ability to prepare brief written communications; ability to communicate information orally to the public, or related personnel; ability to use self-defense, restraint techniques and security equipment; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

Retired or current member of a police or sheriff's department, or division of state police, or retired or current corrections, parole or probation officer. Candidates must have permanent competitive status in order to be reinstated or transferred.

**SPECIAL REQUIREMENTS TO CARRY OR POSSESS FIREARMS:**

1. 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 New York State Penal Law (section 2.10.37 of New York State Criminal Procedure Law). Where possession of the license is required, eligibility for and continued possession of the license is required for employment.
2. When assigned to the Sheriff's Office, possession of a valid New York State driver's license at time of appointment and for the duration of employment.