SCHOOL SECURITY OCCUPATIONAL GROUP [298]

SCHOOL SAFETY AGENT

General Statement of Duties and Responsibilities

This class of positions encompasses duties and responsibilities in the area of school security performed in New York City elementary, intermediate and high schools or in Police Department School Safety Division borough offices. All personnel perform related work.

Examples of Typical Tasks

Patrols designated areas of school buildings and surrounding areas.

Identifies and prevents infiltration of unlawful or prohibited items through scanning.

Gives routine information to visitors and directs them to the proper personnel and offices. Requests identification of, and removes from the premises, any unauthorized persons.

Aids sick and injured persons and calls for medical, police or fire department assistance, when needed. Notifies supervisors of all emergency incidents and completes any related documentation.

Responds to altercations between students and other persons and attempts to separate the involved persons and to resolve conflicts.

Maintains records of persons entering and leaving buildings. Monitors security camera systems to ensure that facility entrances are secure.

Identifies persons violating Department of Education Rules and Regulations.

Apprehends persons violating the Penal Law and notifies the proper administrative personnel.

Prepares reports and testifies in regard to violations at a Superintendent's or Principal's hearing and/or in court.

SCHOOL SAFETY AGENT (continued)

Examples of Typical Tasks (continued)

As a Special Patrolman, makes arrests of and/or issues summonses to law violators; notifies the supervisor, the borough school Security Office Central school security office and the local police precinct; escorts persons in custody to the local precinct; processes arrests, and testifies in court regarding arrests.

Makes required oral and written reports on all unusual occurrences and criminal incidents, and actions taken in response to such events.

Records daily activities in memo book.

Monitors and uses radios to request assistance from co-workers;

May operate a motor vehicle.

In addition to performing the above duties:

(a) When designated as a scanner operator:

Operates hand-held and walk-through metal detector equipment and X-ray machines; performs visual inspections; confiscates weapons and other unauthorized devices from students; prepares vouchers and safeguards confiscated items; packs and unpacks equipment and moves it from location to location; sets up equipment and tests it to ensure it is in proper working condition; reports all defective or damaged equipment to supervisor; prepares related reports.

(b) When designated as a member of the Mobile Task Force:

Operates a motor vehicle, bicycle or scooter. Responds to emergency incidents in various locations, and may fill in on a temporary basis at schools experiencing personnel shortages; transports persons under arrest to various detention facilities. Escorts truant students to designated areas.

(c) When designated as a Group Leader:

SCHOOL SAFETY AGENT (continued)

Examples of Typical Tasks (continued)

Supervises other School Safety Agents assigned to the facility; monitors their attendance and assigns their work; reports all disciplinary problems, attendance problems and line of duty incidents to the appropriate borough school security supervisor; reviews criminal incident reports and other forms prepared by subordinates for accuracy and completeness; completes required forms.

Ensures that all serious incidents are reported to higher supervision.

Responds to all emergency incidents and directs and coordinates appropriate response.

Maintains activity log and makes appropriate daily entries.

Confers with immediate supervisor, precinct school safety personnel and school administrators on all matters of mutual concern with regard to truancy, criminal activity and disorderly or otherwise unsafe conditions in the school facility or surrounding area.

Keeps subordinates informed of current trends and issues affecting local schools.

Qualification Requirements

A four-year high school diploma or its educational equivalent approved by a State's department of education or a recognized accrediting organization.

SCHOOL SAFETY AGENT (continued)

Special Patrolman Designation

Must meet the qualifications for Special Patrolman from the NYC Police Commissioner as governed by Administrative Code Section 14-106 and Chapter 13 of Title 38 of the Rules of the City of New York and must become certified as Special Patrolman within 3 months of appointment as a School Safety Agent. The qualifications for Special Patrolman include being at least 21 years of age, a U.S. citizen and a resident of New York City unless exempted by law. If discharged from military service, the discharge must not have been dishonorable, be of good moral character, and have no record of convictions for any felony or serious offense as enumerated in §265.00 (17) of the New York State Penal Law. An applicant with any conviction who has a Certificate of Good Conduct providing relief from that conviction may be eligible for appointment. An applicant with a misdemeanor conviction or violation for a serious offense enumerated in Penal Law §265.00 (17), who has a Certificate of Relief from Disabilities providing relief from that conviction, may also be eligible for appointment. The Special Patrolman certification must be maintained for the duration of employment.

License Requirement

For assignment to certain positions, including positions as Group Leader and Mobile Task Force Member, candidates must possess a motor vehicle driver license valid in the State of New York. The license must be maintained for the duration of employment in such position.

Note:

Candidates for appointment will be given physical, medical and psychological screening, including drug screening, and will be screened prior to completing their one year probationary periods.

Direct Lines of Promotion

From: None   **To:**   Supervisor of School Security (60820)