

## SCHOOL SECURITY OCCUPATIONAL GROUP [298]

**SUPERVISOR OF SCHOOL SECURITY****General Statement of Duties and Responsibilities**

Under general supervision, with latitude for the exercise of independent initiative and judgment, is responsible for maintaining the school security system in an assigned area. In the temporary absence of the supervisor, may assume the duties of that position. Performs related work

**Examples of Typical Tasks**

Supervises all School Safety Agents in an assigned area within a borough.

Assigns a mobile task force to respond to incidents which threaten the security of the school environment; assigns and dispatches School Safety Agents to emergency situations when requested; and mediates in volatile situations. Reports to the Borough Supervisor on a daily basis concerning school safety and its impact on the community.

Conducts impromptu school surveys in order to ascertain that security and safety are maintained.

Reviews safety plans in all area schools and makes recommendations for their improvement.

Maintains liaison with district and community leaders to discuss problems of school safety and security; addresses parent/teacher groups at seminars and meetings to exchange ideas and information.

## SCHOOL SECURITY OCCUPATIONAL GROUP [298]

SUPERVISOR OF SCHOOL SECURITY (continued)Examples of Typical Tasks (continued)

Attends court hearings, when necessary, as a witness, complaint or arresting officer, exercising a thorough and complete knowledge of applicable laws; attends court to supervise new School Safety Agents in the presentation of testimony, etc.; supervises arrest procedures; submits written reports or arrests made by School Safety Agents, following Police Department Rules and Regulations.

Logs weapons confiscated in schools; places them in safe custody, and arranges for their transportation.

Interviews and hires new School Safety Agents; serves as instructor to new School Safety Agents; conducts training classes relating to law, arrest procedures, weapons control, etc.

Initiates disciplinary action against School Safety Agents who are found to be in violation of the Rules of the NYPD Division of School Safety or Police Department Regulations; conducts "first step" grievance hearings for personnel and completes the necessary paper work.

Reviews, investigates and files workers' compensation claims.

Evaluates subordinates and reviews all evaluations of School Safety Agents made by School Principals.

Monitors subordinates' work schedules and makes modification to ensure adequate coverage.

Oversees scanning operations and make sure that proper procedures are being followed.

## SCHOOL SECURITY OCCUPATIONAL GROUP [298]

SUPERVISOR OF SCHOOL SECURITY (continued)Examples of Typical Tasks (continued)

Recommends instruction of School Safety Agents by counselors in handling of children under the Special Education Program.

Inspects radio storage facilities at assigned schools to ascertain proper safeguarding of communications equipment (e.g., walkie-talkies); checks the maintenance of motor vehicles assigned to borough; supervises the night patrol shift; when necessary, investigates break-ins occurring after school hours.

Attends supervisory level meetings on a weekly basis; makes entries in daily log book to record activity and assignments.

Drives a vehicle as necessary to carry out 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 three years of satisfactory full-time experience in law enforcement, security and/or public safety; or
2. A baccalaureate degree from an accredited college and one year of satisfactory full-time experience as described in "1" above; or
3. A satisfactory combination of education and/or experience which is equivalent to "1" or "2" above. However, all candidates must have at least a four-year high school diploma or its educational equivalent and at least one year of the experience described in "1" above.

## SCHOOL SECURITY OCCUPATIONAL GROUP [298]

SUPERVISOR OF SCHOOL SECURITY (continued)Special Patrolman Status

This class of positions is designated for Special Patrolman status by the NYC Police Department, as governed by NYC Administrative Code Section 14-106 and Chapter 13 of Title 38 of the Rules of the City of New York. Therefore, candidates must be found qualified to serve as a Special Patrolman. This designation must be maintained for the duration of employment. The qualifications for Special Patrolman include being at least 21 years of age, a U.S. citizen, and a resident of the City of New York at time of designation.

License Requirement

A motor vehicle Driver License valid in the State of New York. This license must be maintained for the duration of employment.

Direct Lines of Promotion

From: School Safety Agent  
(60817)

To: Associate Supervisor of  
School Security (60821)