

**SECURITY OFFICER (PT)**

Rev. 9/96  
Erie County  
T & V  
RAM/a

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves providing security for buildings and property to ensure the protection of employees and the visiting public. This is a para-professional security position responsible for patrolling and monitoring the activities within municipalities facilities to identify and prevent crimes and other disorders. The incumbent is responsible for identifying potentially dangerous situations and taking appropriate action to prevent or minimize danger to property and injury to employees and visitors. The incumbent receives direct supervision from an administrative employee but must exercise judgment in emergency situations or when supervision is not available. Does related work as required.

**TYPICAL WORK ACTIVITIES:**

Patrols buildings and adjoining areas to ensure the security of employees, visitors and property;  
May make citizens arrests of individuals breaking the law;  
Observes parking lots and other areas adjoining buildings;  
Removes disorderly persons from premises;  
Inspects buildings and grounds for potential fire hazards or other security problems;  
May conduct searches of the facilities as required when threatening situations occur;  
Conducts investigations concerning losses of property, completing the required reports;  
Carries defensive weapons with administrative approval such as handcuffs and other authorized equipment;  
Provides security for payroll shipments, money draws, vaults containing valuables, offices, inventory stores, computers and other equipment;  
Performs daily duties such as logging incidents, typing index cards, filing, etc.;  
May operate equipment such as, but not limited to, circuit television monitors, fire alarm systems, radio communication systems, typewriters, telephones, microfiche equipment and computers;  
Responds to alarms of fire and performs duties necessary to protect life and property, including the use of fire suppression apparatus and evacuation of staff;  
Responds to emergency situations within the facility and controls vehicles and/or pedestrian traffic;  
Performs duties relative to safety and fire protection, such as, safety inspections of equipment and the physical plant and immediate correction of hazards;  
Furnishes information and assistance to visitors, contractors and employees;  
Enforces the facilities Policies and Procedures, as directed;  
Prepares depositions and reports necessary to all activities performed, as required;

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Good knowledge of the practices and procedures used to ensure the maintenance or order and security in public buildings; good knowledge of law enforcement regulations pertaining to theft,

Continued.....

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: continued....

assault, trespass and harassment; working knowledge of fire safety practices; skilled in the use of first aid; skilled in the use of fire extinguishers and related fire fighting equipment; ability to speak clearly; ability to be firm with visitors, clients and employees; ability to maintain harmonious relations with the public; ability to spend long periods of time standing or walking; willingness to work nights or other unusual shifts; tact; courtesy; dependability; strength and agility; emotional stability; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma and:

- A) Completion of a minimum of 60 semester credit hours from a regionally accredited or New York State registered college or university with a major in Criminal Justice, Law Enforcement, Police Science or closely related field; or:
- B) One (1) year of experience as a security guard, military policeman or law enforcement officer; or:
- C) An equivalent combination of training and experience as defined by the limits of (A), and (B).

SPECIAL REQUIREMENTS:

Registration as a Security Guard by the State of New York, Department of State, Division of Licensing Services and completion of a eight (8) hour training course pursuant to Article 7 and 7A General Business Law.

Security guards employed by December 31, 1993 may continue employment pending registration on the following schedule: Those hired in an even year must be registered during 1994 by their anniversary date of hire; those hired in an odd year must be registered during 1995 by their anniversary date of hire.

Security guards hired after December 31, 1993, must register immediately on employment or already be registered.

SPECIAL REQUIREMENT:

Possession of a valid New York State Driver's License.

NOTE: Verifiable part-time and/or volunteer experience will be pro-rated toward meeting full time experience requirements.



## Security Guard Training Requirements

### Security Guard Training Requirements

**Section 89-G of Article 7A requires all persons engaged in security guard activities be registered with the New York Department of State (DOS), and complete all training (unless exempt) at schools approved by the Division of Criminal Justice Services (DCJS). The following training courses are required:**

#### Security Guard (unarmed)

##### Initial Training Requirements:

**8 Hour Pre-Assignment Training** - A general introductory course. You must complete this course and submit a copy of the certificate issued to you with your security guard application.

**16 Hour On-The-Job Training (OJT)** - A course relevant to the duties of guards, requirements of the work site, and the needs of the employer. You must complete this training within 90 days of employment as a security guard.

##### Annual Training Requirement:

**8 Hour Annual In-Service Training** - This course must be completed each calendar year you hold a security guard registration. Your registration is issued for two years, therefore, you must complete two 8 Hour Annual In-Service training courses within your registration effective and expiration dates to be eligible for renewal.

#### Armed Security Guard

##### Initial Training Requirements:

**8 Hour Pre-Assignment Training** - A general introductory course. You must complete this course and submit a copy of the certificate issued to you with your security guard application.

*> Before Hire*

**16 Hour On-The-Job Training (OJT)** - A course relevant to the duties of guards, requirements of the work site, and the needs of the employer. You must complete this training within 90 days of employment as a security guard.

**47 Hour Firearms Training** - You must possess a valid NYS Pistol Permit and security guard registration to enroll in this course. Upon successful completion of this course, submit a copy of the certificate with your application for an armed guard registration upgrade.

*> Before Hire*

##### Annual Training Requirements:

**8 Hour Annual In-Service Training** - This course must be completed each calendar year you hold an armed security guard registration. Your registration is issued for two years, therefore, you must complete two 8 Hour Annual In-Service training courses within your registration effective and expiration dates to be eligible for renewal; and

**8 Hour Annual Firearms Training** - This course must also be completed each calendar year you hold an armed security guard registration. Your registration is issued for two years, therefore, you must complete two 8 Hour Annual Firearms training courses within your registration effective and expiration dates to be eligible for renewal.

**Waivers** - Applications for a waiver of firearms training for unarmed and armed security guards may be reviewed up to a maximum of 10 years after separation from a sworn law enforcement position in New York. For the purposes of registration, you may be granted a waiver from training if you can demonstrate completion of training that meets or

exceeds the minimum standards for the 8 Hour Pre-Assignment, OJT, or 47 Hour Firearms courses. To request a waiver, call DCJS directly at (518) 457-4135, or contact them in writing at 80 South Swan Street, 3rd floor, Albany NY 12210-8002. If approved, DCJS will send you a waiver letter to submit with your security guard application to DOS.

DEPARTMENT OF STATE DIVISION OF  
**LICENSING SERVICES**

ANDREW M. CUOMO, GOVERNOR CESAR A. PERALES, SECRETARY OF STATE



## Important Advisory Regarding Security Guard Training

In order to renew a Security Guard registration, the mandatory training courses must be completed and on file with our office.

Please do not call the Division of Criminal Justice Services or the Department of State to verify the completion of the required training courses. Begin by contacting the Security Guard Training School to confirm that the training was completed and the appropriate roster was submitted to the Division of Criminal Justice Services.

All training must be submitted to the State of New York by an authorized school. Individuals are not permitted to mail or fax course certificates to the Department of State. It is the responsibility of the Training School to submit course completion information to the Division of Criminal Justice Services. Once the Division has received your course completion information, it will be electronically transferred to the Department of State.

Please note that the ID card you now hold remains in effect until the date it expires. Once the ID card expires, you will be ineligible to continue in employment as a security guard. If your registration is expired for 6 months or more, you will be required to reapply for a new registration.

### Security Guard Training Requirements