

New York State Department of Civil Service
DIVISION OF CLASSIFICATION & COMPENSATION

Classification Standard

Occ. Code 8706000

Institution Safety Officer, Grade 9

Brief Description of Class

Institution Safety Officers are responsible for the safety and security of correctional services buildings, grounds, property, and personnel. Incumbents patrol and inspect buildings, grounds, and equipment to detect hazardous conditions, crimes, and violations and instruct employees in safety procedures to ensure proper response to emergency situations. These positions may handle or restrain unruly persons in order to prevent the endangerment of employees. Positions of this title exist within the Department of Correctional Services and Community Supervision (DOCCS).

Distinguishing Characteristics

Institution Safety Officer: non-supervisory; assigned to a shift or location, and patrols and inspects buildings, grounds, and equipment to detect hazardous conditions, crimes and violations and instructs employees in safety procedures to ensure proper response to emergency situations.

Illustrative Tasks

Institution Safety Officer

The Institution Safety Officer, possessing full peace officer powers, is responsible for enforcing all New York State Laws pertinent to maintaining the security and safety of the correctional training facility, buildings and grounds.

- Conducts mobile or foot patrol of an assigned area.
- Inspects buildings and facilities.
- Detects evidence of irregularities and determines criminal activity by means of presence and witness.
- Responds to and inspects call for assistance.

- On assignment to a gate house, screens vehicles and persons.
- On assignment as desk officer, dispatches patrol officers by radio to scenes of incidents.
- On assignment to safety inspection, inspects fire escapes, stair handrails, fire doors and other safety fixtures and equipment.
- Monitors and provides direction to Correction Officer recruits, as needed.

Ensures safety procedures are followed.

- Possesses full knowledge of all policies, procedures, rules and regulations concerning the position of Institution Safety Officer and the training facility.
- Continually inspects all fire and safety equipment to ensure proper working order, availability and understand proper usage of same.
- Has a working knowledge of all evacuation procedures in the event of a fire or bomb threat.
- Understands the Bomb Threat Procedure and is constantly prepared to implement same.
- Continually observes of entire complex for any safety violations and prompt reporting of same.
- Checks in, via personal radio alarm, with Communications Control Center (CCC) using standard radio procedures.

Ensures security measures are followed.

- Maintains logbook by recording names, addresses, and license numbers of personnel using training facility.
- Checks in and out weapons of visitors and staff.
- Secures shipments of weapons, ammunition and chemical agents received after business hours.
- Maintains key control of facility affiliated buildings and all State property and vehicles.
- Understands and enforces all recruit rules and regulations.

- Immediately notifies Officer of the Day when major infractions occur involving recruits either on or off facility property.
- Operates switchboard from 5 pm - 8 am weekdays and throughout entire weekend.
- Issues keys to authorized personnel.

Minimum Qualifications

Institution Safety Officer

Open-Competitive:

1. one year of security guard experience gained while registered as a Security Guard with the New York State Department of State; or
2. one year of experience as a police officer or peace officer; or
3. one year of active U.S. military service where you performed security duties on a United States military base or vessel and an honorable discharge or under conditions in the NYS Restoration of Honor Act. Security duties must have been performed while working as military police or as security personnel performing foot and motorized patrol, control of pedestrian and vehicular traffic, flight line security, crime prevention and/or physical security.

Note: Classification Standards illustrate the nature, extent, and scope of duties and responsibilities of the classes they describe. Standards cannot and do not include all the work that might be appropriately performed by a class. The minimum qualifications above are those required for appointment at the time the Classification Standard was written. Please contact the Division of Staffing Services for current information on minimum requirements for appointment or examination.

Date: 11/20

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