

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

Classification Standard

Occ. Code 8706000

Institution Safety Officer, Grade 12

Brief Description of Class

Institution Safety Officers are responsible for the safety and security of buildings, grounds, property, and personnel of the Albany Training Academy and Community Supervision Field Offices operated and/or staffed by the Department of Corrections and Community Supervision (DOCCS). 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 or other individuals. Incumbents may also handle security duties for parole revocation hearings in Area Offices and/or courtrooms.

Distinguishing Characteristics

Institution Safety Officer: non-supervisory; assigned to a shift or location, 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, and may provide security at parole revocation hearings conducted at Area Offices and/or courtrooms.

Illustrative Duties

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 training facility, buildings and grounds owned and/or operated by DOCCS.

- 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 and takes appropriate corrective action.

- Responds to and inspects call for assistance.
- On assignment to safety inspection, inspects premises including all access points, fire escapes, stair handrails, fire doors and other safety fixtures and equipment.
- Possesses full knowledge of all policies, procedures, rules, and regulations concerning the position of Institution Safety Officer and the location to which they are assigned.
- 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 and bomb threat procedures and is constantly prepared to implement same.
- Continually observes the entire location for any safety violations and monitors security cameras and prompt reporting of same.
- May restrain violent or disorderly individuals to prevent damage or injury to individuals and property or interference with governmental business.
- May assist with taking releasees into custody by restraining/handcuffing individuals found in possession of prohibited or illegal weapons and/or dangerous instruments, under the influence of alcohol or drugs, or due to harassment, threats of physical violence, death threats against others, arson, etc.

Institution Safety Officers assigned to Community Supervision field offices provide security to their report stations and may also perform the following tasks:

- Searches and frisks visitors; performs visual inspection of visitor property and searches visitors by hand or using a walk through and/or handheld metal detector.
- Confiscates contraband, illegal or other items not permitted in or on the grounds of state-owned property.
- Processes and/or prepares written reports, and testifies at court or administrative hearings, if necessary.

- Performs security duties for parole revocation hearings in Area Offices and/or courtrooms, as follows:
 - Conducts advance sweeps and post-hearing sweeps for contraband and weapons in waiting areas, courtrooms and offices where preliminary and final parole revocation hearings will be held.
 - Searches all non-DOCCS employees entering the Area Office/courtroom for a hearing for weapons and contraband.
 - Secures the waiting room and report area for arrival of incarcerated individuals, including the removal of other releasees.
 - Hand cuffs and escorts parole violators to and from the hearing room in an Area Office and/or courtroom.
 - Screens/searches the following individuals upon arrival to the Area Office/courtroom and escorts them to and from the hearing room: hearing officers, court reporters/stenographers, counsel and community representatives, witnesses, victims, and/or members of the public. Coordinates multiple sets of individuals when there is more than one hearing occurring.
 - Monitors and provides on-site security and access control for the duration of the hearing, to include custody, interview and waiting rooms.
 - Provides security for individuals attending a parole hearing in Area Offices and/or courtrooms.
 - In the event of an emergency situation during a parole revocation hearing, assists with contacting local emergency response authorities, de-escalating or restraining combative releasees, escorting hearing participants to a safe/secure area, and escorting combative releasees to a secure location (holding/custody room).

Institution Safety Officers assigned to the training facility provide security to their report stations and may also perform the following tasks:

- On assignment as desk officer, dispatches patrol officers by radio to scenes of incidents.
- Monitors and provides direction to Correction Officer or Parole Officer recruits, as needed.

- Maintains logbook by recording names, addresses, and license numbers of personnel using the training facility.
- Checks in and out weapons of visitors and staff.
- Maintains key control of affiliated buildings and all State property and vehicles and issues keys to authorized personnel.
- Understands and enforces all recruit rules and regulations.
- Notifies the Officer of the Day immediately when major infractions occur involving recruits either on or off Department property.
- May secure shipments of weapons, ammunition and chemical agents received after business hours.
- May operate the switchboard from 5 pm - 8 am weekdays and throughout entire weekend.

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: 1/2025

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