

SUPERVISING PUBLIC SAFETY OFFICER

GENERAL STATEMENT OF DUTIES: Supervises law enforcement support activities; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: This class is the first level of positions with supervisory and administrative responsibilities among law enforcement officers assigned to civil, identification, transportation or communication units in the Westchester County Department of Public Safety. Individuals in this class may be re-assigned periodically among the units but will not be assigned to patrol or detective units except temporarily in emergencies. Supervision is exercised over a number of officers, trainees, and clerical staff.

EXAMPLES OF WORK: (Illustrative Only)

WHEN ASSIGNED TO THE CIVIL UNIT:

Directs the receipt and recording of fees for legal papers, garnishee payments, judgments, contempt of court payments, attachments and other monies collected by the Civil Division;

Supervises the maintenance of account books (according to attorney's names for all transactions except garnishee payments, for which accounts are kept according to defendants' names);

Receives incoming legal documents and records for receipt, assigning them a record number;

Determines and collects fees, operating a cash register to record collections and enters fees collected in a cash book according to the proper account;

Distributes executions and other documents to the appropriate officer for recording in ledgers;

Registers and records monies collected for garnishee executions, property attachments and similar transactions and issues receipts for such collections;

Prepares cash accounts daily and makes appropriate bank deposits;

Supervises the Civil Unit in the absence of the Supervisor of Public Safety in charge of the unit;

Assists attorneys, litigants and the public with inquiries and problems concerning civil procedures;

May serve legal papers as required;

May prepare reports and assist on investigations as required.

WHEN ASSIGNED TO THE IDENTIFICATION UNIT:

Supervises the recording of, or personally records, a physical description of subjects, a full description of the alleged crime or offense and pertinent history information;

Supervises the forwarding of fingerprints to the State and F.B.I. and receives replies regarding previous record or lack of records of subjects, follows up on any missing or incomplete information;

Classifies and records fingerprints;

Supervises and participates in the fingerprinting of convicted individuals and forwards the fingerprints to the institution receiving the subject and to the local police department involved;

Supervises and participates in the fingerprinting of county employees, applicants for pistol permits, and other non-criminal classifications;

Testifies in court as an expert identification witness;

Takes undercover photos and photos of the premises for raids and investigation;

Searches premises for latent fingerprints and various clues;

Compiles the monthly, quarterly and annual statistics for major crimes committed in Westchester County;

Supervises the maintenance of all arrest disposition records;

Initiates contact with other agencies and professions such as Social Services, Mental Health and The Red Cross which could provide material or instructors to enhance police training and awareness;

Maintains all appropriate training records;

Acts as training liaison with other law enforcement agencies within Law Enforcement Zone Three, and provides advice for particular local training needs;

May instruct course segments.

WHEN ASSIGNED TO THE TRANSPORTATION UNIT:

Administers and participates in the transportation of prisoners between the County Jail and the Family, County and Supreme Courts;

Transports inmates to State correctional and hospital facilities, and delinquents between the County Court and various detention and placement facilities;

WHEN ASSIGNED TO THE TRANSPORTATION UNIT: (Cont'd.)

Maintains court orders relating to inmate and juvenile transportation requests;

Maintains records of daily movement of inmates, juvenile delinquents and offenders between various facilities;

Reviews the daily court calendar (prisoner recall list), assigns Public Safety Officers for the transfer of inmates from the Westchester County Department of Correction to the County Courthouse. Supervises inmate transfer;

Reviews, assigns and supervises transportation personnel to scheduled and unscheduled trips to and from State Correctional Institutions, Juvenile Secure and Placement Centers, Family Courts, and Psychiatric Institutions;

Maintains records pertaining to departmental equipment, and vehicles assigned to the Transportation Unit. Conducts weekly inspection of departmental vehicles assigned;

Maintains attendance records and coordinates vacations, and personal leave days of Public Safety Officers assigned to the Transportation Unit;

Supervises the fingerprinting of inmates; (sentenced but not incarcerated);

Prepares, and submits through Deputy Commissioner of Public Safety, budget requests for the Transportation Unit;

Submits to the Deputy Commissioner a daily log sheet consisting of: operating personnel strength, County Court inmate movement, and outside transportation trips on the schedule at the time the report is prepared;

Meets with the Deputy Commissioner, plans and coordinates policy and activities regarding Westchester County Public Safety and the New York State Court Security System;

Submits a monthly activity report to the Deputy Commissioner detailing County Court movement, juvenile movement, outside transportation movement, inmate feeding, inmate(s) remanded from the courts and mileage recorded for each vehicle;

Prepares reports and comparison studies as requested regarding the transportation of inmates, juveniles, and state hospital commitments;

Assigns, supervises and equalizes Transportation Personnel regarding overtime (as the needs of transportation activities require).

WHEN ASSIGNED TO THE COMMUNICATIONS UNIT:

Provides communication services through a variety of electronic equipment including but not limited to telephone, teletype, radio transmitter and facsimile

fingerprint transmitting devices;

Assigns subordinate personnel to shift assignments;

Trains subordinate personnel in the operation of new equipment and in its proper maintenance;

Maintains communication unit's records of all message traffic;

Audits message traffic to ascertain that the unit is complying with Federal and State communication regulations;

Advises departmental top management on communication needs and uses; Supervises the repair of unit equipment.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the principles and techniques of modern electronic communications and good knowledge of the equipment used in communications; thorough knowledge of techniques, procedures and equipment used in fingerprinting, fingerprint classification and identification photography; good knowledge of modern police practices; good knowledge of the law and procedures determining the transfer and guarding of prisoners; good knowledge of the principles and practices of financial record keeping; good knowledge of civil procedures and law concerning the execution, processing and serving of legal documents; ability to develop and evaluate training for supervisory and non-supervisory law enforcement; ability to establish and maintain effective relationships with Public Safety officials and officers of subordinate rank, both within and without the Department; ability to communicate effectively, both orally and in writing; ability to testify as an expert witness; initiative; good judgment; resourcefulness; neat appearance; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Two years of experience as a paid Police or Public Safety Officer in a law enforcement agency.