

TOWN OF CLARENCE  
ONE TOWN PLACE, CLARENCE, NEW YORK 14031

# JOB OPENING

THE TOWN OF CLARENCE IS AN EQUAL OPPORTUNITY EMPLOYER

## Special Patrol Officer

**Distinguishing Features of the Class:** This position involves responsibility for maintaining order and providing security in public buildings, schools and courtrooms. Persons employed in this class shall have all the powers of a peace officer, as set forth in section 2.20 of Criminal Procedure Law, when performing duties of protecting property or persons on such premises. The work is performed under the general supervision of the Police Chief or Sheriff. The incumbent does related work as required.

**Typical Work Activities:** provides security by standing in and patrolling public buildings; Protects and guards the public, judges, students, and employees, in the designated publicly-owned property; Physically restrains unruly individuals; Escorts judges, juries and witnesses to and from the courtroom; provides general information to visitors on premises; Checks to insure that all necessary documents and identification are in order; Safeguards public property; Provides assistance in emergency situations; maintains and updates records as required; Prepares incident reports; Distributes and posts appropriate documents and materials.

**Full Performance Knowledges, Skills, Abilities and Personal Characteristics:** Good knowledge of procedures and practices for protecting and safeguarding buildings and property; Good knowledge of the powers of a peace officer; Ability to maintain order; Ability to perform first aid; Ability to exercise judgement and common sense in stressful situations; Ability to carry out established security procedures in case of fire, bomb threat or other emergency situations; Ability to observe detail, remember facts and information, and evaluate situations; Ability to understand oral and written instructions and apply information, rules, regulations and procedures to specific situations; Ability to prepare brief written communications; Ability to communicate information orally to the public, or related personnel; Ability to use self-defense, restraint techniques and security equipment; Capable of performing the essential functions of the position with to without reasonable accommodation.

**Minimum Qualifications:** Retired member of a police or sheriff's department, or division of state police, or retired former corrections, parole or probation officer.

**Special Requirements to Carry or Possess Firearms:** Special Patrol Officers may not carry or possess firearms while on duty unless authorized to do so by the Appointing Authority and a license has been issued pursuant to 400.00 of Penal Law (2.10.37 of Criminal Procedure Law). Where possession of the license is required, eligibility for and continued possession of the license is required for employment.

**Date Posted: June 17, 2025**

**Hourly Rate: 55,000 Annually (2 positions)**