

## **SUPERVISING CAMPUS PEACE OFFICER**

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for supervising and maintaining a campus security program in order to provide for the protection and safety of persons and property on the Campus off SUNY Broome. Employees in this class must work towards developing and maintaining relationships with students, faculty, campus employees, and other members of the campus community as part of an overall program in cooperation in preventing crime and destructive disorders. The incumbent performs and participates in all Campus Peace Officer duties and enforces the Laws of the State of New York by virtue of the designation of peace officer. The work is performed under the general supervision of the Director of Campus Safety and Security, with leeway allowed for the exercise of independent judgment in carrying out assignments. Supervision is exercised over Campus Peace Officers. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Performs and oversees all Campus Peace Officer duties as needed including but not limited to: shift coverage, performing safety and health inspections, routine patrol of buildings and grounds, enforcing the Laws of New York State, enforces the Student Code of Conduct, and assists with environmental compliance;

Works with the Director of Campus Safety and Security to review and update policies and procedures on an ongoing basis;

Schedules, assigns and posts Campus Peace Officer staff assignments in order to effectively and efficiently utilize staff and insure campus safety coverage at all campus locations;

Observes Campus Peace Officers staff to assess performance in accordance with law enforcement techniques, acknowledges level of performance, offers support and suggestions to improve performance and correct deficiencies, and prepares performance evaluations;

Maintains a detailed inventory of all department equipment and property to ensure safety and performance of all items;

Develops and participates in community policing events on campus and in the community;

Provides and/or ensures for the training of the campus security staff;

Reviews incident and crime reports for content, consistency and accuracy;

## **SUPERVISING CAMPUS PEACE OFFICER-cont'd**

Attends meetings, conferences and workshops as necessary;  
Attends law enforcement related meetings, events and activities  
in the absence of the Director, as assigned;  
Prepares and maintains a variety of reports;

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of the practices and procedures required to ensure maintenance of order on a college/university campus and security of campus buildings, grounds and equipment;  
Thorough knowledge of safety precautions necessary to eliminate existing and potential security, environmental, safety and fire hazards;  
Thorough knowledge of standard police, fire and emergency communication codes;  
Good knowledge of law enforcement statutes pertaining to a variety of offenses and working knowledge of investigative techniques;  
Good knowledge of the Penal Law, Criminal Procedure Law and Vehicle and Traffic Laws of the State of New York;  
Working knowledge of investigative and documentation techniques;  
Working knowledge of first aid measures;  
Ability to establish and maintain effective working relationships with security personnel, students employees and the general public;  
Ability to write thorough and comprehensive accident and investigative reports;  
Ability to conduct interviews and establish rapport with others in order to facilitate the gathering of information;  
Ability to plan and supervise the work of others;  
Ability to prepare a variety of reports;  
Ability to communicate effectively both orally and in writing;  
Ability to properly use and care for firearms;  
Good judgment;  
Tact;  
Courtesy;  
Resourcefulness;  
Dependability.

### **MINIMUM QUALIFICATIONS:**

- A) Graduation from a New York State registered or regionally accredited college or university with a Bachelor's degree and one year of experience as a Campus Peace Officer; OR

**SUPERVISING CAMPUS PEACE OFFICER-cont'd**

B) Graduation from a New York State registered or regionally accredited college of university with a Associate's degree and three years of experience as a Campus Peace Officer; OR

C) Graduation from high school or possession of an equivalency diploma and five years of experience as a Campus Peace Officer; OR

D) An equivalent combination of training and experience as defined by the limits of A), B), and C) above.

**SPECIAL REQUIREMENTS:**

1) Possession of the appropriate level Motor Vehicle Operator's license and possession of a pistol permit at time of appointment.

2) Certification in the following must be completed at time of appointment:

- American Red Cross Standard First Aid or equivalent AND
- American Red Cross CPR or equivalent AND
- Automated External Defibrillator;

3) Possession of a certificate of completion for the Basic for Campus Public Safety Officer course from the New York State Division of Criminal Justice Services Municipal Police Training Council at time of appointment.

**BACKGROUND INVESTIGATION AND ADDITIONAL SCREENINGS:** Each candidate may be subject to a thorough background investigation. Applicants will be required to authorize access to educational, financial, employment, criminal history, mental health records or other records. Conviction of a felony will bar appointment. Conviction of a misdemeanor or other offense are subject to evaluation and may bar appointment. At the discretion of the employing law enforcement agency, candidates may be subject to additional screenings as a term and condition of employment, including but not limited to, fingerprinting and psychological testing. Drug testing is included in the required medical examination. Applicant will be required to submit the necessary fees for the fingerprint processing.