

## **CAMPUS PEACE OFFICER**

**DISTINGUISHING FEATURES OF THE CLASS:** Incumbents in this class perform Peace Officer and environmental safety and security-related functions at the Community College. This involves responsibility for maintaining order, enforcing the Laws of the State of New York, for the security of College property, and for the safety of students, visitors and staff. The work is performed under the general supervision of the Director of Campus Safety and Security or his/her designee, with considerable latitude allowed for the exercise of independent judgment in carrying out assignments. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Maintains order on campus at all times;  
Acts as the lead response to medical emergencies/sick calls providing First-aid/CPR and coordinating transport via ambulance to the hospital or other appropriate means for patient to an advanced care provider as needed;  
Performs environmental, fire, safety and health inspections  
Provides safety and health training and guidance to employees and students;  
Develops and coordinates wellness activities for employees and students;  
Responds to mental health emergencies, provides crisis intervention executing 9.41 mental health arrests if needed, coordinates follow-up with on and off campus counseling/resources;  
Performs environmental, safety, security, fire prevention and law enforcement;  
Patrols buildings, grounds and parking areas on foot or in a patrol vehicle to maintain order, protect persons and property, control traffic, and to prevent trespassing, theft or damage;  
Responds to, investigates and prepares reports for complaints as assigned by supervisor;  
Enforces the laws of the State of New York;  
Secures and checks all doors, windows and entrances to building to be sure that they are secure;  
Assures that all doors and entrances are unlocked for daily activities and classes;  
Makes operational checks of heating and cooling equipment, reporting any malfunctions;  
Controls and directs traffic on campus or campus related roads, grounds and parking areas;

Investigates motor vehicle accidents that occur on campus or campus related property;  
Issues parking violation tickets;  
Enforces the Student Code of Conduct;  
Provides assistance to students, faculty and staff (provides directions and information, assists motorists with lock-outs and other vehicular problems, etc.);  
Contacts snow removal contractor/grounds crew when necessary;  
Files reports and maintains an appropriate system of records and reports;  
May be required to carry a firearm.

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

Good 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;  
Good knowledge of safety precautions necessary to eliminate existing and potential security, environmental, safety and fire hazards;  
Good knowledge of standard police, fire and emergency communication codes;  
Working knowledge of law enforcement statutes pertaining to a variety of offenses and working knowledge of investigative techniques;  
Working knowledge of the Penal Law, Criminal Procedure Law and Vehicle and Traffic Laws of the State of New York;  
Ability to properly use and care for firearms;  
Ability to provide first aid;  
Ability to communicate effectively with others;  
Ability to understand and carry out complex oral and written directions;  
Ability to prepare clear and concise reports;  
Good judgment;  
Tact;  
Courtesy;  
Resourcefulness;  
Dependability;

**MINIMUM QUALIFICATIONS:** Either:

A) Associate's degree plus one year of experience as a Police Officer, security officer in a public or private security force, a private investigator or one year active military

service\*; OR

- B) Graduation from high school or possession of an equivalency diploma and three years of experience as indicated in A) above; OR
- C) An equivalent combination of training and experience as defined by the limits of A) and B) above.

**NOTE:** Education beyond an Associate's degree in the field of Criminal Justice, Police Science or related field may be substituted for experience on a year-for-year basis.

\*Military duty is defined as the Army, Navy, Marine Corps, Air Force, Coast Guard and the National Guard when in service for the United States. Such service must have been on a full-time active duty basis other than for training purposes. Proof of an honorable discharge (DD-214) must be provided before the candidate's name can be certified for appointment.

**Special Requirements:**

- 1) Possession of the appropriate level Motor Vehicle Operator's license and eligibility for a pistol permit at time of appointment.
- 2) Certification in the following must be completed within one year of appointment:
  - American Red Cross Standard First Aid or equivalent AND
  - American Red Cross CPR or equivalent AND
  - Automated External Defibrillator;
- 3) Possess a certificate of completion for the Basic Course for Police Officers or Campus Public Safety Officer Course from the New York State Division of Criminal Justice Services Municipal Police Training Council Or, within one year of appointment enroll in the New York State Division of Criminal Justice Services Municipal Police Training Council Basic Course for Police Officers or Campus Public Safety Officer Course and meet all requirements by the end date of that course.

**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.

Competitive  
R902 4/8/14  
Revised-7/27/17