

Campus Safety Officer

DISTINGUISHING FEATURES OF THE CLASS: Incumbents in this class perform security and law enforcement related functions at the Community College, involving responsibility for maintaining order, for the security of college property, and for the safety of students, visitors and staff. The work is performed under general supervision of the Director of Campus Safety, with considerable latitude allowed for the exercise of independent judgment in carrying out assignments.

TYPICAL WORK ACTIVITIES:

- Maintains order on campus, at all times;
- Performs security work, fire prevention and safety enforcement;
- Patrols buildings, grounds and parking areas on foot or in a patrol car to maintain order, protect persons and property, control traffic, provide first aide, and to prevent trespassing, theft or damage;
- Investigates complaints made directly to the Campus Safety Officer or assigned by supervisor;
- Secures and checks all doors, windows and entrances to buildings to make sure they are locked;
- Assures that all entrances and classrooms are unlocked for daily classes and activities;
- Makes regularly scheduled fire inspections of buildings and fire extinguishers;
- Makes operational checks of a variety of heating and cooling equipment, reporting any malfunctions;
- May book individuals on charges and escort them to court and/or jail;
- Controls and directs traffic on institutional roadways and parking areas;
- Investigates motor vehicle accidents on campus, checks parking lots for unregistered cars, issues parking violation tickets and assists individuals with dead car batteries, lock-outs and other vehicular problems;
- Gives directions and information to students and visitors;
- Contacts snow removal contractor/grounds crew when bad weather occurs;
- Makes bank deposits/night drops;
- Files reports and maintains an appropriate system of records and reports;
- Does related work as required.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the practices and procedures required to insure maintenance of order and security of buildings, grounds and equipment; good knowledge of safety precautions necessary to eliminate existing and potential security, safety and fire hazards; good knowledge of law enforcement statutes pertaining to a variety of offenses and working knowledge of investigative techniques; good knowledge of standard police, fire and emergency communication codes; ability to communicate effectively with others; ability to understand and carry out complex oral and written directions; ability to prepare clear, concise reports; good judgment; tact; courtesy; resourcefulness; dependability; physical condition commensurate with the demands of the job.

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MINIMUM QUALIFICATIONS: Graduation from a standard senior high school OR possession of a high school equivalency diploma.

NOTE: In addition to meeting the above qualifications, candidates will also be required to meet established medical and physical training standards, candidates must successfully complete the DCJS approved Campus Safety Peace Officer Academy or its equivalent within one year of appointment and possess a valid New York State Drivers License.

Applicants must be able to obtain and possess a NYS Pistol Permit. Prior to appointment, candidates will be required to participate in a psychological evaluation to determine your fitness to perform the essential duties of the position. Failure to meet the standards may result in your disqualification. Because of the nature of the position there is a background investigation and you will be asked to sign a release so that the Director of Campus Safety or his/her designee can properly and thoroughly investigate your background. Conviction of a felony may bar your appointment.

Competitive Class
Revised 9/22/2009 PO
Revised 12/5/2018 PO
Revised 12/16/2019 PO
Revised 12/16/2022 PO