

CAMPUS SAFETY OFFICER/PEACE OFFICER

DISTINGUISHING FEATURES OF THE CLASS: Incumbents in this class perform Peace Officer duties in accordance with Section 2.10(76) of the Criminal Procedure Law as well as security related functions at Sullivan County Community College. Responsibilities involve maintaining order and ensuring the security of the College property and the safety of students, visitors and staff. The work is performed under the general supervision of the Director of Safety and Security with considerable leeway allowed for the exercise of independent judgment in carrying out assignments.

TYPICAL WORK ACTIVITIES: *The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.*

Maintains security and order on campus at all times;

Performs security work, fire prevention and law enforcement;

Enforces the Student Code of Conduct;

Patrols campus buildings, grounds and parking areas on foot or in a patrol vehicle to maintain order, protect persons and property, control traffic, provide first aid and to prevent trespassing, theft or damage;

Makes regularly scheduled fire inspections of fire extinguishers;

Makes operational checks of a variety of heating and cooling equipment, reporting any malfunctions to appropriate authority;

Investigates suspicious activities and complaints made directly to the Campus Peace Officer;

Checks all doors, windows and entrances to buildings to ensure they are secured;

Controls and directs traffic on campus grounds or campus related roads and parking areas and issues parking violation tickets;

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Investigates motor vehicle accidents that occur on campus or campus related roads and provides

assistance to motorists , i.e. lock-outs, dead batteries and other vehicle problems;

Gives directions and information to students and visitors;

Contacts appropriate College staff for building emergencies and/or snow removal;

Prepares and maintains appropriate system of records and reports.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARAC-

TERISTICS: 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; working knowledge of the Penal Law, Criminal Procedure Law and Vehicle and Traffic Laws of the State of New York; working knowledge of investigative techniques; ability to deal with and communicate effectively with people from a variety of socioeconomic and ethnic backgrounds; ability to act quickly in an emergency; ability to understand and carry out complex oral and written directions; ability to prepare clear and concise reports; good judgment; courtesy; resourcefulness; and dependability.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree or higher in Criminal Justice, Police Science or a closely related field and one (1) year of experience in a law enforcement agency or security force; or
- (B) Graduation from a regionally accredited or New York State registered college or

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- university with an Associate's Degree and three (3) years of experience in a law enforcement agency or security force; or
- (C) Graduation from high school or possession of a high school equivalency diploma and five (5) years of full-time or equivalent part-time experience in a law enforcement agency or security force; or
- (D) An equivalent combination of training and experience as defined through the limits of (A), (B) and (C) above.

SPECIAL REQUIRMENTS: In addition to meeting the above qualifications, candidates will also be required to meet established medical and physical guidelines, successfully complete the approved Municipal Police Training Council Training Program for Community College Peace Officers, be legally able to possess a firearm in the State of New York and possess a valid New York State Driver's License.

Candidates may also be required to successfully complete a Psychological Examination and undergo substance abuse testing.

NOTE: Your degree or credits must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree or credits were awarded by an educational institution outside of the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at: <https://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

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Jurisdictional Class: Competitive

Public Hearing:N/A

NYS Civil Service Commission Approval:N/A

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Revised and Replaced in Classplan: 12/29/2022

Revised and Replaced in Classplan: 11/21/2024 (Edu)