

SENIOR CAMPUS GUARD

DISTINGUISHING FEATURES OF THE CLASS:

This position has responsibility for directing and enforcing the safety and security program for the second shift operation at Dutchess Community College. The incumbent supervises the provision of security services. In addition, this position is responsible to be the first responder to emergencies on campus, such as accidents, criminal activity and calls for first-aid. Work is performed under the general direction of a higher level administrator. Direction is given to personnel working security during second shift.

TYPICAL WORK ACTIVITIES:

Typical work activities for incumbents in this title include those listed below in addition to those typical work activities performed by lower level titles in the series. They are indicative of the level and types of activities performed by incumbents in this title. It is not meant to be all inclusive and does not preclude a supervisor from assigning activities not listed which could reasonably be expected to be performed by an employee in this title.

1. Supervises security operations during the second shift at the Community College;
2. Provides direction to private security guards assigned to the College, which includes training, assigning work, reviewing work and reporting any performance problems to supervisor;
3. Responds to emergency situations and provides first-aid and crime intervention as needed until appropriate authorities arrive;
4. Responds to requests from staff and or students for assistance and decides when to call in appropriate authorities or higher level administrative staff;
5. Provide whatever assistance is necessary to police, emergency and fire personnel in response to an emergency situation or the investigation of criminal activity;
6. Patrols campus on regular basis to check for damage and suspicious activity;
7. Enforce traffic and parking rules and regulations and take appropriate action; issue citations;
8. Completes and files all daily logs, incident and narrative reports, and shift activity paperwork;
9. Assists students and visitors by providing escort services, jump starting and unlocking vehicles;
10. May visit campus sites as requested or in the case of a reported crime or emergency;
11. May make emergency equipment repairs, which may include door and windows to prevent theft and damage to college properties, until repairs are completed.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of safety and security procedures in order to foresee and take preventive action and to respond effectively when incidents occur;

Knowledge of accepted methods of first aid treatment in order to administer first aid;

Knowledge of college physical layout, rules and regulations in order to provide an effective safety and security program;

Knowledge of grammar, spelling, punctuation and required formats necessary to complete logs and develop incident and narrative reports for all incidents occurring on campus;

Ability to take command in a potentially dangerous or critical situation;

Ability to think quickly and act effectively in emergency situations;

Ability to be courteous yet firm with the public;

Personal characteristics necessary to perform the duties of the position;

Physical condition commensurate with the demands of the position.

SENIOR CAMPUS GUARD (Cont'd)

MINIMUM QUALIFICATIONS:

Candidates must be at least 18 years of age, and meet the following:

Graduation from high school or possession of a high school equivalency diploma and three years of experience in police, security or safety work which involved patrol duties as part of the responsibilities of the position.

SPECIAL REQUIREMENTS:

1. Applicants must meet all training and registration requirements as established under NYS General Business Law. These requirements include pre-assignment training, yearly training, and fingerprint and employment history registration.
2. Candidates previously discharged from a correctional or law enforcement agency for incompetence or misconduct are ineligible for appointment.
3. Possession of a valid New York State driver's license at time of appointment and to maintain position.
4. Possession of a valid CPR/First Aid certification and time of appointment and to maintain position.

PS5407

ADOPTED: 08/21/98