

LIEUTENANT OF CAMPUS SAFETY/INVESTIGATOR

DISTINGUISHING FEATURES OF THE CLASS:

This is a sworn Peace Officer position which is primarily responsible for investigating incidents associated with students, personnel, buildings, grounds, equipment and funds of Dutchess Community College. Further, the employee will respond, as necessary, to criminal incidents, emergency medical incidents, hazardous incidents, potentially violent incidents, and accidents. The incumbent will maintain a close working relationship with law enforcement agencies, the Office of Student Conduct, Coordinator(s) and staff who are assigned roles in Title IX. The work is performed under the general supervision of the Chief of Campus Safety and Security, or higher-level staff members within the Public Safety chain of command with latitude allowed for the exercise of independent judgment. General supervision is exercised over Sergeant Campus Peace Officer, Campus Peace Officer, and other subordinate employees. Evening work and other than normal work schedules can be expected in this position.

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. Assists in the application and maintenance of campus public safety operations that are focused on Community Oriented Policing Philosophy;
2. Acts as the campus lead investigator for student and employee misconduct, assists in criminal investigation, Title IX investigation violations and the Violence Against Women's Act (VAWA) in coordination with the Campus Title IX Coordinator(s);
3. Prepares detailed investigative reports of investigations and reports on all security related issues to the higher level staff members within the Public Safety chain of command;
4. Interviews victims, witnesses, complainants, and persons suspected of conduct which violates the College Code of Conduct, and/or local, state, or federal laws;
5. Acts as a liaison with law enforcement agencies to support criminal investigations;
6. Prepares and presents evidentiary materials during conduct meetings and hearings, and works closely with the Office of Student Conduct and Community Standards;
7. Presents evidentiary materials during meetings and hearings, and works closely with trained Title IX Investigators and Title IX Coordinator(s);
8. Utilizes technologic surveillances, including security camera footage, to aid investigations;
9. Supervises and monitors the public safety staff in the delivery of campus security;
10. Develops written and statistical reports concerning investigations in progress, campus crime, and violations of the Student Code of Conduct;
11. Keeps abreast of recent court decisions and changes in the laws that affect the department;
12. Catalogs and safeguards all contraband and evidence collected in the department;
13. Maintains contact with each case following arrest or referral, until a resolution is reached;
14. Provides training presentations to students, staff, faculty, and other groups on a wide range of security topics.

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES:

Good knowledge of techniques and procedures in conducting criminal investigations;
Good knowledge of laws governing arrests, rules of evidence and court procedures;
Good knowledge of techniques of securing and preserving evidence, and presenting it in physical, oral or

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FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: (cont'd)

- written form;
- Good knowledge of investigative interviewing techniques, especially when working with college students, administrators and faculty;
- Working knowledge of protective and security measures for buildings, grounds, and persons;
- Working knowledge of the New York State Penal Law, Criminal Procedure Law, and Vehicle and Traffic Law;
- Ability to accurately interpret and work within the parameters of Federal, State, and local laws pertaining to students such as the Clery Act, Title IX, and FERPA, as well as other Department of Education rules and regulations and SUNY guidelines and procedures;
- Ability to gather, assemble, analyze and evaluate facts and evidence, draw logical conclusions, and make recommendations;
- Ability to create training materials and provide training presentations to a wide range of audiences on topics related to safety, security, and crime prevention;
- Ability to handle difficult or urgent matters in a confidential and proficient manner;
- Ability to effectively use computer applications such as spreadsheets, word processing, e-mail, and database software;
- Ability to supervise the work of others;
- Ability to work independently;
- Ability to communicate effectively, both orally and in writing;
- Personal characteristics necessary to perform the duties of the position;
- Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- EITHER: (A) Bachelor's Degree in Police Science, Criminal Justice, or a related field and two (2) years of full-time paid work experience as a sworn member of a local, state, federal or military law enforcement agency, which primarily involved the conduct of all aspects of criminal investigations;
- OR: (B) Associate's degree in Police Science, Criminal Justice, or a related field and four (4) years of full-time paid work experience as a sworn member of a local, state, federal or military law enforcement agency, which primarily involved the conduct of all aspects of criminal investigations;
- OR: (C) Graduation from high school or possession of a high school equivalency diploma and six (6) years of full-time paid work experience as a sworn member of a local, state, federal or military law enforcement agency, which primarily involved the conduct of all aspects of criminal investigations;
- OR: (D) An equivalent combination of training and experience as described in (A), (B), and (C) above.

NOTE: Candidates must successfully complete the Municipal Police Training Council Training Program for Peace Officer as described in Section 2.30 of Criminal Procedure Law within one year of the date of appointment.

NOTE: Your degree or college credit 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.

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SPECIAL REQUIREMENTS:

Possession of a valid Driver License to operate a motor vehicle at time of appointment and to maintain position.

Candidates must be a citizen of the United States at time of appointment.

Candidates must be eligible to obtain a firearms license pursuant to Section 400 of the New York State Penal Law.

ADOPTED: 3/18/2022