

CAMPUS PEACE OFFICER

DISTINGUISHING FEATURES OF THE CLASS:

This is a sworn peace officer 10 or 12-month position which is primarily responsible for providing safety and security patrol services for the main campus and off-site locations. The work is performed in accordance with existing New York State Penal Law, Criminal Procedure Law, the Vehicle and Traffic Law, governmental regulations, and college rules. Supervision is received from the Administration of the Office of Campus Public Safety, or within the department chain of command

TYPICAL WORK ACTIVITIES:

The following is 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. Keeps abreast of applicable laws, college rules, and public safety procedures in accordance with best practices as recognized by state and national standards;
3. Patrols campus grounds and buildings being observant of disturbances, violations of law, misconduct and safety hazards;
4. Maintains physical security of buildings and property by performing lock and unlock of doors and gates as directed, responds to fire alarms, burglar alarms, and duress/panic alarms when activated, performs fire watch in buildings as necessary, investigates and reports on instances of property damage and/or breaches of physical security;
5. Responds to incidents, including but not limited to, acts of violence, theft of property, verbal disputes, student and employee misconduct, traffic violations, and medical assistance calls;
6. Provides public safety and physical security services for college residence halls;
7. Provides public safety for events held on campus and off site locations as necessary;
8. Investigates and prepares written reports of criminal incidents, accidents, incidents of misconduct, safety and other related matters;
9. Performs other peace officer duties such as making arrests for criminal offenses, providing safety escorts, and inspects safety equipment.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Knowledge of New York State Department of Criminal Justice Services standards of a peace officer;

Knowledge of Jeanne Clery Act compliance, Title IX and FERPA and other Department of Education rules, regulations and SUNY guidelines;

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

Skill in operating various computer software programs such as Microsoft Word and Outlook;

Ability to supervise the work of others;

Ability to communicate effectively orally and in writing;

Ability to think quickly and act effectively in emergency situations;

Ability to be courteous yet firm with the public;

Ability to establish and maintain effective working relations with others;

Ability to work in a diverse multicultural academic setting;

Ability to work independently with minimal supervision;

Personal characteristics necessary to perform the duties of the position;

Physical condition commensurate with the demands of the position.

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MINIMUM QUALIFICATIONS:

- EITHER: (A) Two (2) years of full-time work experience as a police officer or peace officer;
 (B) Two (2) years of satisfactory active military service with the armed forces of the
 United States;
- OR: (C) Associate's degree or completion of sixty (60) credit hours in criminal justice
 or police science;
- OR: (D) An equivalent combination of training, education and experience as defined by
 the limits between (A) and (C).

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

SPECIAL REQUIREMENTS:

Possession of a valid Driver License to operate a motor vehicle in New York State at time of application and to maintain the position.

Eligibility for appointment begins when a candidate reaches age 21.

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.

Screening Procedures: Candidate may be subject to a series of screening evaluations which may include the following: background investigations, finger printing, substance abuse screening, psychological examination and full medical evaluation. Candidates may be required to pay for any associated fees.

ADOPTED: 1/13/2020