

## CAMPUS GUARD

### DISTINGUISHING FEATURES OF THE CLASS:

This is routine work involving responsibility on an assigned shift for guarding against trespass, theft, injury, damage and general rule violations at the Community College. Work is performed under general supervision with generally set procedures on how to handle situations.

### 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. Directs and routes traffic on campus;
2. Issues warning notices and tickets to vehicles and drivers in violation of campus traffic and parking regulations;
3. Keeps order at athletic events and other gatherings;
4. Makes regular and assigned checks of buildings and grounds to ensure that locks, doors and windows are secured;
5. Inspects fire extinguishers for serviceability;
6. Gives directions and other assistance to visitors and issues visitor passes as authorized;
7. Questions and if necessary detains suspicious persons;
8. Immediately reports to appropriate authority emergencies and occurrences of a suspicious or unusual nature;
9. Submits routine daily reports and on occasion detailed narrative reports;
10. May make emergency equipment repairs;

### FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of college rules and regulations; good knowledge of security practices and procedures; working knowledge of accepted methods of first aid treatment; ability to understand and follow simple oral and written directions; ability to get along well with others; ability to write simple reports; ability to be courteous yet firm with the public; ability to think quickly and act effectively in emergency situations; willingness to work shifts; good vision and hearing; sobriety; personal characteristics necessary to perform the duties of the position; physical condition commensurate with the demands of the position.

### MINIMUM QUALIFICATIONS:

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

- EITHER: (A) Graduation from high school or possession of high school equivalency diploma;  
OR: (B) One (1) year of military service;  
OR: (C) One (1) year of experience in police, security, safety, custodial or related work;  
OR: (D) An equivalent combination of the training and experience listed in (A), (B) or (C) above.

### 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.

**CAMPUS GUARD** (cont'd)

**SPECIAL REQUIREMENTS:** (cont'd)

3. Possession of a valid driver's license to operate a motor vehicle in New York State at time of appointment and to maintain position.

PS5401

ADOPTED: 08/07/74

REVISED: 07/01/91      05/04/94      05/12/2022