

SUPERVISING CAMPUS SAFETY OFFICER

DISTINGUISHING FEATURES OF THE CLASS: This is a first line supervisory position in Office of Campus Safety at Finger Lakes Community College. The incumbent is responsible for direct supervision of Campus Safety Officer(s), clerical staff, and student employees involved in protecting persons and property on campus. Incumbents in this class must work toward building and maintaining a positive relationship with students and other members of the campus community as part of an overall program of cooperation in preventing crime and destructive disorders. An incumbent will enforce the Laws of the State of New York, by virtue of the designation of peace officer by the Finger Lakes Community College Board of Trustees, to maintain order for the security of College property, and for the safety of students, visitors and staff. An incumbent is authorized by the Finger Lakes Community College President to possess and carry a firearm as part of on-duty employment. Work is performed under the general supervision of the department head and other high-level agency administrator. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Prepares weekly work schedules and assignments for Campus Safety Officers and student employees during an assigned shift;
 Conducts roll call, assigns Campus Safety Officers to posts and patrols;
 Supervises staff including performance evaluations, approves overtime and vacation requests in conjunction with the department head;
 Ensures compliance with established process and procedures;
 Conducts initial investigations for crimes on campus;
 Investigates motor vehicle accidents on campus and enforces New York State Vehicle and Traffic Laws, issues Uniform Traffic Citations where appropriate;
 Reviews investigation documentation and coordinates the flow of information;
 Develops emergency response plans;
 Conducts in-service training programs;
 Conducts training and drills in accordance with emergency response plans;
 Makes arrests for violations of law as needed;
 Coordinates with Federal, State and local law enforcement agencies for assistance with on-campus investigations and supervises line personnel during such investigations;
 Prepares annual budget for shift assignment to be included in the department budget submission;
 Supervises lost and found activities;
 Appears in court to testify, provide information, and present evidence;
 Performs special duties as assigned by the department head;
 Attends meetings, conferences, workshops; serves on committees as necessary.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the practices and procedures required to ensure maintenance of order and security of buildings, grounds and equipment; good knowledge of computerized security systems; good knowledge of fire and safety regulations pertaining to places of public assembly; good knowledge of traffic control and direction activities; working knowledge of New York State Vehicle and Traffic Law, Penal Law and Criminal Procedures Law; working knowledge of law enforcement statutes pertaining to a variety of offenses; working knowledge of basic investigative and documentation techniques; working knowledge of critical facilities functions including energy management systems; working knowledge of first aid measures; ability to maintain effective professional relationships with Federal, State, and local law enforcement agencies, security agencies, fire agencies, and in-house departments; ability to conduct interviews and establish rapport with others in order to facilitate the gathering of information; supervisory ability; ability to communicate well both orally and in writing; good powers of observation and memory; alertness; integrity; decisiveness; physical condition commensurate with the demands of the position.

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MINIMUM QUALIFICATIONS: EITHER:

1. Graduation from a New York State registered or regionally accredited university or college with a Bachelor's Degree in Criminal Justice; OR
2. Graduation from a New York State registered or regionally accredited university or college with an Associate's Degree in Criminal Justice AND two (2) years of full-time paid experience, or its part-time equivalent, as a security guard or related work in law enforcement or security field; OR
3. Graduation from high school or possession of a high school equivalency diploma AND four (4) years of full-time paid experience, or its part-time equivalent, as a security guard or related work in law enforcement or security field; OR
4. An equivalent combination of education and experience as defined by the limits of (1), (2), and (3) above.

NOTE: Advanced education degree received, in a program or specific field noted above, will be accepted in lieu of the minimum education noted.

SPECIAL REQUIREMENTS FOR APPOINTMENT:

1. United States Citizenship; AND
2. Possession of a valid New York State Operator's license at the time of appointment, and maintenance of such license throughout the tenure of employment in the position; AND
3. An offer of appointment will be conditional pending satisfactory completion of a job-related physical examination which will include a screening for the presence of illegal controlled substances. Detailed requirements can be obtained by writing to the Ontario County Department of Human Resources.

SPECIAL REQUIREMENT FOR PERMANENT APPOINTMENT: Candidate must successfully complete an approved Municipal Police Training Council Training Program for Peace Officer as described in Section 2.30 of Criminal Procedure Law AND must be eligible to obtain a Firearms License pursuant to Section 400 of New York State Penal Law.

APPROVED: NOVEMBER 15, 2004
REVISED: 11/16/16, 3/7/17, 5/2/19, 12/6/19
CLASSIFICATION: COMPETITIVE