

Supervising Campus Peace Officer (Promotional) Tompkins County

Department: Tompkins Cortland Community College

Classification: Competitive

Labor Grade: K

Approved: 0

By: AF, Commissioner of Personnel

QUALIFYING EXPERIENCE FOR TAKING THE PROMOTIONAL EXAMINATION:

This departmental promotion examination is limited to employees of Tompkins Cortland Community College who currently hold, and have continuously held, at least one year of full-time or equivalent part-time permanent and/or contingent permanent competitive class status in the title of Campus Peace Officer.

Tompkins County is Committed to Equity and Inclusion. We encourage those with similar values to apply.

SPECIAL NECESSARY REQUIREMENTS:

- 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;

DISTINGUISHING FEATURES OF THE CLASS:

This is a first line supervisory position in Office of Campus Police at Tompkins Cortland Community College. The employee is responsible for direct supervision of Campus Police/ Peace Officers and Security Officers involved in protecting persons and property on campus. Employees in this class must work toward building and maintaining relationships with students and other members of the campus community as part of an overall program of cooperation in preventing crime and destructive disorders. Incumbents in this class perform Campus Peace Officer functions at the College involving responsibility for maintaining order, for enforcing New York State Laws, for security of College property, and for the safety of students, visitors and staff. Work involves performance of duties in law enforcement and maintaining safety and security at Tompkins Cortland Community College. Work is performed under the general supervision of the Associate Director of Campus Police. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES:

- Implements and maintains established Campus Police plans, protocols, policies, and procedures for the provision of a safe, secure campus environment and the protection of persons and property;
- Supervises staff including performance evaluations and approval of overtime and vacation requests in conjunction with the Associate Director of Campus Police;
- Reviews incident and crime reports for content, consistency, and accuracy;
- Assists with the maintenance of public crime log and related reports for the College, SUNY, and federal, state, and local governments as required;
- Assists in preparing weekly work schedules and assignments for campus peace officers and security officers during an assigned shift;
- Conducts initial investigations for crimes on campus;
- Conducts in-service training programs;
- Makes arrests for violations of law as needed;
- Enforces the College's student conduct and disciplinary procedures;
- Investigates motor vehicle accidents on campus and enforces New York State Vehicle and Traffic Laws;
- Coordinates with Federal, State and local law enforcement agencies for assistance with on-campus investigations and supervises line personnel during such investigations;
- Issues Uniform Traffic Citations where appropriate;
- Supervises lost and found activities;
- Appears in court to testify, provide information, and present evidence;
- Performs special duties as assigned by the Associate Director and Director of Campus Police;

- Attends meetings, conferences, workshops; serves on committees as necessary.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Good knowledge of law enforcement work as it relates to the position;
- Working knowledge of New York State Penal Law, Criminal Procedures Law, Vehicle and Traffic Law, along with other NYS Laws;
- Working knowledge of investigative and documentation techniques;
- Good knowledge of fire and safety regulations pertaining to places of public assembly;
- Working knowledge of first aid measures;
- Ability to lead and supervise subordinate officers;
- Ability to maintain effective professional relationships with Federal, State, and fellow 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;
- Ability to communicate well both orally and in writing;
- Good powers of observation and memory;
- Alertness, integrity, and decisiveness;
- The employee's physical condition shall be commensurate with the demands of the position.

Originally created 03/14/2014

S159.doc