

# **Campus Peace Officer Tompkins County**

**Department:** Tompkins Cortland Community College

**Classification:** Competitive

**Labor Grade:** TC3 J

**Approved:** 0

**Revised:** 6/13

**By:** AF, Commissioner of Personnel

## **MINIMUM QUALIFICATIONS:**

(A) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an associate's degree or completion of sixty (60) semester credit hours; **OR**

(B) Graduation from high school **AND** two (2) years of full-time paid (or the equivalent part-time) work experience in a uniformed position requiring police officer or peace officer certification.

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

## **SPECIAL NECESSARY REQUIREMENT**

The employee must possess a valid NYS motor vehicle operators license at the time of appointment and maintain such license for the duration of employment.

The employee must possess one of the following first-aid certifications: Responding to Emergencies through the American Red Cross, or First Responder or Emergency Medical Technician certification within one year of the date of appointment and must maintain valid certification for the duration of employment.

Candidates must successfully complete an approved 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 and maintain such certification at all times thereafter for the duration of employment.

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

## **DISTINGUISHING FEATURES OF THE CLASS:**

The work involves responsibility for implementing and maintaining a campus public safety/security program to provide for the protection and safety of persons and property on the campus of Tompkins Cortland Community College. The incumbent is responsible for public safety, traffic, and property access control, fire and crime prevention and investigation, documentation and reporting of all incidents and relevant conclusions. The Campus Peace Officer enforces the Laws of the State of New York by virtue of the designation of campus peace officer by the Tompkins Cortland Community College Board of Trustees. Work is performed under the general supervision of the Director of Safety and Security with considerable latitude allowed for the exercise of independent judgment in carrying out assignments. Supervision of other staff is not normally a function of this position. The incumbent will perform all related duties as required.

## **TYPICAL WORK ACTIVITIES:**

- Implements and maintains established security plans, policies and procedures for the provision of a safe, secure campus environment and the protection of persons and property;
- Patrols buildings, grounds and parking areas on foot or in a patrol vehicle to maintain order, protect persons and property, control traffic, provide first aide and to prevent trespassing, theft or damage;
- Acts as liaison between the college and law enforcement and fire fighting agencies to establish and maintain an effective system of crime and fire prevention and to insure an accurate, expedient reporting system;
- Investigates, documents and makes follow up reports and recommendations of all incidents reported or assigned to the Campus Peace Officer and implements recommendations as directed;

- Monitors the effective operation of security and fire alarm and energy management systems to assure full operational condition;
- Reports on and takes corrective action necessary to rectify any operational deficiencies or defects;
- Makes regularly scheduled fire inspections of buildings and fire extinguishers;
- Maintains campus incident and crime and safety records; develops related reports for the college, state university system and federal, state and local governments as required;
- Works with campus groups and employees on such programs as self-protection, escort services, student patrols and the prevention of crime on campus;
- Identifies problem areas and suggests changes in lighting, shrubbery or concealed areas;
- Responsible for the security of campus buildings and facilities when not in use; secures and checks all doors, windows and entrances to building to be sure that they are secure;
- Assures that all doors and entrances are unlocked for daily activities and classes;
- Controls and directs traffic on campus or campus related roads, grounds and parking areas; issues uniform traffic citations and parking violation tickets;
- Investigates motor vehicle accidents that occur on campus or campus related property;
- Provides assistance to motorists with lock—outs, dead batteries and other vehicular problems;
- Gives directions and information to students and visitors;
- Enforces the college's student conduct and disciplinary procedures;
- Performs initial criminal investigations;
- Works closely with outside law enforcement agencies to coordinate investigative activities that lead off campus or may come on to campus;
- Contacts snow removal contractor/grounds crew when necessary;
- Operates a motor vehicle on and off campus to extension sites and governmental agencies to carry out essential job functions.

#### **KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

- Good knowledge of the practices and procedures necessary to ensure order and the security of buildings, grounds and equipment;
- Good knowledge of computerized security and energy management systems relating to campus environment;
- Good knowledge of procedures relating to traffic, crowd control, property access control, and fire and crime prevention;
- Good knowledge of agency policies and regulations regarding the maintenance of a public safety model of operation;
- Working knowledge of basic investigative and documentation techniques;
- Working knowledge of law enforcement procedures, relative laws, codes and regulations and legal problems and procedures pertaining to campus security and public safety;
- Working knowledge of, and the ability to perform CPR and utilize an AED;
- Ability to organize and maintain a security program for a campus environment;
- Ability to write thorough and comprehensive accident and investigative reports;
- Ability to maintain and promote harmonious relations between security personnel and students, employees and the general public;
- Ability to conduct interviews and establish rapport with others in order to facilitate the gathering of information;
- Ability to understand and carry out complex oral and written directions;
- Ability to communicate effectively with others;
- Ability to read and see objects under ambient, limited or artificial lighting and at reasonable distance with sufficient clarity;
- Ability to hear normal speech and other audible events; and to verbally communicate over a two-way radio;
- Ability to sit and stand for long periods of time;
- Ability to work indoors and outdoors;
- Must possess the strength and ability to lift, push, pull and/or carry a minimum of 150 pounds;
- Must possess the ability to remain calm and withstand unpleasant situations of injuries, grief, anxiety and trauma;
- Must possess the ability to defend oneself against physical attack, restrain violent persons and/or take physical charge of a person who may resist arrest;
- The employee's physical condition shall be commensurate with the demands of the position.

Originally created 08/21/07

C111.doc