

**CAMPUS PEACE OFFICER**

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for maintaining a campus public safety/security program to provide for the protection and safety of persons and property on the campuses of Genesee 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 Peace Officer by the Genesee Community College Board of Trustees and is authorized by the Genesee Community College President to possess and carry a firearm as part of on-duty employment. Work is performed under the general supervision of the Director of Campus Safety and the Assistant Director of Campus Safety with considerable latitude allowed for the exercise of independent judgement in carrying out assignments. Does related work as required.

**TYPICAL WORK ACTIVITIES:**

Patrols buildings, grounds and parking areas on foot or in a patrol vehicle to maintain order, protect persons and property, control traffic, provide first aid and to prevent trespassing, theft or damage;

Investigates complaints made directly to Campus Safety or assigned investigations from the administration;

Secures and checks all doors, windows and entrances to buildings to ensure they are secure;

Enforces the Student Code of Conduct;

May testify in hearings and criminal courts;

Files electronic reports and maintains an appropriate system of records and reports, manages database for reports, scans reports, use MS Office products;

Operates central dispatch operations;

Controls and directs traffic on campus or campus related roads, grounds and parking areas;

Enforces the laws of the State of New York and deferral higher education laws;

Investigates motor vehicle accidents that occur of campus or campus related property, manages traffic on adjacent campus roads during incidents, preforms assistance to motorist with lock-outs, dead batteries and other vehicle problems;

Issues parking violation tickets;

Assures that all doors and entrances are unlocked for daily activities and classes;

Gives directions and information to students and visitors;

Responds to intrusion alarms, fire alarms, injuries, accidents and illnesses;

Provides transportation to other campuses for special events and meetings.

The above examples of duties are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

**FULL PERFORMANCE, KNOWLEDGE, SKILLS, ABILITIES AND/OR PERSONAL**

**CHARACTERISTICS:** Good knowledge of the practices and procedures necessary to ensure order and security of buildings, grounds and equipment; 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 investigation 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; ability to conduct interviews and establish rapport with others in order to facilitate the gathering of information, ability to document and write thorough and comprehensive accident and investigative reports;

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ability to prepare clear, concise reports; ability to use a computer and or software or other office equipment; ability to maintain and promote harmonious relations between security personnel and students, employees and the general public; ability to communicate effectively with others; ability to understand and carry out complex oral and written directions; ability to read and see objects under ambient, limited or artificial lighting and at a reasonable distance with sufficient clarity, sit or stand for long periods of time; ability to work indoors and outdoors; ability to hear normal speech and other audible events, and to verbally communicate over a two-way radio; 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 a physical attack, restrain violent persons and/or take physical charge of a person who may resist arrest; the employee's physical condition shall commensurate with the demands of the position; good judgment; tact; courtesy; resourcefulness; dependability.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee is required to walk, talk and hear.

The employee must occasionally lift, push, pull and/or move/carry up to a minimum of 150 pounds. Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of an appropriate equivalency diploma recognized by the NYS Dept. of Education **AND EITHER:**

- A. Possession of an Associate's degree or higher in Criminal Justice, Police Science, Security Administration or a closely related field **AND** one (1) year of full time paid experience in a campus security organization, a private, or commercial security force, or similar field;

**OR**

- B. Possession of an Associate's degree or higher **AND** two (2) years of full time paid experience as defined in (A) above;

**OR:**

- C. Graduation from high school or possession of an appropriate equivalency diploma recognized by the NYS Dept. of Education and successful completion of at least 30 semester credit hours from a regionally accredited or New York State registered college or university **AND** three (3) years of full time paid experience as defined in (A) above.

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**NOTE:** Part-time, paid experience may be prorated.

**NOTE:** Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

**SPECIAL REQUIREMENTS:** Prior to appointment, applicants will be subject to an extensive background investigation to determine their suitability for employment with the Department. Applicants may be required to authorize access to educational, employment, criminal history and other records check as part of such investigation. Criminal convictions or other offenses are subject to evaluation and may result in disqualification.

If you are offered employment candidates will be required to participate in a psychological evaluation, drug testing, and a medical/physical examination to determine your fitness to perform the essential duties of the position. Failure to meet the standards set forth in this evaluation will result in disqualification. The physical fitness and medical standards are reviewable at Genesee Community College Department of Human Resources. All standards are developed and administered by Genesee Community College.

You must be willing to submit to criminal history checks by both the Division of Criminal Justice Services (DCJS) and The Federal Bureau of Investigation (FBI) and. Those checks will be subject to a fee determined by each respective agency, and that fee must be paid by you at the time the fingerprints are taken. Conviction of a felony will bar, and conviction of a misdemeanor or other offense may bar appointment.

Within one (1) year of appointment must successfully complete the Municipal Police Training Council's basic course for Police Officers or the Municipal Police Training Council's Campus Public Safety Officer Course recognized by the State University of New York as set by the standards of the New York State Division of Criminal Justice Service.

Eligibility for a New York State Pistol Permit at the time of appointment and maintain such permit for the duration of employment.

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

Competitive Class

Approved 1/9/19

Revised 7/8/19, 4/11/24

All qualified applicants will be afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex, age, disability or marital status.