

Jurisdictional Class: Competitive  
EEO Category: Protective Service  
Revised: 09/21/2020

## **SUPERVISING PUBLIC SAFETY OFFICER**

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for supervising the implementation and maintenance of a campus public safety/security program in order to provide for the protection and safety of persons and property on the campus of Mohawk Valley Community College. The incumbent is responsible for the supervision of public safety, traffic and property access control, fire and crime prevention and investigation, documentation and reporting of all incidents and relevant conclusions. The Supervising Public Safety Officer enforces the Laws of the State of New York by virtue of the designation of peace officer by the Mohawk Valley Community College Board of Trustees and may be authorized by the Mohawk Valley Community College President to possess and carry a firearm as part of on duty employment. Work is performed under the administrative supervision of the Executive Director of Public Safety and Emergency Management with considerable latitude allowed for the exercise of independent judgment in carrying out assignments. Direct supervision is exercised over Senior Public Safety Officers and Public Safety Officers. The incumbent performs related work as required.

### **TYPICAL WORK ACTIVITIES:** (Illustrative Only)

Schedules, assigns and posts Public Safety shift/squad staff assignments in order to effectively and efficiently utilize staff and insure adequate public safety coverage;  
Prepares shift/squad rosters in response to campus public safety demands;  
Receives, reviews and responds to shift/squad staff requests for leave;  
Briefs shift/squad on current assignments, public safety concerns and changes to policy and procedure;  
Observes shift/squad public safety staff to assess performance in accordance with law enforcement techniques, acknowledges level of performance, offers support and suggestions to improve performance and correct deficiencies, and prepares performance evaluations;  
Documents and recommends disciplinary action of shift/squad staff to Executive Director;  
Inspects public safety staff and equipment to ensure compliance to public safety standards, policies and procedures;  
Reviews squad/shift reports to ensure accuracy and compliance with standards;  
Provides and/or ensures for the training of squad/shift public safety staff;  
Prepares weekly report of shift/squad activities;  
Makes regularly scheduled fire inspections of buildings and fire extinguishers;

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**TYPICAL WORK ACTIVITIES (cont'd):**

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;

Is 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 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;

Keeps order at public gatherings and special campus events;

Coordinates with Student Affairs to enforce college's student conduct and disciplinary procedures;

Contacts snow removal contractor/grounds crew when necessary;

Works closely with outside law enforcement agencies to coordinate investigative activities that lead off campus or may come on to campus;

Operates a motor vehicle on and off campus to extension sites and governmental agencies to carry out essential job functions;

Other duties as assigned by the Executive Director of Public Safety and Emergency Management.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Thorough knowledge of the practices and procedures required to insure maintenance of order and security of buildings, grounds and equipment; thorough knowledge of computerized security and energy management systems relating to campus environment; thorough knowledge of procedures relating to traffic, crowd control, property access control, and fire and crime prevention; good knowledge

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**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS (cont'd):** of first aide measures; good knowledge of agency policies and regulations regarding the maintenance of a public safety model of operation; good 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; ability to supervise a shift/squad; 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; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATION:**

Graduation from high school or possession of a high school equivalency diploma **AND** twenty-four (24) months of permanent, competitive experience as a Senior Public Safety Officer.

**SPECIAL REQUIREMENT:**

1. Candidates must be twenty-one (21) years old at time of appointment.
2. Candidates must possess a Firearms License pursuant to Section 400 of New York State Penal Law at time of appointment. License must be maintained throughout appointment.
3. When required to operate a motor vehicle, incumbent must possess a valid New York State CDL or Non-CDL, including any special endorsements, as required for the type of vehicle being operated. License must be maintained throughout required vehicle operation.
4. Municipal Police Training Council (MPTC) Training for Peace Officers as described in Section 2.30 of Criminal Procedure Law must be complete at time of appointment, and candidates must continue to meet qualifications and recertification requirements as prescribed by New York State for Peace Officers as a condition of continued employment.

Adopted: 03/17/2014  
Revised: 09/21/2020