

Civil Division: Oneida County Government
Jurisdictional Class: Competitive
EEO Category: Protective Service
Revised: 08/27/13

SENIOR PUBLIC SAFETY OFFICER

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 Mohawk Valley 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 Senior 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 general supervision of the Executive Director of Public Safety and Emergency Management or another designated, higher-level supervisor with considerable latitude allowed for the exercise of independent judgment in carrying out assignments. Work may also be assigned to the incumbent by the Executive Director of Public Safety and Emergency Management or designated supervisor. The incumbent performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

- 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 aid 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 Senior Public Safety 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;
- Assists in fire alarm practices, evacuations and emergency operations activities;

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TYPICAL WORK ACTIVITIES: (Illustrative only) continued:

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;
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 Director of Campus Safety and Security.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the practices and procedures required to insure maintenance of order and 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 first aide measures; 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

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FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: continued:

enforcement procedures, relative laws, codes and regulations and legal problems and procedures pertaining to campus security and public safety; 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 QUALIFICATIONS: Either:

- (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 or possession of a high school equivalency diploma **AND** two (2) years of work experience*, or its part time equivalent, as a police officer, peace officer, or in military service.

*Possession of a Phase 1 Police Officer certificate from an approved Municipal Police Training Council Training Program may be substituted for thirty (30) semester credit hours required under (A) **OR** for one (1) year of the work experience required under (B).

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SPECIAL REQUIREMENT:

1. Applicant must be twenty-one (21) years old at time of appointment.
2. 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.

NOTE: Candidates 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 candidates must be eligible to obtain a Firearms License pursuant to Section 400 of New York State Penal Law. Candidates must continue to meet qualifications and recertification requirements as prescribed by the State for Peace Officers as a condition of continued employment.

Change in title from "Senior Campus Security Officer"

08/27/13

Adopted: 06/14/10

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