

Finger Lakes Community College – Vacancy
Current Salary: \$20.26/hr

Candidate will be initially appointed on a provisional basis pending a civil service exam to be held later. To gain permanent status, the candidate must apply for the next exam and be successful according to the Rule of Three.

CAMPUS SAFETY OFFICER

MINIMUM QUALIFICATIONS: EITHER:

1. Completion of a minimum of sixty (60) semester credit hours; OR
2. Graduation from high school or possession of a high school equivalency diploma AND two (2) years of full-time paid work experience, or its part-time equivalent, in a uniformed position requiring police officer or peace officer certification; OR
3. An equivalent combination of training and experience as defined by the limits of (1) and (2) above.

SUBSTITUTION: 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 (1) above.

SPECIAL NOTE: EDUCATION: 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 REQUIREMENT FOR APPOINTMENT: Possession of a valid New York State Driver's license at the time of appointment, and maintenance of Authorized Driver status with FLCC throughout the tenure of employment in the position.

SPECIAL REQUIREMENT FOR PERMANENT APPOINTMENT: Candidate 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 must be eligible to obtain a Firearms License pursuant to Section 400 of 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 campuses of the Finger Lakes 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 Safety Officer enforces the Laws of the State of New York by virtue of the designation of peace officer by the Finger Lakes Community College Board of Trustees and is authorized by the Finger Lakes 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 Security and Supervising Campus Safety Officer with considerable latitude allowed for the exercise of independent judgment in carrying out assignments. Does 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, responds to emergency situations on college property (crime, fire, and medical emergencies) and to prevent trespassing, theft, or damage;
Initiates emergency notification process per procedures;

Continued on Page 2

CAMPUS SAFETY OFFICERTYPICAL WORK ACTIVITIES: (Continued) (Illustrative only)

Investigates, documents, and makes arrests as per NYS law, and department procedures;
Investigates, documents, and refers violations of laws and the college's student code of conduct involving students to the Director of Community Standards;
Acts as liaison between the college, law enforcement, fire agencies, and emergency medical services to establish and maintain an effective system of crime and fire prevention and emergency response and to insure an effective and timely sharing of information;
Investigates, documents, and develops follow-up reports and recommendations of all incidents reported or assigned to the Campus Safety staff;
Monitors the effective operation of security and fire alarm systems to assure full operational condition; reporting on and taking corrective action necessary to rectify any identified operational deficiencies or defects;
Monitors critical facilities functions including energy management systems and makes appropriate notifications to rectify operational deficiencies found;
Makes regularly scheduled fire safety inspections of buildings and fire extinguishers;
Inspects campus buildings and grounds for conformance to college internal Environmental Health and Safety requirements as assigned;
Maintains campus incident, crime, and safety records; develops related reports for the college, state university system and federal, state, and local governments as required;
Works with the college community on such programs as victim's assistance, crime prevention, personal safety, escort services, and student patrols;
Identifies problem areas and suggests changes in lighting, landscaping, or concealed areas;
Secures and checks doors, windows, and entrances to buildings to be sure that they are secure;
Assures that 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 lockouts, dead batteries, and other vehicular problems;
Gives directions and information to students and visitors;
Works closely with outside law enforcement agencies to coordinate investigative activities that relate to the college community;
Contacts snow removal contractor/grounds crew when necessary;
Operates a motor vehicle to carry out essential job functions.

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 systems; 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; good 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 critical facilities functions including energy management systems; working knowledge of basic investigative and documentation techniques; ability to 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 Campus Safety personnel and students, employees and the general public; ability to conduct interviews; ability to communicate effectively with others; ability to understand and carry out complex oral and written directions; skill in the use of firearms; physical condition commensurate with the demands of the position.

REVISED: 11/6/13, 8/2/19, 12/19/22

CIVIL SERVICE CLASSIFICATION: COMPETITIVE