

Supervising Campus Peace Officer Tompkins County

Department: Tompkins Cortland Community College

Classification: Competitive

Labor Grade: K

Approved: 0

By: AF, Commissioner of Personnel

MINIMUM QUALIFICATIONS:

(A) Graduation from a New York State registered or regionally accredited two-year college with an Associate's Degree in Criminal Justice **AND** two years of paid experience as a Campus Peace Officer or Police Officer; **OR**

(B) Graduation from high school or possession of a high school equivalency diploma **AND** four years of paid experience as a security guard or related work in law enforcement or security field, with a minimum of two of those years as a Campus Peace Officer or Police Officer; **OR**

(C) Any combination of education and experience equal to or greater than those specified in (A) and (B) above.

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

SPECIAL NECESSARY REQUIREMENTS:

- United States Citizenship; and
- Possession of a valid New York State Operator's license at the time of appointment, and maintenance of such license throughout the tenure of employment in the position; and
- Must be eligible to obtain a firearms license pursuant to Section 400 of the New York State Penal Law; and
- Must possess one of the following first-aid certifications: Responding to Emergencies through the American Red Cross, or First Responder Emergency Medical Technician certification within one year of the date of appointment and must maintain valid certification for the duration of employment; and
- 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; and
- For successful candidates, appointment will be conditional upon passing a job-related physical examination which will include a screening for the presence of drugs. For successful candidates, appointment will be conditional upon passing a job-related physical examination which will include a screening for the presence of drugs. Detailed requirements can be obtained from the agreement between Tompkins Cortland Community College and the CSEA Local 100 Unit #8908.

DISTINGUISHING FEATURES OF THE CLASS:

This is a first line supervisory position in Office of Campus Police at Tompkins Cortland Community College. The employee is responsible for direct supervision of Campus Police/ Peace Officers and Security Officers involved in protecting persons and property on campus. Employees in this class must work toward building and maintaining relationships with students and other members of the campus community as part of an overall program of cooperation in preventing crime and destructive disorders. Incumbents in this class perform Campus Peace Officer functions at the College involving responsibility for maintaining order, for enforcing New York State Laws, for security of College property, and for the safety of students, visitors and staff. Work involves performance of duties in law enforcement and maintaining safety and security at Tompkins Cortland Community College. Work is performed under the general supervision of the Associate Director of Campus Police. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES:

- Implements and maintains established Campus Police plans, protocols, policies, and procedures for the provision of a safe, secure campus environment and the protection of persons and property;
- Supervises staff including performance evaluations and approval of overtime and vacation requests in conjunction with the Associate Director of Campus Police;
- Reviews incident and crime reports for content, consistency, and accuracy;

- Assists with the maintenance of public crime log and related reports for the College, SUNY, and federal, state, and local governments as required;
- Assists in preparing weekly work schedules and assignments for campus peace officers and security officers during an assigned shift;
- Conducts initial investigations for crimes on campus;
- Conducts in-service training programs;
- Makes arrests for violations of law as needed;
- Enforces the College's student conduct and disciplinary procedures;
- Investigates motor vehicle accidents on campus and enforces New York State Vehicle and Traffic Laws;
- Coordinates with Federal, State and local law enforcement agencies for assistance with on-campus investigations and supervises line personnel during such investigations;
- Issues Uniform Traffic Citations where appropriate;
- Supervises lost and found activities;
- Appears in court to testify, provide information, and present evidence;
- Performs special duties as assigned by the Associate Director and Director of Campus Police;
- Attends meetings, conferences, workshops; serves on committees as necessary.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Good knowledge of law enforcement work as it relates to the position;
- Working knowledge of New York State Penal Law, Criminal Procedures Law, Vehicle and Traffic Law, along with other NYS Laws;
- Working knowledge of investigative and documentation techniques;
- Good knowledge of fire and safety regulations pertaining to places of public assembly;
- Working knowledge of first aid measures;
- Ability to lead and supervise subordinate officers;
- Ability to maintain effective professional relationships with Federal, State, and fellow local law enforcement agencies, security agencies, fire agencies, and in-house departments;
- Ability to conduct interviews and establish rapport with others in order to facilitate the gathering of information;
- Ability to communicate well both orally and in writing;
- Good powers of observation and memory;
- Alertness, integrity, and decisiveness;
- The employee's physical condition shall be commensurate with the demands of the position.

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