

# TOMPKINS COUNTY CIVIL SERVICE EXAMINATION

## Inclusion Through Diversity



## OPEN TO THE PUBLIC

Tompkins County Department of Human Resources Office  
125 E. Court Street  
Ithaca, NY 14850  
(607) 274-5526

**Tompkins County is an Equal Opportunity/Affirmative Action employer. Minorities and women are encouraged to apply**

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**TITLE:** Campus Peace Officer

**EXAM NO:** 64451

**SALARY:** \$26.465/hr.

**EXAM DATE:** 03/03/18

**ISSUE DATE:** 01/10/18

**THE FINAL DATE TO FILE APPLICATIONS:** 01/25/18

**DATE THAT THIS ANNOUNCEMENT SHOULD BE REMOVED FROM POSTING:** 03/04/18

**RESIDENCY:** : Candidates must have been legal residents of Tompkins County or one of the six adjoining counties (Cayuga, Chemung, Cortland, Schuyler, Seneca, Tioga) for at least one month immediately preceding the date of application and maintain residency. For Examinations: The eligible list resulting from the examination will be established in accordance with the final earned numerical ratings of passing candidates regardless of residence. A municipality or district may exercise its right under section 23-4-a. of Civil Service Law to request a certification of eligible candidates who have been residents of that municipality or district for at least one month prior to appointment. After the names of residents have been exhausted, Tompkins County must then certify the names of non-residents on the list.

**THE USE OF A QUIET HAND-HELD CALCULATOR WILL BE ALLOWED FOR THIS EXAMINATION.**

### **LOCATION OF POSITIONS/VACANCIES:**

There is currently one vacancy in the title of Campus Peace Officer located at the Tompkins-Cortland Community College. The eligible list resulting from this examination may be used to fill any full-time, part-time or temporary vacancies that may occur during the life of the eligible list.

### **MINIMUM QUALIFICATIONS:**

(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 **AND** two (2) years of full-time paid (or the equivalent part-time) work experience in a uniformed position requiring police officer or peace officer certification.

### **SPECIAL NECESSARY REQUIREMENT**

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

The employee must possess one of the following first-aid certifications: Responding to Emergencies through the American Red Cross, or First Responder or Emergency Medical Technician certification within one year of the date of appointment and must maintain valid certification for the duration of employment.

Candidates 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.

Candidates must be eligible to obtain a firearms license pursuant to Section 400 of the 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 campus of Tompkins Cortland 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 campus peace officer by the Tompkins Cortland Community College Board of Trustees. Work is performed under the general supervision of the Director of Safety and Security with considerable latitude allowed for the exercise of independent judgment in carrying out assignments. Supervision of other staff is not normally a function of this position. The incumbent will perform all related duties as required.

### **TYPICAL WORK ACTIVITIES:**

- 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 Campus Peace 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;
- 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;
- 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 uniform traffic citations and 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;
- Enforces the college's student conduct and disciplinary procedures;
- Performs initial criminal investigations;
- Works closely with outside law enforcement agencies to coordinate investigative activities that lead off campus or may come on to campus;
- Contacts snow removal contractor/grounds crew when necessary;
- Operates a motor vehicle on and off campus to extension sites and governmental agencies to carry out essential job functions.

### **KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

- Good knowledge of the practices and procedures necessary to ensure order and the 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 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 enforcement procedures, relative laws, codes and regulations and legal problems and procedures pertaining to campus security and public safety;
- Working knowledge of, and the ability to perform CPR and utilize an AED;
- 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;
- Ability to read and see objects under ambient, limited or artificial lighting and at reasonable distance with sufficient clarity;
- Ability to hear normal speech and other audible events; and to verbally communicate over a two-way radio;
- Ability to sit and stand for long periods of time;
- Ability to work indoors and outdoors;
- Must possess the strength and ability to lift, push, pull and/or carry a minimum of 150 pounds;
- 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 physical attack, restrain violent persons and/or take physical charge of a person who may resist arrest;
- The employee's physical condition shall be commensurate with the demands of the position.

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**Complete Scope of the examination and Expanded subtest description:**

1. Applying written information in a safety and security setting

These questions evaluate your ability to read, interpret and apply rules, regulations, directives, written narratives and other related material. You will be required to read a set of information and to appropriately apply the information to situations similar to those typically experienced in a public safety and security service setting. All information needed to answer the questions is contained in the rules, regulations, etc. which are cited.

2. Following directions (maps)

These questions test your ability to follow physical/geographic directions using street maps or building maps. You will have to read and understand a set of directions and then use them on a simple map.

3. Preparing written material

These questions test for the ability to present information clearly and accurately, and to organize paragraphs logically and comprehensibly; For some questions, you will be given information in two or three sentences followed by four restatements of the information. You must then choose the best version. For other questions, you will be given paragraphs with their sentences out of order. You must then choose, from four suggestions, the best order for the sentences.

A Guide for the Written Test for Safety and Security is available at the New York State website:

[www.cs.ny.gov/testing/localtestguides.cfm](http://www.cs.ny.gov/testing/localtestguides.cfm). Candidates not having access to a computer or the internet may request copy of the test guide from the municipal civil service office conducting this examination, using the contact information found elsewhere on this announcement.

## FURTHER INFORMATION AND INSTRUCTIONS

Falsification of any part of the "Application for Employment" will result in disqualification.

Accepted candidates will be notified when and where to appear for the examination. If you do not receive your notice to appear at least three days before the date of the written examination, call Tompkins County Department of Human Resources at 274-5526. If an application is disapproved, due notice will be sent. This department does not make formal acknowledgment of the receipt of an application or take responsibility for non-delivery or postal delay.

Applicants must answer every question on the application form and make sure that the application is complete in all respects. Incomplete applications will be disapproved.

**ACTIVE MILITARY PERSONNEL, VETERANS OR DISABLED VETERANS** desiring to claim additional credit will request the Veterans Credits application form, at any time between the date of application for examination(s) and the date of the establishment of the resulting eligible list. You must meet the requirements set by NYS for these credits and they may be used only once. **YOU MAY NOT CLAIM ADDITIONAL CREDITS AFTER THE ELIGIBLE LIST HAS BEEN ESTABLISHED. IT IS THE CANDIDATE'S RESPONSIBILITY TO REQUEST THE VETERANS CREDIT APPLICATION FORMS AND TO SUBMIT THESE FORMS AND ANY SUPPORTING PAPERWORK BEFORE THE ELIGIBLE LIST IS ESTABLISHED.**

Tompkins County's written examinations are prepared and rated by the New York State Department of Civil Service in accordance with Section 23-2 of Civil Service Law. The provisions of the New York State Civil Service Rules and Regulations, which deal with the rating and review of the examinations apply.

The duration of the eligible lists may be fixed for a minimum of one and a maximum of four years and may be extended beyond four years if there has been a restriction against the filling of vacancies in that title.

The candidates must complete a separate "Application for Employment" for each open-competitive and/or promotional examination that the candidate is eligible to take.

All experience required meeting the acceptable training and experience is full-time experience. (Part-time experience will be credited on a prorated basis).

Appointment from an eligible list must be made from the top three candidates willing to accept the appointment.

Tompkins County is an Equal Opportunity Employer. As part of its efforts to provide employment opportunities to the physically handicapped, Tompkins County Civil Service has adopted a rule permitting the employment of qualified physically handicapped persons without competitive examination (pursuant to Section 55 of Civil Service Law). If you meet the minimum qualifications for this position and wish to know more about this rule, please contact the Tompkins County Department of Human Resources Office.

Unless otherwise notified, candidates are permitted to use quiet, hand-held, and solar or battery powered calculators. Devices with Typewriter Keyboards, Spell Checkers, Personal Digital Assistants, Address Books, Language Translators, Dictionaries or any similar devices are prohibited. You may not bring books or other reference materials.

**CROSS-FILING - APPLYING FOR CIVIL SERVICE EXAMINATIONS IN MULTIPLE JURISDICTIONS WHEN EXAMINATIONS ARE SCHEDULED ON THE SAME DATE:** When applying for examinations across multiple jurisdictions - all of which are scheduled on the same day - you must submit a Tompkins County Cross-Filing Form. This form must be submitted no later than 4:30 PM on the final filing date of the examination. On this form, list each examination that you are taking and then tell us where you would like to sit. The purpose is to ensure that all of the test materials for the various examinations that you are taking will be available in one location. If you do not provide the cross-filing form to us by the final filing date, we cannot ensure that we can accommodate your desire to cross-file. If any of the examinations are State level examinations, you must sit at the State test center. You will still need to complete the Tompkins County cross-filing form. If sitting at the State site, the State will notify you of when and where to report for your examination(s) and you should bring all admittance letters to the State site. If you are not taking a State examination, bring all admittance letters to your chosen testing site. If you have any question please call Tompkins County Department of Human Resources Department (607) 274-5526. The Cross File form is located at <http://www.tompkins-co.org/personnel/CivilSrvForms/index.html>

**FOR RELIGIOUS ACCOMMODATION AND HANDICAPPED PERSONS:** If special arrangements for testing are required, please indicate this on your application.

**ALL CANDIDATES FOR EMPLOYMENT FOR POSITIONS IN SCHOOL DISTRICTS AND BOCES GOVERNED BY TOMPKINS COUNTY CIVIL SERVICE MAY HAVE THE FOLLOWING SPECIAL REQUIREMENT. PER CHAPTER 180 OF THE LAWS OF 2000, AND BY REGULATIONS OF THE COMMISSIONER OF EDUCATION, TO BE EMPLOYED IN A POSITION DESIGNATED BY A SCHOOL DISTRICT OR BOCES AS INVOLVING DIRECT CONTACT WITH STUDENTS, A CLEARANCE FOR EMPLOYMENT FROM THE STATE EDUCATION DEPARTMENT IS REQUIRED.**

In conformance with Section 85-a of the Civil Service Law, children of firefighters and police officers killed in the line of duties shall be entitled to receive an additional ten points in a competitive examination for original appointment in the same municipality in which his or her parent has served. If you are qualified to participate in this examination and are a child of firefighter or police officer killed in the line of duties in this municipality, please inform this office of this matter when you submit your application for examination. A candidate claiming such credit has a minimum of two months from the application deadline to provide the necessary documentation to verify additional credit eligibility. However, no credit may be added after the eligible list has been established.

**BACKGROUND INVESTIGATION:** Applicants may be required to undergo a State and national criminal history background investigation, which will include a fingerprint check, to determine suitability for appointment. Failure to meet the standards for the background investigation may result in disqualification.

TOMPKINS COUNTY PERSONNEL DEPARTMENT, 125 EAST COURT STREET, ITHACA, NY 14850