

DEPARTMENT: NIAGARA COUNTY COMMUNITY COLLEGE
CLASSIFICATION: COMPETITIVE
NON-COMPETITIVE FOR PART-TIME APPROVED STATE CSC 05/19/03
APPROVED: SEPTEMBER 28, 2015

CAMPUS SECURITY OFFICER

DISTINGUISHING FEATURES OF THE CLASS: This is a very important position in which incumbents are responsible for maintaining the security and safety of students, campus personnel, and college property; for enforcing campus regulations; and for obtaining the appropriate assistance when medical emergencies or criminal incidents occur. Incumbents provide security services for an academic community whose members exhibit high levels of general intelligence and great sensitivity to individual rights and freedoms. Incumbents, therefore, are assigned to primarily people oriented tasks that require the ability to relate to people to a significant degree. In addition to enforcement of traffic laws, officers are responsible for fire prevention and the enforcement of safety regulations. Work is performed under supervision of the Director of Security or Senior Security Officer. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Responds to calls for assistance to insure that persons and property are adequately protected;
2. Reports to scenes of medical emergencies and arranges for the appropriate care of injured persons, may administer rudimentary first aid and summon ambulances;
3. Responds to and reports to the appropriate authority, situations involving but not restricted to thefts, criminal trespasses, assaults, criminal mischief, vehicle and traffic violations and fires;
4. Conducts initial investigations of incidents in order to preserve and gather evidence, to interview witnesses, complainants and suspects, and to prepare written factual reports of incidents and activities for submission to supervisor;
5. Enforces vehicle and traffic laws in order to prevent dangerous situations from arising by issuing warnings and tickets to persons violating the vehicle and traffic laws and/or campus parking regulations;
6. Conducts inspection tours to insure that security, safety, and fire precautions are being observed;
7. Patrols the grounds on foot or in a patrol car to maintain order, protect persons and property, control traffic, provide first aid, and to prevent trespassing, theft and damage;
8. Participates in medical, fire, police, and general safety training programs;
9. Provides assistance and directions to campus personnel and students in a courteous and professional manner and maintains positive relationships with members of the campus community;
10. Prepares a variety of reports including but not limited to daily and annual clerical record, shift summary reports, logs and records covering activities of a criminal or unusual nature and other security related activities;
11. Answers phone, maintains radio communications and delivers messages in a prompt and efficient manner;
12. Monitors alarm systems and notifies appropriate departments of problems;
13. Opens and secures doors as requested;

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of standard radio communication codes; working knowledge of police procedures, law enforcement, and investigative techniques; working knowledge of a variety of State, County and municipal laws as well as campus rules and regulations; working knowledge of rudimentary first aid; ability to speak clearly and communicate effectively with others; ability to understand, interpret and carry out written directions; ability to prepare clear, accurate and comprehensive factual written reports; ability to understand the feelings that people express in their speech, mannerisms, expressions and actions, as they affect the conduct of law enforcement; ability to respond to feelings and initiate adaptive social behavior in the campus community by careful and concise explanation and persuasion; ability to remain cool and decisive in emergency and stressful situations; ability to interpret laws, rules, and regulations as they apply to law enforcement situations in particular the Criminal Procedure Law, the Penal Law, the Vehicle and Traffic Law, and Niagara County Community College Policies and Regulations; ability to stand and/or walk for long periods of time; ability to properly operate a motor vehicle; willingness to work with others; good judgment; tact; courtesy; resourcefulness; physical condition commensurate with the demands of the position.

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CAMPUS SECURITY OFFICER CONTINUED

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma.

AND: Completion of thirty (30) credit hours from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a minimum of three (3) credit hours in a criminal justice course;

OR: One (1) year of paid experience in a security or law enforcement related field.* Candidates must have dealt directly with the public;

OR: Possession of a certificate of completion of training from the Municipal Police Training Council.

NOTE: Experience as a building watch-person or clerical experience in the criminal justice field does not qualify.

SPECIAL REQUIREMENTS:

1. Candidates must possess a valid New York State Vehicle operator's license at time of appointment.
2. Candidates must be registered with the New York State Department of State as a Security Guard at time of appointment.