

College Safety & Security

Campus Public Safety Officer-PT

City Campus - Downtown Buffalo

North Campus – Williamsville

South Campus - Orchard Park

Salary/Hourly \$18.58 Hourly

Union/Position Status: AFSCME PT

Posting Closing Date: November 2, 2019

Please note that the posting will close at midnight (12:00 AM) on the posting closing date. This means any applications must be submitted by 11:59 PM the evening before.

JOB DESCRIPTION

DISTINGUISHING FEATURES OF THE CLASS:

This is a designated peace officer position responsible for enforcing a campus public safety/security program providing for the protection and safety of persons and property on the campuses of Erie Community College. The incumbent in this class performs peace officer functions and 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 Public Safety Officer enforces the Laws of the State of New York, Federal Laws and regulations, as well as SUNY and ECC Policies by virtue of the designation of peace officer by the Erie Community College Board of Trustees. Work is performed under the general supervision of the Vice President of Facilities and Security or other Community College Official 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:

- Enforces the campus public safety/security program and the laws of the State of New York in accordance with the powers granted a Peace Officer pursuant to NYS Criminal Procedures Law section 2.0;
- Maintains order on campus at all times;
- Responds to campus emergencies and provides First Aid/CPR as needed;
- Patrols buildings, grounds, and parking areas on foot or in a patrol vehicle to maintain order, protect persons and property, control traffic, and to prevent trespassing, theft, or damage;
- Secures and checks all doors, windows, and entrances to buildings to be sure that they are secure;
- Assures that all doors and entrances are unlocked for daily activities and classes;
- Makes operational checks of heating and cooling equipment, reporting any malfunctions;
- Controls and directs traffic on campus or campus related roads, grounds, and parking areas;
- Investigates motor vehicle accidents that occur on campus or campus related property;

- Issues parking violation tickets;
- Enforces the Student Code of Conduct;
- Enforces fire codes, performs inspections of fire code compliance, and issues reports;
- Provides assistance and training to students, faculty, and staff (provides directions and information, assists motorists with lockouts and other vehicular problems, etc.) on topics including, but not limited to, emergency response training, active shooter, and other drills;
- Contacts Director of Buildings & Grounds regarding snow removal;
- Consults with the Vice President of Facilities and Security or other Community College Official regarding the status of the campus public safety/security program and make suggestions for improvement as required;
- Prepares records and reports related to the work performed and maintains an appropriate system of records and reports, including, but not limited to, reportable incidents and all required regulatory reporting under the Clergy Act, Title IX and other state and federal statutes and regulations;
- Will be required to carry a firearm.

KNOWLEDGE, SKILLS AND ABILITIES:

- Candidates must be able to demonstrate awareness and sensitivity towards promoting an inclusive and diverse learning environment;
- Good knowledge of the practices and procedures required to ensure maintenance of order on a college/university campus and security of campus buildings, grounds, and equipment;
- Good knowledge of safety precautions necessary to eliminate existing and potential security, environmental, safety, and fire hazards;
- Good knowledge of standard police, fire, and emergency communication codes;
- Working knowledge of law enforcement statutes pertaining to a variety of offenses and working knowledge of investigative techniques;
- Working knowledge of the Penal law, Criminal Procedure law, and Vehicle and Traffic Laws of the State of New York as well as Title IX, Clergy Act, and other statutes and policies applicable in a community college setting;
- Ability to properly use and care for firearms;
- Ability to provide first aid;
- Ability to communicate effectively with others;
- Ability to understand and carryout complex oral and written directions;
- Ability to prepare clear and concise reports;
- Good judgment; tact; courtesy; resourcefulness;

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma and in addition, possess one of the following:

Completion of a minimum of sixty (60) credit hours in Criminal Justice, Law Enforcement, Police Science or a related field;

Or

Two (2) years of experience as a security guard, military policeman, or law enforcement officer;

Or

Completion of a pre-employment Law Enforcement Academy;

Or

An equivalent combination of training and experience as defined by the limits of (A), (B) and (C).

BACKGROUND INVESTIGATION AND ADDITIONAL SCREENINGS:

The appointing authority may require that each candidate be subject to a thorough background investigation. Applicants may be required to authorize access to educational, financial, employment, criminal history, mental health records, or other records. Applicant may be required to submit the necessary fees for the fingerprint processing.

SPECIAL REQUIREMENTS:

US Citizenship;

Resident of Erie County;

Possession of a valid New York State Driver's License;

Eligibility for a pistol permit at time of appointment;

Certification in the following must be completed during the probationary period:

- American Red Cross Standard First Aid or equivalent
- American Red Cross CPR or equivalent
- Automated External Defibrillator

College Level Security Experience;

Completion of law enforcement training as prescribed by the Municipal Police Training Council in consultation with the State University Board of Trustees within one year of appointment;

May be required to successfully complete a Physical Fitness Test according to Municipal Police Training Council/Cooper Age Based Physical standards for appointment;

Completion of a minimum of (80) hours firearms training course for Peace Officers within six (6) months of appointment; Qualification as a New York Peace Officer within one (1) year of appointment; and subject to Division of Criminal Justice Services fingerprinting for appointment.

Official transcripts will be required for successful candidates within 30 days of hire.

This is a provisional posting- the successful candidate must take the next available Civil Service exam and be reachable.

Contact Human Resources at (716) 851-1840 with any questions.

Our mission to offer quality education includes exposing our students to a diverse range of cultures, experiences and expertise. At SUNY Erie Community College, we value diversity and encourage applicants from all backgrounds to apply.

Notice of Non-Discrimination

SUNY Erie Community College does not discriminate in admission, employment, or in the administration of any of its policies and programs on the basis of race, color, religion, national origin, age, sex, gender, gender expression, gender identity, pregnancy, disability, sexual orientation, familial status, military status, domestic violence victim status, predisposing genetic characteristics, veteran status, criminal conviction, or any other characteristics protected by law. This applies to all students, applicants or other members of the College community (including, but not limited to, vendors and visitors). Grievance procedures are available to interested persons by contacting the Civil Rights Compliance Officer listed below. Retaliation against a person who files a complaint, serves as a witness, or assists or participates in the investigation of a complaint in any manner is strictly prohibited.

The following individual has been designated to handle inquiries regarding the College's non-discrimination policies:

Civil Rights Compliance Officer

Tracy Archie, Chief Diversity Officer
Office of Equity and Diversity
City Campus, Room 174, 121 Ellicott Street
Buffalo, NY 14203
(716) 851-1118

For further information on notice of non-discrimination, please contact:

New York Office
United States Department of Education
Office for Civil Rights, 32 Old Slip 26th Floor,
New York, N.Y., 10005-25010;
Tel (646) 428-3800; Email: OCR.NewYork@ed.gov.

- **Apply**