Herkimer County

SENIOR CAMPUS SAFETY OFFICER

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for supervising and coordinating the activities of Campus Safety Officers at Herkimer County Community College, in maintaining order and protecting College property and also responsibility for the safety of students, faculty/staff and visitors. White this position does not involve responsibilities for performing police duties such as apprehending persons, it does involve specific responsibilities for maintaining order, traffic control, security measures for persons and buildings, and safety programs consistent with State and Federal Regulations for Community Colleges. The work is performed under the supervision of the Director of Campus Safety and supervision is exercised over the work of all subordinate employees. Does related work as required.

TYPICAL WORK ACTIVITIES:

-Supervises and participates in the activities of Campus Safety personnel for the college;
-Interprets security and safety rules and directs subordinates in enforcing compliance;
-Schedules shifts for Safety Officers, issues special orders for daily patrol and special assignments through briefings or written bulletins, and reviews work through briefings and reading all incident/accident reports;
-Patrols college property on foot or in car to protect persons and property and ensure that buildings and property and ensure that buildings and property are secured properly;
-Investigates complaints received personally or as assigned by college administration;
-Oversees and conducts investigations by inspecting the physical scene, collecting physical evidence, interviewing witnesses and recording their statements, completing incident/accident reports and filling out the appropriate information forms;
-Summons local police, fire department and ambulance services in cases of law violations, fire, accidents or other emergencies;
-Plans and conducts training sessions for safety personnel in all phases of their work.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of the practices and procedures necessary to maintain order and insure the protection of life and the security of buildings, grounds and equipment; thorough knowledge of the principles and practices of supervision; good knowledge of safety precautions necessary to eliminate or prevent fires, accidents or safety hazards; ability to exercise sound judgment in carrying out safety duties; ability to deal effectively with students, faculty and others; ability to deal courteously and tactfully with the public in enforcing laws or rules; ability to understand and comply with oral and written directions; ability to prepare clear and concise reports; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Either **(A)** Graduation from a regionally accredited or New York State registered college or university with a bachelor's degree in criminal justice, police science or closely related field **AND** three years of experience in a law enforcement agency or security force;

Or **(B)** Graduation from a regionally accredited or New York State registered college or university with an associate's degree in criminal justice, police science or closely related field, **AND** five years of experience in a law enforcement agency or security force;

Or **(C)** An associate's degree or completion of two years of college with at least 60 credit hours, twenty-four of which must have been in criminal justice related courses, **AND** five years experience in a law enforcement agency or security force.

Or **(D)** Any equivalent combination of training and experience defined through the limits of **(A)**, **(B)** and **(C)** above.

SPECIAL REQUIREMENT: In addition to meeting the above qualifications, candidates will also be required to meet established medical and physical guidelines and training standards, successfully complete the College=s Safety Officer training program and possess a valid New York State driver=s license.