

SECURITY SPECIALIST - INVESTIGATOR

Code No.: 4-09-029

COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This position is in the security field and is responsible for conducting follow-up investigations on criminal and security matters related to Monroe Community College. Employees maintain a close working relationship with law enforcement agencies. The employee reports directly to, and works under the general supervision of the Director of Public Safety or other higher level staff member. Does related work as required.

TYPICAL WORK ACTIVITIES: (All need not be performed in a given position. Other related activities may be performed although not listed.)

Conducts follow-up investigations of criminal incidents and other matters at the direction of the Director of Security;

Conducts interviews with victims, witnesses, complainants and suspects in incidents;

Maintains liaison with the District Attorney's Office, law enforcement agencies to further investigations and obtain necessary warrants and information;

Develops written and statistical reports concerning investigations in progress and campus crime;

Keeps abreast of recent court decisions and changes in the law that affects the department;

Conducts background investigations on prospective or new college employees;

Catalogs and safeguards all evidence collected in the department;

Sets up and staffs surveillances, including camera positioning, alarm installation, and observation posts;

Maintains contact with each case following arrest or referral, until a resolution is reached;

Conducts in-service training on the laws of arrest for department members;

Prepares or reviews information and depositions to be presented in court.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of penal laws; good knowledge of building and ground control; good knowledge of protective and security measures for buildings, grounds and persons; good knowledge of the Motor Vehicle law of the State of New York; ability to conduct investigations; ability to develop written and statistical reports; ability to follow oral and written instructions; ability to establish and maintain effective professional relationships with the District Attorney's Office and law enforcement agencies; ability to interview victims, witnesses and suspects; ability to conduct background investigations; ability to conduct in-service training; good judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma, plus EITHER:

- (A) Three (3) years of paid full-time or its part-time equivalent experience as a police officer or deputy sheriff; OR,
- (B) Graduation from a regionally accredited or New York State registered two (2) year college with an Associate's degree in Police Science, Criminal Justice, Criminal Justice Administration, or other criminal justice field plus one (1) year of paid full-time or its part-time experience as defined in (A) above; OR,
- (C) An equivalent combination of education and experience as defined by the limits of (A) and (B) above.

SPECIAL REQUIREMENT: If you are appointed, you will be required to have a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the position.

ADOPTED: November 14, 1974

REVISED: January 29, 1981

REVISED: October 6, 2011