

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 Public Safety;

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 paid full-time or its part-time equivalent experience as a Police Officer, University

Police Officer, or Deputy Sheriff; OR,

- (B) Five (5) years paid full-time or its part-time equivalent experience as a Campus Peace Officer; OR,
- (C) Graduation with an Associate's degree in Police Science, Criminal Justice, Criminal Justice Administration, or other criminal justice field, plus one (1) year paid full-time or its part-time equivalent experience as described in (A) above; OR,
- (D) Graduation with an Associate's degree in Police Science, Criminal Justice, Criminal Justice Administration, or other criminal justice field, plus three (3) years paid full-time or its part-time equivalent experience as described in (B) above; OR,
- (E) An equivalent combination of education and experience as defined by the limits of (A), (B), (C), and (D) above.

NOTE: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

SPECIAL REQUIREMENT: If you are appointed, you will be required to possess 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.

Monroe County Civil Service Commission

ADOPTED: November 14, 1974
REVISED: January 29, 1981
REVISED: October 6, 2011
REVISED: July 10, 2025