

PUBLIC SAFETY SECURITY SUPERVISOR

Code No: 3-09-038

COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This is a first-line supervisory position in the security program at Monroe Community College. The employee is responsible for the safety and security of all campus buildings, grounds and employees during an assigned shift. Employees will be required to carry firearms. General supervision is exercised over a professional and/or clerical staff. The employee reports directly to and works under general supervision from the Director of Public Safety. 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):

Prepares weekly work schedules and assignments for officers during an assigned shift;

Conducts roll call, assigns officers to posts and patrols and issues keys and radios;

Supervises staff including performance evaluations, approves overtime and vacation requests, etc.;

Assists Federal, State and local law enforcement agencies with on-campus investigations; supervises line personnel during such investigations;

Conducts in-service field training and firearm re-qualifications;

Prepares annual budget for shift assignment to be included in the department budget submission;

Supervises lost and found activities;

Appears in court to testify, provide information, and present evidence;

Performs special duties as assigned by the Director;

Attends meetings, conferences, workshops; serves on committees as necessary.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of police and patrol work as it relates to the position; good knowledge of building and grounds security measures; good knowledge of fire and safety regulations pertaining to places of public assembly; good knowledge of firearm training procedures as set forth by the New York State Municipal Police Training Council; good knowledge of traffic control and direction activities; working knowledge of the Motor Vehicle Law, New York State Penal Law and Criminal Procedures Law; working knowledge of first aid measures; supervisory ability; ability to maintain effective professional relationships with Federal, State and local law enforcement agencies, security agencies, fire agencies, and in-house departments; ability to communicate well both orally and in writing; good powers of observation and memory; alertness;

integrity; decisiveness; physical condition commensurate with the demands of the department.

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

- (A) Possession of an Associate's degree, plus one (1) year paid full-time or its part-time paid experience as a security guard or other law enforcement position; OR,
- (B) Three (3) years of experience as defined above;
- (C) Any equivalent combination of training and experience as defined in (A) and (B) above.

SPECIAL REQUIREMENTS:

Possession of a valid New York State Motor Vehicle Operator's license at time of appointment;

Candidates must not be less than 19 years of age at time of appointment;

Candidates must meet the medical and physical requirements prescribed by Monroe Community College;

Possession of a New York State Pistol Permit at time of assignment to Regional Criminal Justice Training Center.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS AND BOCES

Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

REVISED: July 24, 1986

TITLE CHANGED: September 19, 1990

Formerly: Senior Security Officer