

CAMPUS PEACE OFFICER

Code No. 4-09-020
COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This is a public safety position located at Monroe Community College responsible for the impartial enforcement of all federal and state laws, local ordinances, and institutional regulations, maintenance of order, preservation of peace, protection of lives and property, investigation of criminal offenses, apprehension of criminals and lawbreakers, making arrests and/or issuing appearance tickets, and related work performed in accordance with the laws, rules, and regulations and the administrative policies and procedures of Monroe Community College and its' Department of Public Safety. Duties involve patrol, inspection, investigation and enforcement while exercising independent judgment in both emergency and routine situations. Employees are assigned an area of patrol on foot or in a motor vehicle, or specific duties or cases, utilize computers in the performance of duties and require availability for shift work. Employees are required to carry firearms. This position differs from Campus Peace Officer Supervisor by its lack of supervision of staff. The employee reports directly to, and works under the general supervision of a Campus Peace Officer Supervisor or other higher level staff member. Does related work as required.

Note: Candidates are appointed pursuant to Criminal Procedure Law (CPL) Section 2.10; training requirements are set forth in Section 2.30.

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

Patrols an assigned area either on foot or by patrol vehicle, to monitor the public's compliance of laws, and ensure the safety of persons and property;

Responds to and investigates suspicious and illegal activity, traffic accidents, complaints, and incidents;

Interviews witnesses, and records in writing pertinent information;

Secures, measures, and diagrams traffic accidents and crime scenes;

Pursues offenders on foot, or by bicycle or patrol vehicle;

Identifies and searches suspects, vehicles and buildings for weapons, contraband and other illegal items;

Performs security checks of buildings and property for safety, health and fire hazards;

Writes detailed narrative reports and completes forms regarding arrests, investigative findings, observations, missing and wanted persons, and stolen property reports;

Enforces traffic laws, issues citations, and makes arrests;

Maintains order and directs and maintains flow of traffic on campus grounds and at public events; -

Diffuses conflict situations and physically subdues suicidal and combative persons and resisting offenders;

Prepares information, affidavits, and depositions for trials and preliminary hearings;

Testifies at trials and preliminary hearings as needed;

Transports persons to hospitals for treatment of injuries or intoxication tests and arrested persons to jail;

Facilitates booking procedures including fingerprinting and photographing arrested persons, and completing forms;

Radio agencies for assistance such as fire districts, and emergency medical and utility companies as well as law enforcement personnel;

Seizes and impounds property and evidence;

Issues vehicle and traffic law violations;

Performs special assignments as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:

Good knowledge of the rules, regulations, policies and procedures of Monroe Community College governing public safety measures; good knowledge of law enforcement and patrol work as it relates to the position; good knowledge of the geography, buildings and grounds of assigned patrol and surrounding areas; good knowledge of fire and safety regulations pertaining to places of public assembly; good knowledge of traffic control and direction activities; working knowledge of the local ordinances, constitutional law and other applicable laws; ability to make quick, sound decisions and respond appropriately in all situations; ability to operate special equipment including speed measuring devices, as well as electronic equipment utilized by the Department; ability to acquire pertinent information from all types of persons using appropriate interviewing techniques; ability to maintain self-control during routine and emergency situations and take decisive action; ability to sit and stand for long periods of time; ability to move adult size persons; ability to complete forms and write reports in a clear, complete, accurate and legally sufficient manner; ability to observe and recall details and record information accurately; ability to maintain confidential information; ability to perform simple mathematical calculations; ability to understand training materials and utilize information in the workplace; ability to memorize facts and information; ability to apply self-defense techniques; ability to use firearms and weapons effectively; ability to communicate orally and in writing; ability to carry out oral and written instructions; ability to properly and safely operate patrol vehicles and radio equipment under all types of weather conditions and rates of speed; ability to chase persons on foot; ability to safely and securely transport persons; good judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma, plus one (1) year paid full-time or its part-time equivalent experience in an occupation involved with the enforcement of peace and order such as a security guard, campus peace officer, police officer, forest ranger, corrections officer, or armored vehicle guard (military experience is acceptable).

SPECIAL REQUIREMENTS: Within one (1) year of appointment must successfully complete the Municipal Police Training Council's basic course for Police Officers or the Municipal Police Training Council's Campus Public Safety Officer Course recognized by the State University of New York as set by the standards of the New York State Division of Criminal Justice Services.

Eligibility for a New York State Pistol Permit at the time of appointment.

If you are appointed, you will be required to possess a valid license to operate a motor vehicle in New York State.

Monroe County Civil Service Commission

ADOPTED: March 5, 2009

REVISED: October 11, 2016

REVISED: November 9, 2017

REVISED: February 8, 2018
REVISED: August 7, 2025