

CAMPUS PEACE OFFICER SUPERVISOR

Code No. 3-09-040
COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This is a first-line supervisory public safety position at Monroe Community College. The employee is responsible for the safety and security of all campus buildings, grounds and employees during an assigned shift. Campus Peace Officer Supervisors are designated as peace officers which increases their arrest authority to enforce orders of protection in relationship violence calls, issue appearance tickets, and transport arrestees in serious offenses to booking. The employees exercise their duties in their geographical employment areas which include on campus, non-campus property owned by the College, and contiguous areas around these properties. The duties are performed in accordance with New York State Law relative to campus peace officers. Employees will be required to carry firearms. This position differs from Campus Peace Officer by virtue of its responsibility for supervision of staff and related duties. The employee reports directly to, and works under the general supervision of, the Director of Public Safety. General supervision is exercised over a professional security and/or clerical staff. 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.)

Develops 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 completing performance evaluations, and approving overtime and vacation requests;

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

Carries out warrantless searches;

Issues appearance tickets on trespassing and other lesser offenses;

Transports and books arrestees who have committed serious offenses;

Issues simplified vehicle and traffic law violations;

Seizes open containers of alcoholic beverages from under age individuals;

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

Develops 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, and serves on committees as necessary.

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

Thorough knowledge of the rules, regulations, policies and procedures of Monroe Community College governing their security measures; 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 the physical layout of the facility, surrounding grounds, and other College owned property; good knowledge of traffic control and direction activities; working knowledge of the Motor Vehicle Law, New York State Penal Law and Criminal Procedures Law; ability to make quick, sound decisions regarding facility security and personal safety during shift and in emergency situations; ability to safely transport individuals; ability to operate a motor vehicle; 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 weapons and firearms effectively; 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; alertness; integrity; good judgment; physical condition commensurate with the demands of the department.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma, plus three (3) years 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: 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: August 7, 2025