

CAMPUS PEACE OFFICER TRAINEE

Code No. 4-09-054
COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This is an entry level public safety position at Monroe Community College involving on-the-job training in the performance of duties as a Campus Peace Officer. Campus Peace Officer Trainees 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. The employee reports directly to, and works under the supervision of, a Campus Peace Officer Supervisor or other higher level staff member. Upon successful completion of a one (1) year training period, employees are promoted to Campus Peace Officer without further civil service examination. Employees who do not successfully complete the one (1) year training period will be removed from the position. 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.)

Employees in this class receive on-the-job training in the following areas:

Patrols an assigned area of the campus to ensure safety of persons and property;

Inspects buildings and property for safety, health, or fire hazards and brings details to attention of superiors;

Makes regular reports of events occurring during shift or detail;

Enforces vehicle and safety regulations on campus property;

Directs traffic and answers questions of students, faculty, and visitors;

Assumes duty at an assigned post;

Keeps order at public gatherings and special campus events;

Investigates complaints and disturbances;

Apprehends lawbreakers and disorderly persons in keeping with the jurisdiction of the job;

Files depositions and information in connection with arrests made;

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;

Performs special assignments as required;

Testifies in court.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Working knowledge of the rules, regulations, policies and procedures of Monroe Community College governing their security measures; working knowledge of police and patrol work as it relates to the position; working knowledge of buildings and grounds security measures; working knowledge of the physical layout of the facility, surrounding grounds, and other College owned property; working knowledge of fire and safety regulations pertaining to places of public assembly; working 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 emergency situations; ability to write clear and concise reports; ability to observe and recall details and record information accurately; 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 both orally and in writing; ability to carry out oral and written instructions; ability to operate a motor vehicle; ability to transport individuals; alertness; integrity; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma.

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