

## **PUBLIC SAFETY OFFICER**

Code No.: 4-09-018

COMPETITIVE

**DISTINGUISHING FEATURES OF THE CLASS:** This position in the security program at Monroe Community College, is responsible for protection of life and property, prevention of crime or violation of institutional regulations, and the apprehension of violators. The employee reports directly to and works under general supervision of a Public Safety Security Supervisor and the Director of Public Safety. Probationary period (maximum of 52 weeks) as Public Safety Officer is not considered complete until successful completion of the certificate of training issued by the Public Safety Training Center. 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)

Patrols an assigned area of the campus to insure 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 assigned 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 law breakers and disorderly persons in keeping with the jurisdiction of his job;

Files dispositions and information in connection with arrests made;

Performs special assignments as required;

Testifies in court.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Good knowledge of police and patrol work as it relates to the position; good knowledge of buildings and grounds security measures; 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 Motor Vehicle Law, New York State Penal Law and Criminal Procedures Law; working knowledge of first aide measures; ability to write clear and concise reports; ability to record information accurately; ability to communicate effectively with others; ability to carry out oral and written instructions; physical condition commensurate with the demands of the position.

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

- (A) Two (2) years of paid full-time or its part-time equivalent work experience in an occupation involved with the enforcement of peace and order such as a guard, police officer, forest ranger, or armored vehicle guard; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree; OR,
- (C) An equivalent combination of education and experience as defined by the limits of (A) and (B).

**SPECIAL REQUIREMENTS:**

Current registration as a Security Guard with the New York State Department of State;

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

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

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

Candidates will be required to pass a security check performed by Monroe Community College Public Safety Office.

Possession of a New York State Pistol Permit at time of assignment to Public Safety 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:** September 3, 1981  
**TITLE CHANGED:** September 19, 1990  
**Formerly:** Security Officer  
**REVISED:** July 10, 1997  
**REVISED:** January 7, 1999