



## Cayuga County Department of Human Resources and Civil Service Commission

### JOB SPECIFICATION

Civil Service Title:	<b>PUBLIC SAFETY OFFICER II</b>
Jurisdictional Class:	Competitive
Civil Division:	Cayuga Community College
Adoption: CSM	09/14/05
Revised: CSM	12/10/08

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#### **DISTINGUISHING FEATURES OF THE CLASS:**

This position involves responsibility for providing security functions at the Community College, involving responsibility for maintaining order, for the security of campus property including buildings, grounds and parking lots, and for the safety of students, visitors and staff. This position is distinguished from Public Safety Officer in that the duties require the performance of limited law enforcement activities within the geographical jurisdiction of the Community College. The incumbent exercises powers as granted to Peace Officers by the general laws of the State and such supplementary powers as may be conferred by the Community College Board of Trustees that are consistent with law. The work is performed under the general supervision of the Coordinator of Security or other designated Supervisor, with considerable latitude allowed for the exercise of independent judgment in carrying out assignments. Performs related duties as assigned.

#### **TYPICAL WORK ACTIVITIES: (Illustrative Only)**

Patrols the campus grounds on foot or in a vehicle to maintain order, protect persons and property, control traffic, provide first aide, and to prevent trespassing, theft or damage;

Enforces all federal, state, and local laws, including college rules and regulations on campus;

Directs and routes traffic on campus and provides vehicle, traffic and parking enforcement;

Issues warning notices and tickets to vehicles and drivers in violation of campus traffic and parking regulations;

Checks parking lots for unauthorized and unregistered vehicles;

Checks perimeters of buildings for property damage and unauthorized persons on premises;

Checks entrances and exits to buildings to ensure that doors are closed and locked, where and when appropriate;

Notes safety discrepancies such as broken equipment, exterior lights out, etc. and completes proper forms to initiate repair of area;

Becomes familiar with students and faculty by using the Community Policing concept;

Provides escorts to students, faculty, and staff upon request;

Answers questions and gives directions or other assistance to visitors and students when necessary;

Makes sure emergency phones and other equipment are operational;

Enforces Community College regulations in accordance with the express power of enforcement granted by the Community College Board of Trustees and within the confines of NYS Criminal Procedure Law, Section 2.20;

Evaluates incidents of theft, vandalism or student/faculty harassment to determine if established safeguards were in place and/or if procedural changes need to be made to ensure optimal campus security;

Investigates unusual conditions, disturbances or complaints to attempt to determine the cause and notifies appropriate officials when warranted;

Responds to campus emergencies and renders assistance and/or calls for appropriate assistance;

Provides security at athletic events or other programs on campus;

Coordinates efforts with College staff running courses during evening hours to ensure the safety and security of students and faculty, and to ensure the securing of buildings after classroom use;

May be designated to learn campus security alarm codes to be able to arm and disarm system;

**TYPICAL WORK ACTIVITIES: (Illustrative only) (Continued)**

May provide assistance to persons, with proper hold harmless documentation signed by vehicle owner, that request vehicle jump-starts or that request the officer to unlock vehicle with keys locked in;  
Submits daily logs and, on occasion, detailed narrative reports that are entered into the computer database;  
Performs other duties related to security as assigned by the Director of Public Safety or other designated Supervisor.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:**

Good knowledge of security practices, public safety and security patrol procedures;  
Good knowledge of NYS Vehicle and Traffic Law and all other applicable laws, ordinances and regulations used in Peace Officer activities;  
Good knowledge of the geography of the Community College Campus, including property, buildings, grounds and facilities;  
Ability to make referrals to law enforcement or other agencies in appropriate situations;  
Ability to be courteous yet firm with the public;  
Ability to establish and maintain effective working relationships with students, faculty, and the general public;  
Ability to understand and follow oral and written directions;  
Ability to make verbal and written reports;  
Ability to maintain composure and make rational judgments under stressful conditions;  
Ability to drive an automobile and operate emergency equipment;  
Good powers of observation and memory;  
Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

Graduation from high school or possession of a High School Equivalency Certificate.

**SPECIAL REQUIREMENT:**

Possession of current valid NYS Driver's License at time of appointment. From date of employment, must possess and maintain a valid NYS Driver's License.

A Public Safety Officer designated as a peace officer must have satisfactorily completed or complete, within one year of the date of such designation, a course of law enforcement training prescribed by the municipal police training council in consultation with the state university board of trustees as set forth in criminal procedure law and education law.

A Public Safety Officer (Peace Officer) designated to carry a firearm as part of on duty employment when authorized by the President of the Community College must complete and maintain any mandated training as prescribed in NYS penal, criminal procedure law, and/or education law.