

Job Title: Campus Peace Officer, Level 2 – Corporal (Multiple Vacancies)
Job ID: 28139
Location: College of Staten Island
Full/Part Time: Full-Time
Regular/Temporary: Regular

GENERAL DUTIES

In accordance with the policies of The City University of New York and individual colleges/units, and under supervision, incumbents perform duties supporting campus/location public safety and security.

There are two levels to this title. Level I is a Competitive position, while Level II is by appointment only. Campus Peace Officers work closely with Campus Security Assistants and provide limited guidance to Campus Security Assistants. The major distinction between a Campus Peace Officer and a Campus Security Assistant is that Campus Peace Officers receive Peace Officer Status.

- Respond to alarms and calls for service from members of the college community.
- Enforce college rules and regulations as specified in Standard Operating Procedures.
- Maintain a personal record (memo book) of daily job activities and incidents, as they occur, in the manner determined by the Campus Public Safety Director.
- Maintain radio contact with the department's Central Dispatch to ensure proper campus surveillance and to help coordinate Public Safety operations.
- Provide customer service by enthusiastically providing information and services, as defined by College and University administration, to members of the College community and visitors.
- Assist with crowd control at registration, special events, and other functions.
- When assigned, maintain post and tour logs, guaranteeing that logs are kept current and entries are up-to-date.
- Write complete, accurate, and timely reports to record campus incidents.
- Escort students, college VIPs, visiting dignitaries, and others on foot and/or by driving college vehicles.
- Investigate crimes applying Departmental procedures, in accordance with all relevant rules, regulations, and laws of the College, University, New York City, New York State, and Federal Government.
- Use and maintain defensive equipment (e.g., ASP, handcuffs, pepper spray, etc).

- Make arrests according to Departmental procedures and all relevant rules, regulations, and laws of the College, University, New York City, New York State, and Federal Government.
- Perform arrest processing, including warrant checks, according to Departmental procedures and heeding all relevant rules, regulations, and laws of the College, University, New York City, New York State, and Federal Government.
- Provide testimony in College disciplinary and legal proceedings.
- Voucher evidence using established procedures for securing evidence to ensure the chain of possession and evidence integrity.
- Help monitor the performance of Campus Security Assistants and Security Guards, serving as mentors.
- When assigned, carefully monitor the premises through the campus CCTV system.
- Perform assigned Fire Safety duties, including acting as a Fire Warden, Fire Guard, or Fire Safety Director during fire drills, emergencies, and other building evacuations.
- Inventory Public Safety equipment.
- Check IDs and parking passes/decals (where applicable) of students, faculty, staff, and visitors, in accordance with the College's access policy.
- Provide access to rooms and locations, after receiving the proper authorizations.
- Accept and voucher items into the campus Lost & Found.
- Act as a First Responder to alarms and calls for service.
- Conduct patrols of campus premises on foot.
- Conduct patrols of campus premises by driving marked, unmarked, and cart vehicles.
- Control the flow of vehicle and pedestrian traffic to ensure safety and security of persons and campus property.
- Perform various driving details (e.g., escorting college VIPs or performing courier service), as assigned.
- Upon volunteering for and being selected, incumbents serve as members of special patrols, such as Bike, Canine, and S.A.F.E. Team Patrol Units.

Incumbents must possess the following knowledge:

- Public Safety and Security: relevant equipment, reports, policies, standard operating procedures, and strategies to promote effective campus and University security operations for the protection of students, staff, faculty, and visitors.
- Laws, Rules, and Regulations: laws, rules, and regulations that govern the operation of each

college and of CUNY, with special knowledge of the Henderson Rules and Penal Code.

- Arrest: arrest procedures and arrest processing.
- Defensive Tactics: legal defensive techniques to subdue and restrain suspects, while attempting to protect self from injury.
- First-Aid/CPR: techniques, procedures, and laws governing the administration of basic First-Aid and CPR.
- Fire Safety: relevant fire regulations and campus policies to act as Fire Guards and/or Fire Wardens.
- Campus: major facilities, functions, and persons on campus, being able to provide the location of offices and hours of operation.

Incumbents must be skilled in:

- Exercising good judgment, knowing what is permitted and impermissible within the laws, rules, and regulations under which Public Safety operates; choosing the most appropriate action considering the relative costs and benefits.
- Observing carefully, displaying vigilance, paying attention to details, and noticing when things are out of the ordinary.
- Resolving disputes.
- Interviewing suspects and witnesses to legally elicit information.
- Effectively organizing college-issued property and post, paperwork, and other necessary equipment used to perform routine job tasks.
- Transmitting ideas and information in speaking so others will understand.
- Listening actively in person or via the telephone, giving full attention to what others say, taking time to understand the points being made, asking questions as appropriate without limiting the flow of the information.
- Clearly and concisely transmitting ideas in writing by including appropriate and accurate information, using the proper grammar, spelling, syntax, and composition.
- Using due caution and obeying all traffic laws when operating Department vehicles.
- Providing customer service by meeting the needs of students, faculty, staff, visitors, and the surrounding college community, in accordance with College and University policies and practices.
- Training Campus Security Assistants and Security Guards in topics related to the performance of routine and basic Public Safety duties.

Incumbents require the ability to:

- Physically respond (e.g., run across campus or upstairs) to calls for service, alarms, and other emergencies; also must be able to stand for extended periods of time (e.g., 8-hour shift with two fifteen-minute breaks and a half-hour meal period.).
- Know their location in relationship to the environment and know where other objects are in relation to themselves.
- Understand and follow directives issued in person, via radio, or in writing.
- Properly assert themselves by speaking with confidence and clarity to convey messages in a precise and professional manner.
- Examine past events and learn from past experiences.
- Read and understand information and ideas presented in writing.
- See objects in detail under various conditions (i.e., at night, up-close, far away, and peripherally).
- Lift a 40-pound box (which might contain evidence, papers, receipts, etc.) without assistance.

Peacekeeping is often stressful work that requires Campus Peace Officers to make decisions and function under difficulty.

Often Campus Peace Officers face conflict situations and physical injury is possible.

Work must often be performed in crowded public areas.

A significant amount of time is spent standing in this job and frequent running and climbing of stairs is also required.

There is often exposure to the elements. Tasks must often be performed outdoors or in areas without air conditioning or heat.

Campus Peace Officers must be exact or accurate in performing work.

People who are drawn to the Campus Peace Officer job typically value:

- Compassionately helping people.
- Integrity.
- Displaying discipline and self-control.
- Doing a good job.
- Personal initiative.
- Maintaining a professional appearance.
- Organizations with supportive management.
- Supervisors who train their workers well.
- Working with co-workers in a friendly non-competitive environment.
- Career advancement and receiving professional training.

People who are drawn to the job of Campus Peace Officer typically like being involved in work that is conventional, with set procedures and routines and a clear line of authority. However,

they also enjoy making decisions and taking risks. They have a strong service orientation, and enjoy providing help or service to others and communicating with people.

CONTRACT TITLE

Campus Peace Officer

FLSA

Non-exempt

CAMPUS SPECIFIC INFORMATION

**** OPEN TO CURRENT ELIGIBLE PERMANENT CAMPUS PEACE OFFICERS, LEVEL 1 ONLY ****

Level II Tasks:

In addition to all Level I tasks, Campus Peace Officers assigned to Level II duties will perform the following:

Administrative:

- Act in the capacity of shift supervisor during the temporary absence of the Public Safety Sergeant.
- Acts as Fire Safety Director in assigned building during inspections, emergencies, evacuations and any other circumstance where the Fire Safety Director is required.
- Assist Public Safety Sergeants in monitoring the performance of Level 1 Campus Peace Officers.

Training:

- May assist with campus specific training.

MINIMUM QUALIFICATIONS

1. A High School Diploma or GED from an accredited institution and Two (2) years of full-time work experience (full time work experience is considered 35 hours or more per week); OR
2. Successful completion of 60 college semester credits from a regionally accredited college or university with at least a 2.0 cumulative index or its equivalent; AND
3. Fluency in English (must be able to speak, read, write & understand English well enough to perform the duties of the position; proficiency will be evaluated at the time of interview).
4. Must qualify for Campus Peace Officer Status as follows:
 - a. Be at least 21 years of age; and
 - b. Be a United States citizen; and

- c. Be a resident of New York State; and
- d. Have a current, valid New York State Driver's License

5. Must meet physical, medical and psychological requirements as defined in University examination standards.

6. Must undergo a background check, including fingerprint screening.

Requirements for Continued Employment

Employees are expected to continue to meet the Qualification Requirements as a condition of continued employment. Any required certification is considered to be a form of licensure and must also be maintained.

Continued employment also depends on completing and passing training courses or programs. Training may be required by the Vice Chancellor for Human Resources or the University Director of Public Safety. Training may also be required to comply with The Peace Officer Statue of the State of New York and other laws and regulations.

All Campus Peace Officers are subject to random drug screening. Additionally, if warranted, they may be required to take a psychological examination at any time.

NOTE: FOR SOME ASSIGNMENTS, THE POSSESSION OF A CERTIFICATE OF FITNESS (F-89) ISSUED BY THE NEW YORK CITY FIRE DEPARTMENT WILL BE REQUIRED.

COMPENSATION

New Hire (1 Year): \$41,919

New Hire (2 Years): \$43,063

Incumbent (3 Years): \$47,370

Note: For CPOs assigned to Level II, the salary rates depends on their service. If he/she was at the 1 or 2 year rate in Level I and has not yet reached the Jan. 1 or July 1 following their third anniversary (3 year rate), he/she is to be paid the Level II entry rate. A CPO advanced to Level II cannot earn less than he/she would have earned if he/she stayed in Level I. Therefore, if the CSO or CPO was at the 3 year Level I rate, or on the Jan. 1 or July 1 when he/she would have reached the 3 year rate had he/she remained in Level I, the CPO is due the Level II 3 year rate.

BENEFITS

CUNY offers a comprehensive benefits package to employees and eligible dependents based on job title and classification. Employees are also offered pension and Tax-Deferred Savings Plans. Part-time employees must meet a weekly or semester work hour criteria to be eligible for health benefits. Health benefits are also extended to retirees who meet the eligibility criteria.

HOW TO APPLY

To apply, please visit <http://cuny.jobs/> and enter the Job ID# in the "What" section field. Candidates must attach a resume, cover letter, and three professional references (name, title, organization, and contact information) as one file.

CLOSING DATE

April 5, 2024

JOB SEARCH CATEGORY

CUNY Job Posting: Support Staff

EQUAL EMPLOYMENT OPPORTUNITY

CUNY encourages people with disabilities, minorities, veterans and women to apply. At CUNY, Italian Americans are also included among our protected groups. Applicants and employees will not be discriminated against on the basis of any legally protected category, including sexual orientation or gender identity. EEO/AA/Vet/Disability Employer.