THE CITY UNIVERSITY OF NEW YORK
Classified Civil Service Position Description

Title
Campus Peace Officer

Title Codes
04844
Special Officer Group (057)

FLSA Status
Non-Exempt (Overtime Eligible)

Date Revised
09/08/2016

General Duties and Responsibilities

In accordance with the policies of The City University of New York and individual colleges or units, and under supervision, incumbents perform appropriate regulatory and enforcement duties supporting campus/location public safety and security in conformity with all University policies and New York statutes defining Campus Peace Officer status.

Minimum Qualifications

1. A High School Diploma or GED from an accredited institution; and

2. Two (2) years of full-time work experience (full time work experience is considered 35 hours or more per week); 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.

Direct Lines of Promotion

From: None
To: Public Safety Sergeant (04846)
General Work Tasks
This position has 2 assignment levels. Level 2 is based solely upon specific duties and is not considered a permanent assignment.

Level 1 Tasks:

**Community Policing**
- Respond to alarms and calls for service from 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.
- Maintain radio contact with the Department’s Central Dispatch.
- Provide customer service by enthusiastically providing information and services.
- Assist with crowd control.
- Maintain post and tour logs, ensuring that logs are kept current.
- 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.

**Law Enforcement**
- Investigate crimes 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, perform arrest processing, including warrant checks, voucher evidence according to Departmental procedures and all relevant rules, regulations, and laws of the College, University, New York City, New York State, and Federal Government.

**Administrative**
- Help monitor the performance of Campus Security Assistants and Security Guards.
- When assigned, carefully monitor the premises through the campus CCTV system.
- Perform assigned Fire Safety duties, including acting as a Fire Warden, or Fire Guard, during fire drills, emergencies, and other building evacuations.
- Inventory Public Safety equipment.
**Access Control**  
Check IDs and parking passes/decals 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.

**Patrol**  
Act as a First Responder to alarms and calls for service  
Conduct patrols of campus premises on foot, by driving marked, unmarked, and cart vehicles. 
Control the flow of vehicle and pedestrian traffic on campus property. 
May serve as members of special patrols, such as Bike and S.A.F.E. Team Patrol Units.

**Level 2 Tasks:** In addition to all Level 1 tasks, Campus Peace Officers assigned to Level 2 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

*NOTE: FOR SOME ASSIGNMENTS THE POSSESSION OF A CERTIFICATE OF FITNESS (F-58) ISSUED BY THE NEW YORK CITY FIRE DEPARTMENT WILL BE REQUIRED.*

**Job Characteristics**

**Required Skills** Incumbents must be skilled in:

- Judgment – Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Observational skills – Being aware of your physical environment as well as the actions of others around you, in order assist in taking most appropriate actions.
- Dispute resolution – Bringing others together and trying to reconcile differences
- Customer service skills – Exhibiting accessibility, knowledge and courteousness when dealing with members of the public.
- Interviewing skills - Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Organization skills - Shifting back and forth between multiple activities or sources of information in an efficient and logical manner (such as speech, sounds, touch, or other
sources).

- Telephone skills: Communicate information and ideas by phone so others will understand

- Abilities: 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.
  - Lift a 40-pound box (which might contain evidence, papers, receipt receipts, etc.) without assistance
  - Know their location in relation 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.
  - See objects in detail under various conditions (i.e., at night, up-close, far away, and peripherally).
  - Follow orders and take direction both verbally and in writing.
  - Listen and understand information and ideas presented verbally.
  - Communicate information and ideas in writing so others will understand
  - Read and understand information and ideas presented in writing.
  - Communicate information and ideas in speaking so others will understand.

**Other Work Characteristics**

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 the performance of their work.

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

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

Decisions directly impact the health and safety of the college community.