THE CITY UNIVERSITY OF NEW YORK
Classified Civil Service Position Description

Title University Security Director
Title Code 04977
FLSA Status Exempt
Date Issued January 30, 1996

General Duties and Responsibilities

This position initiates all University policy with regard to security operations and is charged with overseeing its implementation. Reporting to the Chancellor of the University or when delegated to the Deputy Chancellor, the incumbent operates with the widest latitude in establishing and overseeing the security of the University and in providing guidance to the operations of the security functions of the constituent colleges. This is similar to other policy oversight functions of the University. The incumbent provides consultative services to the colleges in the recruitment, selection, evaluation and training of college security staff and renders managerial consultations on the effectiveness of the college operations. Advises the University Personnel Office to ensure that the recruitment, selection and training of officers provide the University with a competent security workforce, and is in compliance with state municipal requirements.

General Work Tasks

All duties are assigned by the Chancellor, including but not limited to:

- Responsible for the coordination of public safety efforts throughout all the campuses of The City University of New York.
- Develops and plans for the mobilization and deployment of the University capability for crisis intervention. Staff deployment and re-assignment is with the concurrence of the affected college President.
- Prepares and publishes an annual public safety and security report as mandated by Federal and/or State legislation.
- Facilitates the implementation on University-wide security initiatives.
- Prepares and maintains a University security patrol guide.
- Directs the background investigations of all security managerial staff.
- Guides, monitors, and reports on the implementation and development of the Chancellor's security initiative which is designed to create a proprietary security service comprised of sworn peace officers.
- Testifies before legislative bodies regarding University security issues.
- Establishes innovative security patrol systems and methodologies throughout the University to enhance the safety and security of the CUNY college campuses.
- Reviews all University security operations plans; consults with the College Security Directors to facilitate service enhancements, where appropriate.
– Provides for the standardization of University-wide crime incident reporting.

– Reviews and approves all University private security guard contracts, consulting with the colleges on local-option effectiveness.

– Reviews University-wide requests for security-related equipment, facilitating the acquisitions of such equipment, supplies, and systems as will bring CUNY college campuses to modern-day, state-of-the-art status.

– Provides for the standardization of security performance evaluations; consults on and participates in all security-related training.

– Prepares monthly and yearly reports to the Chancellor regarding security issues.

Qualification Requirements

Such requirements as determined by the Chancellor, AND

A valid New York State driver license, New York State Residency and United Stated Citizenship in order to satisfy the New York State Peace Officer Statue.

NOTE: This position is subject to a satisfactory background investigation, which may include but is not limited to criminal history review, drug test, credit checks, driving record review, work history verification, reference checks, etc. This position is subject to random drug testing as well as re-fingerprinting and reinvestigation every five years.

Within one year of appointment to this title, or sooner based on the availability and satisfactory completion of mandated university training, a person appointed to this position must qualify for Peace Officer status in accordance with the requirements of the New York State Division of Criminal Justice Services, Bureau of Police Standards. Persons appointed to this position must, within one year of appointment to this title, receive New York State D.C.J.S. certified firearms training in accordance with New York P.L. article 35 and be eligible to carry firearms.

Direct Lines of Promotion

FROM: None

TO: None