

SECURITY OFFICER I (RCC)

DISTINGUISHING FEATURES OF THE CLASS: This is security work involving responsibility for overall campus safety at Rockland Community College, and for the general protection of students, staff and visitors. The work is performed under the supervision of the Director of Public Safety and in accordance with Sections 2.10 and 2.20 of the Criminal Procedure Law and pursuant to the Laws of New York, 2003, Chapter 689. Does related work as required.

TYPICAL WORK ACTIVITIES:

Maintains security and order on campus, including fire prevention and law enforcement;

Enforces the Student Code of Conduct;

Patrols campus buildings, grounds and parking areas on foot or in a patrol vehicle in order to maintain order, protect persons and property, control traffic, provide first aid and prevent theft, trespassing or damage;

Inspects fire extinguishers;

Investigates suspicious activities and complaints made directly to campus security;

Checks doors, windows and entrances to buildings to ensure they are secured;

Controls and directs traffic on campus grounds or campus-related roads and parking areas, and issues parking violation tickets;

Investigates motor vehicle accidents that occur on campus or campus-related roads;

Provides directions and information to students and visitors;

Prepares and maintains applicable records and reports.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of security practices and procedures; good knowledge of safety precautions necessary to eliminate existing and potential security, safety and fire hazards; working knowledge of the physical layout of campus buildings and grounds; working knowledge of the Penal Law, Criminal Procedure Law and Vehicle and Traffic Laws of the State of New York, as such laws pertain to security at a community college; ability to establish and maintain cooperative relations with students, staff and campus visitors; ability to prepare clear and concise reports.

MINIMUM QUALIFICATIONS:

- a. A Bachelor's degree or higher in Criminal Justice, Police Science, or comparable curriculum, and one (1) year of experience in law enforcement or in a security force; or
- b. An Associate's degree in Criminal Justice, Police Science, or comparable curriculum, and three (3) years of experience in law enforcement or in a security force; or
- c. Graduation from high school or possession of an equivalency diploma and five (5) years of full-time or equivalent part-time experience in law enforcement or in a security force; or any equivalent combination of training and experience described in a. b. or c. above.

(over)

SPECIAL REQUIREMENTS:

1. Candidates for this position must meet established medical and physical guidelines and successfully complete the approved Municipal Police Training Council Training Program for Community College Peace Officers.
2. Possession of a valid New York State driver's license.
3. Successful completion of a psychological examination.
4. Must complete all required pre-assignment training (must be provided by a certified security guard instructor at an approved security guard school) and all additional training and registration requirements as specified by the New York State Security Guard Act of 1992 and in accordance with the requirements of the New York State Department of State, Division of Licensing Services.

NOTE: Candidates for this position may also be required to undergo substance abuse training.