THE CITY UNIVERSITY OF NEW YORK
Classified Civil Service Position Description

Title  Campus Peace Officer

Title Codes  04844 Special Officer Group (060)

FLSA Status  Non-Exempt (Overtime Eligible)

Date Issued  12/09/98

General Duties and Responsibilities
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.

Qualification Requirements

For Appointment to Level I

Proof of meeting requirements 1 – 8 is needed before the close of a Civil Service Examination filing period. You may be asked to provide proof of meeting these requirements at any time between your application and the close of the filing period.

1. 2 years of continuous full-time employment in Security, Law Enforcement, Military, or in Customer Service, preferably in an educational setting.

2. English Proficiency: candidates must be able to speak, read, write, and comprehend the English Language well enough to meet the minimally acceptable performance standards set for job tasks.


4. High School Diploma or GED.

5. Valid New York State Driver’s License.


7. Current resident of New York City.

8. Passage of a competency-based work experience test.

Candidates who receive conditional appointment will also be required to meet requirements 9 - 11.

9. Candidates must meet physical, medical, and psychological requirements as defined in University examination standards. Candidates must pass a screen for drug usage. They may be required to demonstrate physical readiness for performing job tasks.

10. Candidates must also undergo a background check, including fingerprint screening.

11. Candidates must be able to obtain New York State Peace Officer Status.

For Appointment to Level II

For an employee to be appointed to Campus Peace Officer Level II, the Level I Campus Peace Officer must continue to meet all the qualifications for Level I position.

Additionally, appointees must have successfully completed probation, achieved Peace Officer Status, and have one (1) year of service at Level I.
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 for continued employment with The University except for the New York State Security Guard License, which is required only until those on conditional appointment obtain New York State Peace Officer Status.

Continued employment also depends on completing and successfully passing training courses or programs. Training may be required by the Vice Chancellor for Faculty & Staff Relations 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.

Direct Lines of Promotion
From: Campus Security Assistant (04841) To: Campus Public Safety Sergeant (04846)
General Work Tasks

**Community Policing**

- 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.

**Law Enforcement**

- 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.

**Administrative Duties**

- 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.

**Access Control**

- 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.

**Patrol**

- 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.

**Job Characteristics**

**Required Knowledge**

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.
**Required Skills**

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 polices and practices.

- Training Campus Security Assistants and Security Guards in topics related to the performance of routine and basic Public Safety duties.

**Required 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 (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.
Other Work Requirements

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.

Work Values and Interests

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.