

**DEPARTMENT:** COMMUNITY COLLEGE  
**CLASSIFICATION:** COMPETITIVE  
**APPROVED:** APRIL 18, 2024

**CAMPUS PEACE OFFICER LIEUTENANT**

**DISTINGUISHING FEATURES OF THE CLASS:** This is an important first-line supervisory position in the Office of Campus Public Safety in which incumbents are responsible for maintaining the security and safety of students, campus personnel, and college property; for enforcing campus regulations and New York State Laws; and for obtaining the appropriate assistance when medical emergencies or criminal incidents occur. The incumbent performs Campus Police/Peace Officer functions and is responsible for direct supervision of Campus Police/Peace Officers and Security Officers. The incumbent exercises independent judgment and is allowed wide latitude in carrying out the details of the work in accordance with procedures, policies, regulations, and laws. General supervision is received from the Chief of Campus Public Safety. The incumbent will perform all related duties as required.

**TYPICAL WORK ACTIVITIES:**

1. Supervises and performs Campus Public Safety plans for fire prevention, and safety enforcement;
2. Conducts periodic inspection tours to ensure that security, safety, and fire prevention regulations are adhered to;
3. Performs special studies and investigations;
4. Provides advice and recommends improvements on security, safety and fire prevention matters;
5. Responds to calls for assistance to ensure that persons and property are adequately protected;
6. Assists in organizing and conducting in-service training programs for personnel;
7. Assists in providing fire prevention instructions to all employees;
8. Maintains an appropriate system of records and prepares reports;
9. Supervises and performs enforcement of traffic and parking regulations and arrests.
10. Participates in medical, fire, police, and general safety training programs;
11. Assists in preparing work schedules and assignments including vacation schedules and overtime;
12. Reviews incident and crime reports and crime log;
13. Prepares various reports including CLERY Act reporting;
14. When necessary, performs the duties required of a Campus Security Officer;
15. Performs special duties as assigned by the Chief or Assistant Chief of Campus Public Safety.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Good knowledge of standard law enforcement work as it relates college campus security; good knowledge of police procedures, law enforcement, and investigative techniques; good knowledge of practices and procedures required to ensure security of buildings, grounds and equipment; good knowledge of safety precautions necessary to eliminate existing and potential security, safety and fire hazards; good knowledge of the maintenance and use of fire extinguisher and similar firefighting equipment; working knowledge of a variety of state, county and municipal laws as well as campus rules and regulations; working knowledge of rudimentary first aide; skill in the use of modern software applications and related equipment; ability to use modern software applications and related equipment at an acceptable rate of speed and accuracy; ability to lead and supervise subordinate officers; ability to maintain effective professional relationships with other law enforcement and emergency services agencies; ability to speak clearly and communicate effectively with others; ability to understand, interpret and carry out written directions; ability to operate alarm detection and control equipment, closed circuit television, and related systems; ability to prepare clear, accurate and comprehensive factual written reports; ability to understand the feelings that people express in their speech, mannerisms, expressions and actions, as they affect the conduct of law enforcement; ability to respond to feelings and initiate adaptive social behavior in the campus community by careful and concise

explanation and persuasion; ability to remain cool and decisive in emergency and stressful situations; ability to interpret laws, rules, and regulations as they apply to law enforcement situations, in particular the Criminal Procedure Law, the Penal Law, the Vehicle and Traffic Law, and Niagara County Community College policies and Regulations; ability to stand and/or walk for long periods of time; ability to properly operate a motor vehicle; willingness to work with others; sound professional judgment; tact; courtesy; dependability; initiative; resourcefulness; dependability; resourcefulness; physical condition commensurate with the demands of the position.

**PROMOTIONAL QUALIFICATIONS:**

Two (2) years of permanent competitive status as a Campus Peace Officer at Niagara County Community College.

**OPEN COMPETITIVE QUALIFICATIONS:**

Graduation from high school or possession of an equivalency diploma and one of the following:

1. Two (2) years of paid full-time experience in a certified police supervisory position (i.e. Sergeant, Lieutenant, Captain, etc.); **OR**
2. Four (4) years of paid full-time or pro-rated part-time experience in a uniformed position requiring police officer or peace officer certification; **OR**
3. Six (6) years of paid full-time experience as a licensed security guard and current NYS registration as a Peace Officer.

**SPECIAL REQUIREMENTS:**

1. Candidates must possess a valid New York State Vehicle operator's license at time of appointment.
2. Candidates must be registered with the New York State Department of DCJS State as a Campus Peace Officer at time of appointment.
3. Employees must complete a required course for first line supervisory Police Officers as required by Section 209-a of the General Municipal Law within one (1) year of appointment.