

## Job Vacancy Notice

**Job Title:** Campus Public Safety Sergeant (Provisional)

**Job ID:** 20039

**Location:** Hostos Community College

**Full/Part Time:** Full-Time

**Regular/Temporary:** Regular

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### GENERAL DUTIES

In accordance with the policies of The City University of New York and individual colleges/units, under limited supervision, incumbents perform and supervise duties supporting campus/location public safety and security.

Incumbents direct the activities of individuals in lower ranks. This is a uniformed, working supervisory title.

This position reports to the College Security Director or designee.

#### Daily Supervision

Handle day-to-day personnel scheduling, ensure adequate tour coverage, and conduct roll call for a specified Public Safety tour.

Formally supervise Campus Peace Officers (Levels 1 and 2), Campus Security Assistants, and Security Guards.

Provide guidance to subordinates in responding to emergencies.

Conduct post inspections and ensure that subordinates 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.

Occasionally act as Tour Commander, in absence of a Lieutenant or other ranking officer.

Review Incident Reports and other Public Safety reports prepared by subordinates.

Make emergency notifications to the Campus Public Safety Director concerning various operations and emergencies on campus.

Initiate employee disciplinary action, when necessary and appropriate, in accordance to Standard Operating Procedures as well as College and University rules, regulations, policies, and practices.

Supervise special details by coordinating security activities to ensure the safety of the college community at registration, special events, and other large or high-profile functions.

Clearly relay important and pertinent information to management and officers, in a timely fashion.

**Law Enforcement**

Enforce college rules and regulations as specified in departmental standard operating procedures.

Investigate crimes using 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 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 the prescribed procedures for securing evidence to ensure the chain of possession and evidence integrity.

**Administrative Duties**

Conduct inventory and inspections of Public Safety equipment to ensure that there is sufficient equipment in working order to perform security and other Public Safety functions.

Conduct annual performance evaluations of subordinates.

Conduct training on general peacekeeping topics and special safety and security issues.

Help administer the Crime Prevention Program and provide information about campus crime to the public.

Serve on College committees, acting as a Departmental representative.

**Patrol**

Act as a First Responder to alarms, calls for service, and medical emergencies that require the potential use of a defibrillator and/or other First-Aid techniques.

Perform Fire Safety Director duties related to the maintenance of Fire Safety equipment and coordination of fire drills and building evacuations during times of hazardous conditions, including in response to bomb threats.

Conduct patrols of campus premises by driving marked cars or other vehicles with official markings.

## **Job Characteristics**

### **Required Knowledge**

Incumbents must possess the following knowledge:

**Administration and Management:** management principles of departmental planning, allocating and coordinating people and college resources, leadership techniques, providing effective feedback, and using time management techniques.

**Public Safety and Security:** relevant equipment, reports, policies, Standard Operating Procedures, and strategies to promote effective 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 in-depth 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 Safety Directors.

**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. Often incumbents must make critical decisions with limited information, under time constraints.
- Effectively organizing college-issued property, post, paperwork, and all other necessary equipment used by themselves and subordinates to perform job duties. Also, responsible for employee scheduling and organizing work details.
- Transmitting ideas and information, speaking so others will understand.
- Providing customer service by meeting the needs of students, faculty, staff, visitors, and the surrounding college community, in accordance with College and University policies and practices.

- 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.
- Resolving disputes.
- Observing carefully, displaying vigilance, paying attention to details, and noticing when things are out of the ordinary.
- Interviewing suspects and witnesses to legally elicit information.
- Providing training to Campus Security Assistants and Security Guards in performing routine and basic Public Safety duties.
- Delegating work assignments to appropriate personnel and following through to ensure assigned tasks are performed correctly and in conjunction with deadlines.
- Counseling employees to motivate them and improve job performance; also proactively addressing job issues to increase employee retention.

#### 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.
- Lift a 40-pound box (which might contain evidence, papers, receipts, etc.) without assistance.
- 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).
- 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.
- Examine past events and learn from past experiences.

#### Other Work Requirements

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 Public Safety Sergeants must be exact or accurate in the performance of their work.

Often Campus Public Safety Sergeants face conflict situations and physical injury is possible.

Acting as a front-line supervisor is often stressful. Incumbents must balance demands of superiors and subordinates.

Peacekeeping is often stressful work that requires Campus Public Safety Sergeants to make decisions and function under difficulty.

Decisions often impact the functioning of the Department, as well as the reputation of Public Safety on campus.

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

### **Work Values and Interests**

People who are drawn to the Campus Public Safety Sergeant job typically value:

- . Career advancement and receiving professional training.
- . Being dependable and being sought out for their advice and opinion.
- . Cooperation.
- . Flexibility.
- . Displaying discipline and self-control.
- . Doing a good job.
- . Compassionately helping people.
- . Integrity.
- . Maintaining a professional appearance.
- . Organizations with supportive management.
- . Supervisors who train their workers well.
- . Working with co-workers in a friendly, non-competitive environment.
- . Personal initiative.

People who are drawn to the job of Campus Public Safety Sergeants typically like being in positions of authority with set procedures and routines. They also like solving problems. They enjoy making decisions, taking risks, and having a great deal of responsibility. Additionally, they have a strong service orientation. They enjoy sharing their experience and communicating with people in general.

## **CONTRACT TITLE**

Campus Public Safety Sergeant

## **FLSA**

Non-exempt

## **MINIMUM QUALIFICATIONS**

1. Must be a permanent CUNY Campus Peace Officer with at least 2 years of permanent service

AND HAVE ONE OF THE FOLLOWING COMBINATIONS OF EDUCATION AND EXPERIENCE:

- a. A Baccalaureate degree from an accredited college in Criminal Justice, Law Enforcement, Police Science or a related field.

OR

- b. A Baccalaureate degree in ANY field AND One (1) additional year as a Campus Peace Officer (for a total of three (3) years).

OR

- c. An Associate's degree or sixty (60) college credits from an accredited college AND two (2) additional years as a Campus Peace Officer.

OR

- d. Thirty (30) college credits from an accredited college and an additional four (4) years as a Campus Peace Officer (for a total of six (6) years)

OR

- e. Thirty (30) college credits AND Three (3) years of full time active military experience, AND one (1) additional year of either active military service or Campus Peace Officer experience. (for a total of six (6) years)

AND

2. Hold New York State Peace Officer Status.
3. 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. Hold United States Citizenship.
5. Be a current resident of New York City.
6. Hold a valid New York State Driver's License.
7. Must meet physical and medical requirements as defined in University examination standards. Candidates must successfully undergo a screen for drug usage and may be required to demonstrate physical readiness for performance of job tasks.
8. 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 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 Public Safety Sergeants are subject to random drug screening. Additionally, if warranted, they may be required to take a psychological examination at any time.

## **COMPENSATION**

New Hire YR1: \$49,000\*

New Hire YR2: \$50,335

Incumbent: \$55,370

\*This amount reflects a 13% salary suppression in effect for the first 24 months of employment only.

## **BENEFITS**

CUNY offers a comprehensive benefits package to employees and eligible dependents based on job title and classification. Employees are also offered pension and Tax-Deferred Savings Plans. Part-time employees must meet a weekly or semester work hour criteria to be eligible for health benefits. Health benefits are also extended to retirees who meet the eligibility criteria.

## **HOW TO APPLY**

\*\* Open to current CUNY Employees only \*\*

Applicants must apply online by accessing the CUNY website at [www.cuny.edu](http://www.cuny.edu) and navigate to the following links: "Employment" and "Search Job Listings"

Please attach cover letter, resume, and three professional references.

## **CLOSING DATE**

Open until filled with review of applications to begin February 8, 2019

## **JOB SEARCH CATEGORY**

CUNY Job Posting: Support Staff

## **EQUAL EMPLOYMENT OPPORTUNITY**

CUNY encourages people with disabilities, minorities, veterans and women to apply. At CUNY, Italian Americans are also included among our protected groups. Applicants and employees will not be discriminated against on the basis of any legally protected category, including sexual orientation or gender identity. EEO/AA/Vet/Disability Employer.