

DEPARTMENT: COMMUNITY COLLEGE
CLASSIFICATION: COMPETITIVE
APPROVED: OCTOBER 22, 2015

DIRECTOR OF SECURITY

DISTINGUISHING FEATURES OF THE CLASS: The incumbent in this position is responsible for supervising personnel engaged in security operations at a variety of College facilities and activities through the assignment of tasks, supervision of assignments, and issuance of instructions and special orders. This position oversees the enforcement of Federal, State, and County laws and College regulations on all College-owned property and ensures the campus security staff conducts themselves in a courteous and professional manner. The scope of the law enforcement activity is to direct the patrol of College property and investigate criminal and non-criminal incidents. The work is performed under general supervision with leeway allowed for the use of independent judgment in carrying out the responsibilities of the position. This position differs from that of a Security Officer and Senior Security Officer by virtue of the increased supervisory responsibility and the degree of independent judgment necessary in the performance of duties. Supervision is exercised over the work of the Senior Security Officer, Security Officers, clerical staff and student workers. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Supervises personnel engaged in security operations at a variety of College facilities and activities by assigning tasks, supervising assignments and issuing instructions and special orders;
2. Schedules shifts for Security Officers and ensures there is adequate coverage, issues special orders for daily patrol and special assignments through briefings or written bulletins, and reviews work through briefings and reading all Incident and Accident Reports;
3. Ensures the campus security staff conduct themselves in a courteous and professional manner;
4. Interprets security rules and directs subordinates in enforcing compliance;
5. Directs the patrol of College property and investigates criminal and non-criminal incidents;
6. Provides direction and assistance to faculty, staff and visitors;
7. Oversees and makes investigations by inspecting the physical scene, collecting physical evidence, interviewing witnesses and recording their statements, completing Incident Reports and filling out the appropriate law enforcement information forms;
8. Testifies in court regarding offenses and activities and assists Security Officers in preparing for necessary court appearances;
9. Responds to calls from subordinates asking for direction or assistance during emergency situations;
10. Ensures subordinates are trained in protective procedures, first aid, campus emergency procedures and other related duties;
11. Prepares a variety of reports including but not limited to daily and annual clery record, shift summary reports, logs and records covering activities of a criminal or unusual nature and other security related activities;
12. May assume shift responsibilities as scheduling requires;
13. Ensures campus security vehicles and equipment are operational and available;
14. Investigates complaints regarding personnel and takes appropriate action to avoid repetition.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Good knowledge of law enforcement methods such as patrolling, investigating, and observing activity; good knowledge of laws, rules, and regulations governing actions on College property and of the County in general; good knowledge of the methods and procedures used in making investigations, analyzing findings, and implementing corrective action; ability to plan and supervise the work of others in a manner conducive to full performance and high morale; ability to express oneself clearly and concisely both orally and in writing; ability to establish and maintain an effective relationship with the public and employees; ability to deal courteously and tactfully with the public in enforcing laws or rules; good powers of observation; tact and courtesy; good judgment; dependability; resourcefulness; initiative; willingness to work various shifts; physical condition commensurate with the demands of the position.

CONTINUED

DIRECTOR OF SECURITY CONTINUED

MINIMUM QUALIFICATIONS:

OPEN COMPETITIVE:

Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's degree **AND** five (5) years of full-time paid experience in a law enforcement agency or a security force with approved police or peace officer status that involved supervising the work of others; **OR**

Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's degree **AND** eight (8) years of full-time paid experience in a law enforcement agency or a security force with approved police or peace officer status that involved supervising the work of others.

SPECIAL REQUIREMENTS AT TIME OF APPOINTMENT:

1. Possession of the appropriate level New York State driver's license at time of appointment and for the duration of employment;
2. Candidates will be required to submit their fingerprints prior to employment for the purposes of conducting a criminal history check by the Division of Criminal Justice Services (DCJS) and the Federal Bureau of Investigation (FBI);
3. Drug Screening Test: Prior to appointment, candidates will be required to participate in a drug-screening test. Candidates who fail the drug-screening test will be restricted from certification on the certified eligible list;
4. Conviction of a felony will bar and conviction of a misdemeanor or other offense may bar candidates from appointment.