

SECURITY OFFICER

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of the Vice President and Dean of Administrative Services, an incumbent of this position is responsible for overall campus safety at Westchester Community College, involving the general protection of students, faculty and staff, buildings, grounds, and equipment at the College's main campus, and the direction of security staff at six satellite locations. This position is on-call on a 24 hour, 7 day a week basis. Supervision is exercised over subordinate security staff. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Ensures the safety of traffic and parking on campus by establishing, implementing and maintaining safety and security control procedures;

Supervises, schedules and trains security aides and/or ensures proper scheduling of contracted guard services;

Checks daily guard reports to ensure that all areas of the campus have been checked and secured, and to evaluate any unusual incidents that can be addressed by changes in procedure;

Responds to campus emergencies and renders assistance and/or calls for the appropriate assistance;

Establishes programs to guard against campus theft and vandalism; conducts investigations as incidents occur and involves local police as necessary;

Maintains detailed logs of incidents of campus theft and/or vandalism;

Evaluates incidents of theft, vandalism or student/faculty harassment to determine if established safeguards were in place and/or if procedural changes need to be made to ensure optimal of campus safety;

Maintains liaison with local and County police regarding security incidents as appropriate, and to coordinate police coverage for events if needed;

Works with students and staff to establish procedures to protect their safety, as well as to ensure that they are aware of campus traffic regulations and appropriate parking procedures;

Cooperates with County Parkway Police and local police to plan for special events at the College;

Coordinates efforts with College staff running courses during evening hours to ensure the security of students and faculty, and to ensure the securing of buildings after classroom use;

EXAMPLES OF WORK: (CONT'D)

Conducts periodic safety inspections of campus facilities to ensure that buildings and grounds are secure by testing alarms; ensuring proper lighting on walkways and in parking lots, etc.;

Supervises or participates in the issuance of temporary and permanent parking decals and I.D. cards to students, faculty and staff; collects fines on college issued summonses and may impose county summonses for specific parking violations;

Consults with the Vice President and Dean of Administrative Services to aid in budget preparation and in any change in security procedures.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of police and security techniques; working knowledge of the educational and social goals and objectives of a large suburban community college; ability to deal with people of all ages and backgrounds; ability to gain the cooperation of and to cooperate with others; sound judgment; tact; physical condition commensurate with the requirements of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Possession of a high school or equivalency diploma and either: (a) Bachelor's Degree* and two years of increasingly responsible work experience in the police and/or security field; or (b) satisfactory completion of 60 credits* at a recognized college or university and four year of experience as defined in (a).

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Department of Education as a post-secondary, degree-granting institution.