EXAMINATION NOTICE

The City University of New York Announces
An Open Competitive Civil Service Examination for:

CUNY Campus Peace Officer

Exam # 1084

Salary Schedule

<table>
<thead>
<tr>
<th>CURRENT CUNY Employees</th>
<th>New Hires</th>
</tr>
</thead>
<tbody>
<tr>
<td>Upon entry: $30,017</td>
<td>Upon entry: $26,564</td>
</tr>
<tr>
<td>After three (3) year of service: $36,501</td>
<td>After three (3) years of service: $36,501</td>
</tr>
<tr>
<td>Note: After 12 months of service, all employees are entitled to a tuition benefit for up to six (6) undergraduate credits and three (3) graduate credits per semester.</td>
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</table>

Written Test Date: Saturday, December 3, 2005

Filing Period Opens: Monday, October 3, 2005
Filing Period Closes: Monday, October 31, 2005 -- Applications must be received by (not postmarked by) this date.

Filing Fee: A $30 filing fee is required to enter the selection process. All applicants must pay the filing fee; the filing fee will not be waived under any circumstance.

Description of the Job

In accordance with the policies of The City University of New York and the individual colleges, incumbents in this title perform duties relating to campus Public Safety and security, while under supervision. There are two levels to this title: Level 1 is a competitive position, while Level 2 is by appointment only. Campus Peace Officers work in conjunction with Campus Security Assistants and provide limited guidance to Campus Security Assistants. Primary work activities for this title include:

**Community Policing**
- Respond to alarms and calls for service from members of the college community.
- Enforce college rules and regulations as specified in departmental standard operating procedures.
- Maintain a personal record (memo book) of daily job activities and incidents, as they occur in the prescribed manner of the Campus Public Safety Director.
- Maintain radio contact with Central Dispatch of the department to ensure proper campus surveillance and to assist the coordination of Public Safety operations.
- Provide customer service by enthusiastically providing information and services, as defined by the college and University administration, to members of the college community and visitors to CUNY campuses.
- 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 incidents on campus.
- Provide escorts to students, college VIPs, and visiting dignitaries, etc. on foot and/or by driving college vehicles.

**Law Enforcement**
- 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, heeding 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 the prescribed procedures for securing evidence to ensure the chain of possession and evidence integrity.

**Administrative Duties**
- Help monitor the performance of Campus Security Assistants & Security Guards, serving as mentors.

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An Equal Opportunity Employer/Affirmative Action/Immigration Reform and Control Act/Americans with Disabilities Act Employer

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- When assigned, alertly monitor the campus CCTV system to surveil the premises.
- 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.
- Conduct inventory of Public Safety equipment.

**Access Control**
- Check IDs and parking decals (where applicable) of students, faculty, staff, and visitors, in accordance to college campus 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, responding 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.

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**The Selection Process**

The general steps in the selection process are as follows:

**Step 1.** Complete the application process via Exams Xpress or use the downloaded application packet that may be retrieved from the University website: [www.cuny.edu](http://www.cuny.edu) (click on Jobs at CUNY, then Civil Service Exams). **ONLINE APPLICATIONS ARE STRONGLY RECOMMENDED.** Access the Exams Xpress system from this page and the forms download area will be visible. Return or mail the completed packet to CPS Human Resource Services, Attn: CUNY CPO Examination, 241 Lathrop Avenue, Sacramento, CA 95815. Do not return your paper application packet to a CUNY college or any CUNY office.

**Step 2.** Meet the minimum qualifications for appointment to the title (see the next section).

**Step 3.** Pass the Work Experience Test (pass/fail).

**Step 4.** After passing Work Experience Test, take and pass the written test.

**Step 5.** After passing the examination, you may view your score in the Exams Xpress system once your final banded score has been calculated.

**Step 6.** A CUNY Certified List of Eligibles will be established for the title.

**Step 7.** If qualified, you may be invited for an interview by a college.

You must meet the minimum qualifications for the title. If you do not meet the minimum qualifications for this title, you will be disqualified from the selection process; if you have already been appointed, you will be terminated from employment.

Your final score will be determined by the grade you receive on the Written Test components and the veteran preference credit/legacy credits you receive, if any. Your score will determine the order in which you are certified from the eligible list for vacancies that come up. The City University of New York reserves the right to refer only a sufficient number of applicants to meet the current and near-term staffing needs.

The civil service certified list of eligibles resulting from the OPEN COMPETITIVE examination will be used to fill positions at CUNY colleges located in all five boroughs of New York City.

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**How to Qualify for Appointment to the CUNY Campus Peace Officer Title**

**General Instructions:**

**By the close of the filing period, you must:**

1. Accurately complete and submit all of the information requested of you by the Exams Xpress system;

   **Note:** It is your responsibility to update your point of contact information in your Exams Xpress account if you change your name, address, telephone number, or email address. CUNY will not be able to locate you if you do not inform us of your new name, address, telephone number, or email address.

2. Accurately complete the Work Experience Test;

3. Certify to the accuracy of the information you provided at the end of your application process session;

4. If you filed out the downloaded application packet, return or mail the completed paper-based packet to CPS Human Resource Services, Attn: CUNY CPO Examination, 241 Lathrop Avenue, Sacramento, CA 95815. Do not return your paper application packet to a CUNY college or any CUNY office. Applications must be received by [not postmarked by] the closing date;

5. Pay the non-refundable filing fee via credit/debit card or ensure delivery of your filing fee postal or bank money order (no personal checks accepted) to CPS Human Resource Services, ATTN: CUNY CPO Examination, 241 Lathrop Way, Sacramento, CA 95815;

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6. Pass the Work Experience Test (part of the minimum qualifications);
7. Submit all supporting documentation of your claims of veterans preference credit or legacy credit;
8. Submit all supporting documentation of your requests for disability accommodation during the written test (if applicable); and
9. Submit all supporting documentation of your requests for an alternate written test date due to Sabbath observance (if applicable).

Submission of fees will not be accepted after the close of the filing period. You must pay the filing fee. You may file your fee within the Exams Xpress system via credit/debit card on a 128-bit encryption secure platform. If you choose not to file your fee online, you must file your fee with a postal or bank money order or certified check made payable to The City University of New York or CUNY in care of CPS (See Step 5 above). The filing fee will not be waived or refunded under any circumstances. **We cannot accept personal checks.**

**Filing Fees:**

**Specific Qualifications:**

**By the close of the filing period, you must:**

3. Be proficient in the English language; candidates must be able to speak, read, write, and comprehend the English Language well enough to meet the minimally acceptable performance standards set for the job tasks. English proficiency will be evaluated at the time of interview.
4. Have a High School Diploma or GED.
5. Be a United States Citizen.
6. Be a resident of New York State.
7. Possess a valid New York State Driver License.

**Note:** Proof of meeting the above requirements is necessary at the time of application, before the close of a Civil Service examination filing period. You will be asked to provide proof of having met these requirements by the close of the filing period.

**Before being appointed unconditionally, you must:**

1. Meet the physical, medical, and psychological requirements as defined in University examination standards. You must successfully undergo a screen for drug usage, and you will be required to demonstrate a physical readiness for the performance of the tasks of the job. Physical Agility Test includes, but is not limited to, running 300 yards in 80 seconds or less, carrying a 25-pound fire extinguisher 50 feet in 10 seconds or less, running down and climbing back up 3 flights of stairs in 45 seconds or less, and dragging 50 pounds a distance of 50 feet in 8 seconds or less.
2. You must undergo a background check, including a fingerprint screening.
3. You must be able to obtain New York State Peace Officer Status.

Continued employment as a Peace Officer Level I is contingent upon the satisfactory completion, following assignment or appointment, of such training courses or programs as may be prescribed by the Vice Chancellor for Faculty and Staff Relations, and/or the University Director of Public Safety, as required, in order to comply with The Peace Officer Statute of the State of New York. All Campus Peace Officers are subject to random drug screening.

**Note:** Your education and work history will be verified by The City University of New York. If you completed college coursework in a country other than the United States and that coursework is required to qualify for an examination (for example, a minimum number of college credits), you must have your higher education coursework evaluated at your own expense to determine its equivalence to higher education coursework completed in the United States. Those agencies that are certified to make the evaluation are listed on the Foreign Education Fact Sheet, which may be downloaded from the Exams Xpress system. You must pay the evaluation fee yourself directly to the evaluating agency you select and forward to CUNY the results of the evaluation. The certified evaluation of your foreign education must be provided to the University Civil Service Examinations Unit (535 E. 80 Street, New York, NY 10021) within 30 days after the close of the filing period.

**Note:** CUNY considers full-time work to be 40 hours per week.

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**The Written Test (100% of Final Ranked Rating)**

It is anticipated that the written test will be administered on Saturday, December 3, 2005. In case of bad weather, please call 800.822.4277 to learn of any changes to the test administration schedule.

A written test will determine your score. The minimum passing scaled final score is 70. All passing scores will be placed into five-point bands.

This examination will be prepared and rated in accordance with Section 23(2) of the Civil Service Law. The provisions of the New York State Civil Service Law, rules and regulations dealing with the preparation and rating of examinations will apply to this examination.

This examination consists of two components:

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**The City University of New York (CUNY)**


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1. Written Test Component #1: Multiple-choice assessment of relevant knowledge/skills/abilities (KSAs).
2. Written Test Component #2: Suitability for Peace Officer work assessment.

**Component 1: The KSA Test (75% of final ranked rating):**

<table>
<thead>
<tr>
<th>KSA Test</th>
<th>Description</th>
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<tbody>
<tr>
<td>1) Judgment</td>
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<tr>
<td>2) Observational skills</td>
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<td>3) Dispute Resolution skills</td>
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<td>4) Customer Service skills</td>
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<td>5) Interviewing skills</td>
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<td>6) Communication Skills</td>
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<td>7) Listening skills</td>
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<tr>
<td>8) Ability to Follow Orders/Take Direction</td>
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<tr>
<td>9) Organizational skills</td>
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<tr>
<td>10) Telephone skills</td>
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<td>11) Writing skills</td>
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The written test may consist of multiple-choice questions that evaluate applicants' knowledge/skills/abilities of the following potential content areas:

The KSA written test raw score comprises 75% of the maximum possible raw score point achievable on the total test. The converted passing score for the written test is 70. **Applicants must pass the written test to be scored on subsequent components of the examination.**

These questions test for general knowledge, skill, and ability of the principles and practices employed in performing the duties associated with the Campus Peace Officer position. They appropriately test for an entry-level Law Enforcement position. The above concepts are commonly covered in a situation question format or by multiple-choice questions that require demonstrating possession of such skills. The questions pertaining to writing will require examinees to identify writing errors, such as: grammatical, syntax, completeness, and spelling. All the information required to answer any question on this written test will be presented in the scenarios and/or as part of the test question itself; you will not be required to have any special knowledge of being a Peace Officer or of CUNY.

**Note:** A Test Review Session will not be held for this test since it is anticipated to be administered again within a one-year period.

**Component 2: The Suitability Test (25% of final ranked rating):**

At the time of the written test of knowledge, skills, and abilities, the suitability test will be administered. Only those examinees who pass the KSA written test by achieving a scaled score of 70 or higher will have their suitability tests scored. The suitability test assesses applicants' ability to withstand the demands of serving as Peace Officer.

<table>
<thead>
<tr>
<th>Suitability Test</th>
<th>Description</th>
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<tbody>
<tr>
<td>1) Interpersonal Skills</td>
<td></td>
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<tr>
<td>2) Taking Directions</td>
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<tr>
<td>3) Work Attitude, Work Ethic, and Reliability</td>
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<tr>
<td>4) Motivation and Personal Initiative</td>
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<tr>
<td>5) Stress Tolerance</td>
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<tr>
<td>6) Compassion and Conscientiousness</td>
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<tr>
<td>7) Service Orientation</td>
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The suitability written test raw score comprises 25% of the maximum possible raw score point achievable on the total test. The converted passing score for the suitability test is 70.

**Note:** A Test Review Session will not be held for this test since it is anticipated to be administered again within a one-year period.

**Special Notes**

**Release of Test Scores Below 70.** Per University regulations, the University does not score tests once it has been determined that an applicant failed to meet the minimum qualifications for appointment to the title. In these cases, test scores are assigned an administrative score of “60.”

**Special Accommodations for Physically or Mentally Challenged Applicants:** Accommodations for the written test are available for persons with a verified disability. Applicants or their representative must download a Request for Accommodation form from the Exams Xpress system and ensure that CPS Human Resource Services (241 Lathrop Way, Sacramento, CA 95815) receives it by the close of the filing period. A physician, licensed psychologist, or agency authorized for the purpose.
of confirming the specific nature of the applicant’s impairment must complete the indicated section of the form. Information regarding applicants’ disabilities is confidential, and knowledge of such disabilities is used only to qualify an applicant for the special accommodation in testing.

Special Accommodations for Religious Beliefs: Applicants unable to participate in the Saturday written test because of a sincerely held practice of their religious beliefs must submit a signed statement on letterhead from the applicant’s religious leader certifying to the applicant’s religious observance in order to sit for the written test on an alternate examination date. All requests must be presented to CPS Human Resource Services (241 Lathrop Way, Sacramento, CA 95815) by the close of the filing period.

Special Accommodations for Emergency Situations: Emergencies that will not permit you to attend the written test such as:

- Death in the immediate family
- Unforeseen or medically necessary hospitalization
- Military service activation
- Mandated court attendance

must be documented in advance except for hospitalization or a death in the family. An alternative examination date may be scheduled for you, if warranted. All requests must be written and mailed to CPS Human Resource Services (241 Lathrop Way, Sacramento, CA 95815) received no later than the Monday before the test date (Tuesday if Monday is a holiday) providing verifiable documentation of the reason. In the case of a death in the immediate family or an unforeseen hospitalization, an applicant must contact CPS Human Resource Services no later than 5 p.m. on the Tuesday after the test date at 800.922.4277. A determination will be made if you will be scheduled for an alternate test date.

This examination will be prepared and scored in accordance with Section 23(2) of the Civil Service Law. The provisions of the New York State Civil Service Law, rules and regulations dealing with the preparation and rating of examinations will apply to this examination.

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## Claiming Veterans Preference Credit

If you pass this examination, you may be eligible for the veteran preference credit if you are currently a New York State resident and have full-time active duty military service in the armed forces of the United States (not the military reserves nor the national/state guards) and have been honorably discharged or separated between:

- December 7, 1941 to December 31, 1946 (World War II)
- June 27, 1950, to January 31, 1955 (Korean Conflict)
- December 22, 1961, to May 7, 1975 (Vietnam Conflict)
- June 1, 1983, to December 1, 1987 (Hostilities in Lebanon)*
- October 23, 1983, to November 21, 1983 (Hostilities in Grenada)*
- December 20, 1989, to January 31, 1990 (Hostilities in Panama)*
- August 2, 1990, to end of hostilities - - - not yet determined (Persian Gulf Conflict)

* = requires Expedientary Medal

**OR** in the U.S. Public Health Service between:

- June 26, 1950, to July 3, 1952
- July 29, 1945 to September 2, 1945

Veterans or disabled veterans who are eligible for additional credit and wish to be considered for the credit must indicate this as part of the Exams Xpress application process. You must also download and complete the accessible form and submit it to CPS Human Resource Services, ATTN: CUNY CPO Examination, 241 Lathrop Way, Sacramento, CA 95815. If applying using the downloaded form process, you must complete and submit the downloadable form to CPS Human Resource Services, ATTN: CUNY CPO Examination, 241 Lathrop Avenue, Sacramento, CA 95815. Regardless of the method of application, if you indicate that you wish to be considered for the additional credit, you must submit proof of your eligibility any time between the dates of your application for the examination and the day before the establishment of the resulting eligible list. No credit may be granted after the establishment of the list. It is the responsibility of the test-taker to provide appropriate documentary proof indicating that the service was in time of war as indicated above, and that the test-taker received an honorable discharge or was released under honorable conditions in order to be certified at a score including the veteran credit.

Effective January 1, 1998, the State Constitution was amended to permit test-takers currently in the armed forces of the United States to apply for and be conditionally granted veteran preference credit in examinations.

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## Claiming Legacy Credit (For Open Competitive Examinations Only)

If you pass an examination for original appointment (not promotion), you may be eligible for an additional 10 points being added to your final examination score if your parent or sibling has been killed in the line of duty as a firefighter or police officer in the service of the City of New York and you are applying for a position which would gain you entry into the public service. Legacy Credit is not applicable for promotional examinations.

1. **For Parent Legacy Credit:**
   A candidate shall qualify for Parent Legacy Credit if his or her parent was killed in the line of duty as a firefighter or police officer in the service of New York City.
2. For Sibling Legacy Credit:
A candidate shall qualify for Sibling Legacy Credit if his or her sibling was killed in the line of duty as a firefighter or police officer in the service of New York City as a result of the September 11, 2001 World Trade Center attack, or as a result of the rescue effort that took place in response of the attack.

A candidate can receive Legacy Credit for no more than one parent or one sibling. A candidate can, however, receive Legacy Credit for both a parent and a sibling; in which case, the candidate may be entitled to 20 points. Legacy Credit should be requested at the time of application via the Exams Xpress system, but must be requested no later than the day before the eligible list is established. If a candidate requests Legacy Credit after an application for an exam has been submitted, the candidate must appear in person or write a letter indicating the candidate’s name, address, social security number, the open-competitive exam title and number for which Legacy Credit is sought, and whether the request is for Parent Legacy Credit, Sibling Legacy Credit, or both. The letter must be addressed to CPS Human Resource Services, ATTN: CUNY CPO Examination, 241 Lathrop Way, Sacramento, CA 95815. Claims for Legacy Credit cannot be made once the eligible list is established. All candidates making such claims will be required to present to CPS Human Resource Services, prior to eligible list establishment, documentation verifying their claim. All claims for Parent or Sibling Legacy Credit will be investigated.

Appropriate supporting documentation is:

- Supporting documentation establishing the deceased’s qualifying service must be from an official state or local agency or department such as:
  a. NYS Policemen’s and Firemen’s Retirement System
  b. NYS Worker’s Compensation Board
  c. NY City Police Department
  d. NY City Fire Department
  e. NY City Board of Estimate

Note: Volunteer firefighters should contact The City University of New York, Civil Service Examinations Unit, as the required documentation will be different.

1. Establishing proof of relationship eligibility can be satisfied through the following documents:
   a. Birth certificates
   b. Certificates of adoption
   c. Baptismal certificate
   d. Tax return or other government issued documentary proof to establish “child” status

Definitions:

To qualify for the Legacy Credit please note the following requirements:

1. Police or Fire service is defined as:
   - Service performed as an officer or member of an organized police force or department of any county, city, town, village, police district, authority or other participating employer.
   - Service performed as an officer or member of an organized fire department of any county, city, town, village, or fire district or other employer.
   - Service as an active volunteer member of a fire company at the time of his or her death.

Note: Auxiliary police are defined as peace officers and are not eligible for Legacy Credit at this time.

2. Death occurred in the line of duty is defined as:
   - Having died as the natural and proximate result of an accident sustained in the performance of duty in the service
   - Did not cause such accident by his own willful negligence; and
   - At the time of such accident was actually a member of the policemen and firemen’s retirement system.

Note: Volunteer firefighters should contact The City University of New York, Civil Service Examinations Unit as the eligibility for Legacy Credits is different.

3. Child is defined as a son or daughter of any age, usually including one formally adopted. A child may also be defined as a stepchild, a child born out of wedlock that is dependent upon the deceased, a person for whom one stands in loco parentis. Determinations for Legacy Credit eligibility will be made on a case-by-case basis.

Note on Legacy Credit Usage:

1. You may use Legacy Credit only once for appointment from a City, State, or County open-competitive civil service eligible list from a jurisdiction within the State of New York.
2. Legacy Credit will be added only to the final score of those candidates who pass all parts of the open-competitive examination.

### Appointment Information

**Eligible Lists** -- Once you pass the examination, your name will remain on the certified list of eligibles for up to one year during which time you may be appointed to a probable permanent position in the University.

**Proof of Identity and Work Authorization** -- In accordance with the Immigration Reform and Control Act of 1986, if appointed to CUNY you must be able to provide proof of identify and proof of the right to obtain employment in the United States.

**Probationary Period** -- Each position is subject to a one-year probationary period following appointment from the CUNY civil service certified list of eligibles.

**English Requirement** -- You must be able to read, understand, and be understood in English. Qualifying English written and oral exams may be given to you if, in the opinion of the college appointing officer, you may not meet this requirement.

**Fingerprinting** -- If you are selected for employment, you must be fingerprinted by The City University of New York. You will be informed where to report and the fee that you must bring (currently $75, imposed by the State of New York.)

**Background Investigation** -- The University will investigate your background thoroughly. If we discover material facts about you that call into question your qualifications for the title, we will disqualify you. If you already have been appointed, we will terminate your employment.

**Advancement Opportunities** -- CUNY Campus Peace Officer may be advanced to a higher assignment level, based upon the duties of the position.

**Notice to Retirees** -- For this title, CUNY is not able to obtain a waiver to appoint retirees whose public service employment was with New York State or its political subdivisions including the City of New York.

### Other

Applicants or their representatives may call CPS Human Resource Services at 800.822.4277 for further information regarding this examination.

END
POSITION DESCRIPTION:  

TITLE:  Campus Peace Officer  

CODE:  04844  

DATE:  DECEMBER 9, 1998

GENERAL STATEMENT OF DUTIES AND RESPONSIBILITIES: Under supervision, and in accordance with the policies of the City University of New York and the individual colleges, performs campus security and safety duties as a deputized campus peace officer on patrol, on a fixed post or on special assignment. Provides information and assistance to faculty, staff, students and visitors. May direct the activities of lower ranking persons. This is a uniformed position that is routinely required to work rotating 8 hour shifts, 24 hours a day, Saturday, Sunday, and holidays. This position reports to Campus Public Safety Sergeant or the College Director of Security or to his/her designee; all employees perform other related duties.

EXAMPLES OF TYPICAL TASKS - LEVEL I 

1. Serves, upon nomination by the college President and with the concurrence of the Chancellor, as a deputized campus peace officer. In this capacity, performs appropriate regulatory and enforcement duties on college property in conformity with New York statutes defining New York State peace officer status AND subject to the New York City Special Patrolman process and in compliance with the policies of the College and The City University of New York.

2. Issues appearance summonses, student citations, etc., for appearance before such campus review panel or committee as has been authorized by the College President to investigate and adjudicate violations of college rules, regulations, and policies.

3. Patrols designated buildings, grounds, facilities, and installations on a City University campus in order to preserve a peaceful atmosphere for the college community.

4. Provides a security and safety presence on campus so as to maintain order and safeguard life, property, and assets of the college, faculty, staff, students, and visitors against fire, theft, vandalism, etc.
5. May be required to operate an electronic surveillance system.

6. Provides information and assistance to faculty, staff, students, and visitors, directing them to the proper individuals and/or offices and/or areas.

7. Provides a personal safety presence when rendering, as directed, escort services. On occasion, activities incidental to such escort services may include the running of an elevator, the opening of a door, the driving of a motor vehicle, etc.

8. Provides, as directed, accommodation assistance to the handicapped, particularly in such situations as crowd control, building evacuations, fire and fire drills, elevator failure, power outage, and the like.

9. Conducts identification checks, as appropriate.

10. Performs crowd control duties; reprimands and ejects loiterers, disorderly persons, and others not comporting themselves in accordance with college regulations.

11. Performs traffic control duties, including the checking of parking permit decals, at certain campuses, as appropriate; also, may issue traffic violations and summonses.

12. Performs key lock duties of various offices, laboratories, classrooms, et al., locking and unlocking such areas as instructed; also, secures various buildings, as required.

13. Contacts superior officer, if appropriate, in situations that may warrant the summoning of outside assistance, e.g. fire, ambulance, police, etc.

14. Participates, as required, in First Aid/CPR training programs. Maintains CPR/First Aid certification through programs provided by the college or University; Unless exempted from these requirements under guidelines of the University Security Director, administers CPR or First Aid as deemed necessary or advisable, under the direction of a trained supervisor.

15. Contacts superior officer, as necessary, when unsafe or hazardous conditions are observed on campus.

16. Prepares reports and maintains appropriate logs of activities and incidents, as directed.
17. May perform various safety and security duties in an unarmed capacity commensurate with this position as may be designated by the college President.

18. With the approval of the Chancellor or the Chancellor's designee, may be assigned in emergencies or on special occasions to perform similar duties at other CUNY colleges.

**EXAMPLES OF TYPICAL TASKS - LEVEL II**

1. Performs all functions assigned to Level I.

2. Serves as assistant shift supervisor under the close direction of a higher ranking officer on-duty, or the Assistant College Security Director, providing day-to-day supervision to Level I Campus Security Officers, contract guards, student patrols and volunteers.

3. **Upon volunteering for and being selected, serves as member of the canine patrol following completion of mandatory training and subject to continuing satisfactory completion of required in service training.**

**Physical/Environmental Conditions**
Climbing or descending stairs; running when necessary up and down stairs, across campus, through corridors; moving, lifting, re-arranging, and carrying fire extinguishers and other fire and safety equipment and supplies; administering First Aid; assisting and lifting injured persons; walking or standing at a fixed-post for long periods of time; working outdoors in inclement weather or in areas that are damp or dark. All duties are essential. There are no light duty assignments.

**QUALIFICATION REQUIREMENTS:**

1. A Baccalaureate degree from an accredited college; OR

2. Associates degree from an accredited college or 60 college credits and one (1) year of work experience; OR

3. Thirty (30) college credits from an accredited college and two (2) years of work experience; OR

4. High School diploma or equivalent and three (3) years of full time active military service with an honorable discharge within the last ten years.

5. An equivalent combination of education, work experience and military service; however, all candidates must possess either a minimum of thirty (30) college credits or three (3) years of active military service and a High School diploma.
or equivalent and the required work experience.

6. United States citizenship and New York City residency.

7. Candidates must meet physical, medical, and psychological requirements as defined in University examination standards. Candidates must successfully undergo a drug use testing examination.

8. Candidates must be able to speak, read, write, and understand English.

9. A current, valid New York State motor vehicle license.

10. A record of conviction(s) for offense(s) indicating lack of good moral character or a disposition toward violence or disorder, or a disrespect for the law, may be cause for disqualification. The title Campus Peace Officer, Level I, requires New York State Peace Officer status subject to the New York City Special Patrolman process. Only those persons who satisfactorily meet and continue to meet all standards of eligibility as specified in applicable State statute and municipal code may serve as peace officer. Failure to meet these standards of eligibility will result in disqualification from serving as a peace officer.

FOR APPOINTMENT TO LEVEL II

Meets all qualifications for Level I, and has successfully completed probation and achieved peace officer status and:

A. Has two (2) years of service at Level I; or one (1) year of service at level I and one (1) additional year of work experience in security, law enforcement or a related field.

CAMPUS PEACE OFFICER LEVEL I BEING ASSIGNED TO LEVEL II:

Must meet the requirements for Level II stated above and must, prior to the assignment start date for level II, satisfactorily complete a fingerprint check, and a physical fitness and medical fitness examination.

** Note: For Canine Patrol, satisfactorily completes additional required training and maintains certification for this duty assignment.

Note: Continuing employment as a peace officer is contingent upon the satisfactory completion, following assignment or appointment, of such training courses or programs as may be prescribed by the Vice Chancellor for Faculty and Staff Relations, and as are required in order to comply with the New York State Peace Officer statute. All
Campus Peace Officers are subject to random drug screening

**MOVEMENT BETWEEN LEVELS:**

Movement between Levels I and II will be by assignment of appropriate duties and responsibilities.

**DIRECT LINES OF PROMOTION:**

**FROM:** To be determined  
**To:** Campus Public Safety Sergeant