EXAMINATION NOTICE

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

CUNY Campus Public Safety Sergeant

Exam # 1079

With continuous filing

Salary Range:

$41,425 – $49,444

Written Test Date: Saturday, December 11, 2004

Filing Period Opens: Wednesday, October 27, 2004
Filing Period Closes: Wednesday, November 17, 2004 at 5:15 PM (EDT) –
Applications must be received by (not postmarked by) this date. On-line applications must be received by 5:15 PM.

Filing Fee: A $45 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 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 I and II), Campus Security Assistants, and contracted 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 College Security 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 College Security 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 hearings 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 and in working order necessary for the performance of 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 College’s 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.

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 (http://portal.cuny.edu/cms/id/cuny/documents/jobposting/ExamsXpressCivilServiceTOC.htm) (access the Exams Xpress system from this page and the forms download area will be visible) and return or mail the completed packet to The City University of New York Civil Service Examinations Unit, 535 East 80th Street, New York, NY 10021. Do not return your paper application packet to a CUNY college.

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 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 promotional-unit List of Eligibles will be established for the title.

Step 7. If qualified, you may be invited for an interview by your 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 score you receive on the Work Experience Test, 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 your college. 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 Promotional examination will be used to fill positions at your College but also may be used to fill positions at CUNY colleges located in all five boroughs of New York City.

How to Qualify for Appointment to the CUNY Campus Public Safety Sergeant 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, or telephone number.

2. Accurately complete the Work Experience Test;

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

4. If you filled out the downloaded application packet, return or mail the completed paper-based packet to The City University of New York Civil Service Examinations Unit, 535 East 80th Street, New York, NY 10021. Do not return your paper application packet to a CUNY college. 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 The City University of New York Civil Service Examinations Unit, 535 East 80th Street, New York, NY 10021;

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);

The City University of New York (CUNY)

Visit the CUNY website at www.cuny.edu
9. Submit all supporting documentation of your requests 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. The filing fee will not be waived or refunded under any circumstances. We cannot accept personal checks.

Specific Qualifications:

By the close of the filing period, you must:

1. Be a permanent CUNY Campus Peace Officer;
2. Have thirty (30) months of service as a CUNY Campus Peace Officer (from the time of appointment);
3. Have New York State Peace Officer Status;
4. 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;
5. Pass a competency-based Work Experience Test;
6. Have a minimum of thirty (30) college credits from a regionally accredited college or university;
7. Be a United States Citizen;
8. Be a resident of New York City;
9. 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:

10. Meet the physical and medical 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.
11. You must undergo a background check, including a fingerprint screening.

Note: 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 Status 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.

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 you are 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 equivalency 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 (555 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 at least 35 hours weekly.

The Written Test (80% of Final Ranked Rating)

It is anticipated that the written test will be administered on Saturday, December 11, 2004. In case of bad weather, please call 212.794.5424 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.

Component 1: The Work Experience Test (20% of Written Test Rating):

The Work Experience Test asks you about specific work activities you may have performed during your career as a CUNY

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The City University of New York (CUNY)
An Equal Opportunity Employer/Affirmative Action/Immigration Reform and Control Act/Americans with Disabilities Act Employer

Visit the CUNY website at www.cuny.edu
Campus Public Safety Sergeant #04846

Campus Peace Officer only. You are asked to assess your level of experience performing each activity and to assign a rating for each activity. It is critical that you be as accurate in your assessment as possible. Your ratings will be reviewed as part of consideration of your promotion potential. If it is found that you over-inflating your ratings, you will be disqualified from the examination process. All passing scores will be placed into five-point bands.

The 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 of examinations will apply to this examination.

Release of Test Scores Below 70. Per University regulations, the University does not release raw scores of test components once it has been determined that an applicant failed or has failed to meet the minimum qualifications for appointment to the title. In these cases, test scores are assigned an administrative score of "60". The Written Test consists of two components:

1. Written Test Component #1: Multiple-choice assessment of relevant knowledge/skills/abilities (KSA).
2. Written Test Component #2: Suitability for Campus Public Safety Sergeant work assessment.

**Component 2: The KSA Test (30% of Written Test Rating):**

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<thead>
<tr>
<th>KSA Test</th>
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<tr>
<td>The written test will consist of multiple-choice questions that evaluate applicants' knowledge/skills/abilities of the following potential content areas:</td>
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<tr>
<td>1) Judgment</td>
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<td>2) Decision making</td>
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<td>3) Delegation</td>
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<td>4) Dispute resolution</td>
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<td>5) Preparation of various Public Safety documents</td>
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<td>6) Listening skills</td>
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<td>7) Observation skills</td>
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<td>8) Organizational skills (especially, employee scheduling and planning, coordination)</td>
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<td>9) Reading comprehension</td>
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<td>10) Standard operating procedures</td>
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<td>11) Telephone skills</td>
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<td>12) Arrest procedures and processing</td>
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<td>13) Follow orders/take direction</td>
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<td>14) Interviewing and investigative skills</td>
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<td>15) Henderson Rules</td>
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<td>16) Basic CPR/First-Aid</td>
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<td>17) How to use and maintain policing equipment</td>
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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, however the Observational, Writing, Listening, and Follow Orders/Take Directions test questions will be presented in other formats such as auditory. The questions pertaining to document preparation 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 selections; you will not be required to have any special knowledge of being a first-line manager in Public Safety.

**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 3: The Suitability Test (50% of Written Test Rating):

At the time of the written test of knowledge, skills, and abilities, the suitability test will be administered. Only those examinees that pass the written exam 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 Campus Public Safety Sergeant.

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<tr>
<th>Suitability Test</th>
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<tr>
<td>The suitability test may consist of self-evaluation questions that assess applicants in the following areas:</td>
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<tr>
<td>1) Integrity</td>
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<td>2) Leadership</td>
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<td>3) Ability to execute plans</td>
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<td>4) Performance appraisal ability</td>
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<td>5) Coaching/counseling orientation</td>
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<td>6) Driving behaviors</td>
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<td>7) Conscientiousness</td>
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<td>8) Reliability</td>
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<td>9) Delegation skills</td>
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<td>10) Anger patterns and defensiveness</td>
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<td>11) Anxiety about organization and preparation style</td>
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<td>12) Self-control</td>
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<td>13) Service oriented</td>
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<td>14) Teamwork orientation</td>
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<td>15) Social judgment</td>
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<td>16) Work attitudes</td>
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The suitability test raw score comprises 50% of the maximum possible raw score point achievable on the Written 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.

The Oral Presentation (20% of Final Ranked Rating)

Applicants who pass the Work Experience Test and both components of the Written Test will be invited to participate in an Oral Presentation exercise. Applicants will be required to give an oral presentation to a panel of three raters who are current CUNY personnel. The purpose of this examination component is to assess applicants’ ability to selectively present ideas and information in a clear and concise manner. Applicants who advance to this stage of the selection process will be given 10 minutes to give an oral review of their work histories and experiences. Applicants may use notes during their presentations and may also provide the reviews with handouts. Handouts may be paper only and have no monetary value. Any handout must not be any longer than three (3) pages. Following the completion of the 10-minute presentation, applicants will be asked a set of standardized questions, as well as questions necessary to clarify the presentation contents.

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<th>Oral Presentation Assessment</th>
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<tr>
<td>The suitability test may consist of self-evaluation questions that assess applicants in the following areas:</td>
</tr>
<tr>
<td>1) Ability to execute plans</td>
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<tr>
<td>2) Information dissemination</td>
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<tr>
<td>3) Listening skills</td>
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<tr>
<td>4) Organizational skills</td>
</tr>
<tr>
<td>5) Punctuality &amp; Time Management Skills</td>
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<td>6) Professionalism</td>
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<td>7) Public speaking</td>
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The converted passing score for the suitability test is 70.

Overall Final Score (100% of Final Ranked Rating)

Your performance on the Work Experience Test, the Written Test, and the Oral Presentation Assessment will be combined into a single overall score and will determine your final exam score. The minimum passing scaled final score is 70. Only applicants who receive the minimum passing final score of 70 or higher will be given a numeric scaled score. 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.

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 or has 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 the University Civil Service Examinations Unit (535 E. 80th Street, New York, NY 10021) 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 the University Civil Service Examinations Unit (535 E. 80th Street, New York, NY 10021) 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 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 directly to the University Civil Service Examinations Unit (535 E. 80th Street, New York, NY 10021) 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 the University Civil Service Examinations Unit no later than 5 p.m. on the Tuesday after the test date at 212.794.5424. 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.

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, 1945 (World War II)
- June 27, 1950, to January 31, 1955 (Korean Conflict)
- December 22, 1951, 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 Expeditionary 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 the City University of New York, University Civil Service Examinations Unit, 535 East 80th Street, New York, NY 10021 by the close of the filing period. Regardless of 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 date of 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.

Appointment Information

Eligible Lists -- Once you pass the examination, your name will remain on the certified list of eligibles for up to two years 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 identity 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.

Promotional Opportunities -- CUNY Campus Public Safety Sergeants promote to the Assistant College Security Director title, based on competitive promotional examination.

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 the University Civil Service Examinations Unit at 212.794.5424 for further information regarding this exam.

END
CUNY CLASSIFIED CIVIL SERVICE

POSITION DESCRIPTION:  

TITLE:  Campus Public Safety Sergeant

CODE:  04846

DATE:  December 9, 1998

GENERAL STATEMENT OF DUTIES AND RESPONSIBILITIES:  Under general supervision, and in accordance with the policies of the City University of New York and the individual colleges, performs and supervises campus security and safety duties as a deputized campus peace officer. Directs the activities of lower ranking persons. This is a uniformed position. This position reports to the College Director of Security or to his/her designee; all employees perform other related duties.

EXAMPLES OF TYPICAL TASKS

1. Directs and supervises subordinate personnel engaged in patrolling, preserving a peaceful atmosphere, and providing security for designated buildings, grounds, facilities and installations on a City University campus.

2. Ensures a secure and safe presence is provided on campus to maintain order and safeguard life and property.

3. Serves as shift supervisor, especially on evening and/or weekend tours of duty, directing the activities of contract service personnel, college employees, and other persons, including volunteers and students, engaged in public safety and security work on college property in conformity with the policies of the College and the University. Directs, in the capacity of field training officer, the training of such persons.

4. Serves as officer in charge during large-scale college special events, supervising staff engaged in crowd control, ticket taking, site evacuation, fixed post surveillance, and similar activities.

5. Conducts periodic information seminars for the college community on personal safety issues, serving as, or arranging for, guest speaker(s); oversees periodic college-wide...
safety alert campaigns.

6. When designated by the college and provided with a course of training for which a satisfactory certification/license is obtained, serves as a Fire Safety Director and/or the standpipe liaison to the Fire Department or New York.

7. Assists in the development and implementation of college personal safety emergency plans, such as evacuation plans, fire safety plans, and First Aid/CPR programs; may also conduct training of staff in internal operating procedures.

8. May perform all functions of lower ranking Campus Peace Officer title.

QUALIFICATION REQUIREMENTS:

1. Candidates must possess a Baccalaureate degree from an accredited college in Criminal Justice, Police Science or a related field and one (1) year of permanent service as a Campus Peace Officer (CPO) with successful completion of probation and one additional year of full time work experience; OR

2. A Baccalaureate degree in any field and two (2) years of permanent service as a CPO with successful completion of probation, and one (1) additional year of full time work experience; OR

3. An Associates degree or sixty (60) credits from an accredited college and two (2) years of permanent service as a CPO with successful completion of probation and two (2) additional years of full time work experience.

4. Campus Peace Officer candidates with three (3) years of full time active military experience may qualify with thirty (30) college credits, one (1) year of permanent service as a CPO with successful completion of probation and one (1) additional year of either active military service or CPO experience.

5. Candidates must meet current physical, medical, and psychological requirements as defined in University examination standards for Campus Public Safety Sergeant.

6. 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.

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

8. United States citizenship and New York City residency is required.

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

NOTE: Continuing employment in this title 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 New York State Statute and City Municipal code governing peace officer status subject to the New York City Special Patrolman process.
FURTHER NOTE: 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 and maintain these standards of eligibility will result in disqualification from serving as Campus Public Safety Sergeant.

In order to remain minimally qualified, all employees must successfully undergo, at University expense, criminal history and character background re-investigations and re-fingerprinting at five-year intervals. All Campus Public Safety Sergeants are subject to random drug screening. Provisional Campus Public Safety Sergeant appointees who pass the competitive examination for this title may have these additional requirements waived, at the discretion of the University, provided that they have satisfactorily completed all these requirements at the time of initial appointment and within five (5) years of the competitive examination.

DIRECT LINES OF PROMOTION:

FROM: Campus Peace Officer (04844) To: Asst. College Security Director (04980)