POSITION DESCRIPTION: College Security Director  
CODE: 04979  
DATE: R 1/13/97  

This position is in The CUNY Managerial Pay Plan and is designated Confidential.

GENERAL STATEMENT OF DUTIES AND RESPONSIBILITIES: Reporting to the President of the College or to a designated senior official of the College, the incumbent has the widest latitude for insuring the safety and security of the campus, college property, faculty, staff, students, and members of the community who enter the college campus. This position is charged with directing the work of campus peace officers and other security personnel in a manner consistent with the environment of the college; the incumbent is charged with enforcing all college and University security policies. All incumbents perform other safety and security related duties, especially in such areas as community relations and crime prevention. With respect to the implementation of University - wide policies, this position receives consultative guidance from the University Security Office regarding University security policies similar to the guidance provided by other central office audit and control functions to other college activities.

EXAMPLES OF TYPICAL TASKS:

1. Manages and directs all college security activities; manages college special events and develops service contract specifications in accordance with college needs, and in consultation with the University Security Office, as appropriate.

2. Plans, administers and directs the overall management of the college security function: preparing the activity budget, ascertaining staffing level needs and deploying staff accordingly, determining appropriate use of overtime service, identifying suitable resource utilization, etc.

3. Prepares comprehensive security operations plans; manages ongoing assessments of the status of the college’s entire campus security program.
4. Directs the overall field operations and administrative duties of all college security staff. Determines delegations of supervisory responsibilities, e.g., merit recognition and administration of disciplinary processes.

5. Records and complies criminal and security incident statistics.

6. Supervises security management personnel; directs the performance evaluation of all security personnel on campus, using University established standards and forms.

7. Makes campus security resource allocation decisions in accordance with presidential policies for campus security.

8. Directs the investigation of criminal and/or violent incidents occurring on campus.

9. Assures the day-to-day training, instruction, and orientation of college security staff. Oversees the Security Training Officer in the development of in-service training programs on campus. Provides on-site input for proposed centralized training programs.

10. Is responsible for ensuring the implementation of the college President’s policies in ensuring that University and campus security policy is adhered to, including but not limited to special security projects, initiatives, and programs.

11. Establishes and maintains a working relationship with New York City Police Department precinct commanding officers; coordinates campus security with outside law enforcement activities when a college event requires a joint enforcement effort.

12. When appropriate, requests New York City Police assistance on campus pursuant to established protocol.

13. Oversees immediate mandatory drug testing of security staff in accordance with established “Reasonable Suspicion” policy guidelines.

14. Assures that crime prevention information is made available to the college community, including immediate crime advisories when necessary. Ensures that community policing standards are maintained on campus. Provides practical leadership in informing college constituencies of the customer service philosophy inherent in the security initiative. Coordinates with other college administrative officers to assure that the college plan is adhered to for securing persons and property and for preventing fire and crime.
15. Assesses college needs with regard to security communications technology: obtaining, providing, and maintaining security equipment, vehicles, and facilities in consultation with the University Security Office.

16. Ensures that security officers are inspected (uniforms, grooming, firearms, batons and other equipment) on a daily, tour-by-tour basis prior to patrol commencement (roll calls).

17. In cooperation with the College OSHA coordinator, plays an active role in ensuring that OSHA standards are being adhered to; may serve as the College OSHA Coordinator.

18. Provides information and/or testimony relevant to incidents arising at the college.

19. Prepares specifications for contract security services when necessary (i.e., special events), for review and approval by the college President and by the University Security Office, if applicable.

20. Identifies campus crime trends based on statistical data.

21. Establishes specialized patrols to address the particular needs of the college (i.e., vertical patrols, water rescues, bicycle patrols, etc.).

22. Directs, recruits and selects a workforce that reflects the diversity of the University community and ensures a work environment respectful of differences.

23. Assists the College Personnel Director in administering recruitment and selection procedures for security staff.

MINIMUM QUALIFICATIONS:

1. A baccalaureate degree and six (6) years of related experience as a Sergeant or equivalent military experience, or equivalent security force service, or equivalent business/industrial experience with substantial administrative duties, OR

A baccalaureate degree in a related field of study such as Criminal Justice, Police Science, Industrial Security, or similar and four (4) years of related experience as described immediately above, OR

An associate degree in a related field of study such as Criminal Justice, Police Science, Industrial Security, or similar and six (6) years of related experience as a Lieutenant, Captain, or equivalent in a law enforcement
agency as a commanding officer or chief operating officer of a unit of that agency; AND

2. Related experience in item 1. above must include or be supplemented by at least three (3) years of progressively responsible related managerial or supervisory experience; AND

3. A valid New York State driver license, New York City residency, and United States citizenship in order to satisfy the New York City Peace Officer statute.

A person holding an American Society for Industrial Security, Certified Protection Professional (CPP) Certificate, may substitute two (2) of the three (3) years of the related managerial or supervisory experience described in item 2. above. A similar substitution may be made by a person who has successfully completed a professional law enforcement police executive training program such as the FBI academy, the Northwestern University Traffic Institute (long course), the Police Executive Research Forum (Senior Management Institute) at the Institute for Police, or any other nationally accredited certificate program in law enforcement administration.

NOTE: This position is subject to a satisfactory background investigation, which may include but is not limited to criminal history review, drug tests, credit checks, driving record review, work history verification, reference checks, etc. This position is subject to random drug testing, as well as re-fingerprinting and reinvestigation every five years.

FURTHER NOTE: Within one year of appointment to this title, or sooner based on the availability and satisfactory completion of mandated University training, a person appointed to this position must qualify for Peace Officer status in accordance with the requirements of the New York State Division of Criminal Justice Services, Bureau of Municipal Police Standards. At the discretion of the college President, persons appointed to this position must, within one year of appointment to this title, receive New York State Division of Criminal Justice Services certified firearms training in accordance with New York State Penal Law Article 35.

DIRECT LINES OF PROMOTION:
FROM: None

To: None