Position Description: Title: University Security Director
Code: 04977 Exempt
Date: R January 30, 1996

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

Job Specifications: This position initiates all University policy with regard to security operations and is charged with overseeing its implementation. Reporting to the Chancellor of the University or when delegated to the Deputy Chancellor, the incumbent operates with the widest latitude in establishing and overseeing the security of the University and in providing guidance to the operations of the security functions of the constituent colleges. This is similar to other policy oversight functions of the University. The incumbent provides consultative services to the colleges in the recruitment, selection, evaluation and training of college security staff and renders managerial consultations on the effectiveness of college operations. Advises the University Personnel Office to ensure that the recruitment, selection, and training of officers provides the University with a competent security workforce, and is in compliance with state and municipal requirements.

Typical Tasks: All duties are assigned by the Chancellor, including but not limited to:

1. Responsible for the coordination of public safety efforts throughout all the campuses of The City University of New York.

2. Develops and plans for the mobilization and deployment of the University capability for crisis intervention. Staff deployment and reassignment is with the concurrence of the affected college President.

3. Prepares and publishes an annual public safety and security report as mandated by Federal and/or State legislation.

4. Facilitates the implementation of University-wide security initiatives.

5. Prepares and maintains a University security patrol guide.

6. Directs the background investigations of all security managerial staff.

7. Guides, monitors, and reports on the implementation and development of the Chancellor's Security Initiative which is designed to create a proprietary security service comprised of sworn peace officers.

8. Testifies before legislative bodies regarding University security issues.
9 Establishes innovative security patrol systems and methodologies throughout the University to enhance the safety and security of the CUNY college campuses.

10 Reviews all University security operations plans; consults with the College Security Directors to facilitate service enhancements, where appropriate.

11 Provides for the standardization of University-wide crime incident reporting.

12 Reviews and approves all University private security guard contracts, consulting with the colleges on local-option effectiveness.

13 Reviews University-wide requests for security-related equipment, facilitating the acquisition of such equipment, supplies, and systems as will bring all CUNY college campuses to modern-day, state-of-the-art status.

14 Provides for the standardization of security performance evaluations; consults on and participates in all security-related training.

15 Prepares monthly and yearly reports to the Chancellor regarding security issues.

**Minimum Qualification:**

Such requirements as determined by the chancellor, and

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

**Note:** This position is subject to a satisfactory background investigation, which may include but is not limited to criminal history review, drug test, credit checks, driving record review, work history verification, reference checks, etc. This position is subject to random drug testing as well as 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 Police Standards. Persons appointed to this position must, within one year of appointment to this title, receive New York State D.C.J.S. certified firearms training in accordance with New York State P.L. Article 35 and be eligible to carry firearms.

**Promotion To:** None

**Promotion From:** None