

New York State Department of Civil Service

DIVISION OF CLASSIFICATION & COMPENSATION

Classification Standard

Occ. Code 8756110

University Police Officer 1, Grade 14 8756110

University Police Officer 2, Grade 17 8756120

University Police Officer 3, Grade 20 8756130

Brief Description of Class Series

University Police Officers enforce all New York State and local laws and the Student Code of Conduct on the grounds owned or controlled by the State University of New York. University Police Officers are designated as police officers under Criminal Procedure Law, Section 1.20(34)(s) and are responsible for the performance of the full range of professional police duties. University Police Officers may assist other Local, State and Federal law enforcement agencies with response, investigations, arrest processing and may collect evidence, question witnesses or testify in court in connection with alleged crimes.

University Police Officers are actively involved with campus communities and activities including educating community members on such topics as personal safety, risk awareness, crime prevention, alcohol awareness, sexual assault prevention and other community safety issues.

Positions are classified only in the State University of New York.

Distinguishing Characteristics

University Police Officer 1: full performance level; works under the general supervision of a University Police Officer 2; must be able to work alone and exercise independent judgment in performing duties; substantial contact with the public and other law enforcement personnel; may direct University Police Communications & Security Specialists, Security Services Assistants or student workers.

University Police Officer 2: shift supervisor of the police force on duty; performs the full range of duties assigned to University Police Officer 1; reports to a University Police Officer 3 or Unclassified Service police position; may be assigned administrative duties by the Chief of Police or other command staff.

University Police Officer 3: supervises, directs, and coordinates the assignments of University Police Officers 1 and 2, and other University Police Department personnel;

assists with police operations and special events within the Department; communicates orders, information, and instructions; may perform any of the duties of any subordinate officer.

Factors that determine the number of University Police Officer 3 positions classified include: campus size; reporting relationship; scope of University Police Department activities and shifts supervised; and number, level, and composition of subordinate staff. All the factors will be evaluated in the proper classification of a position. Typically, no more than one University Police Officer 3 position is classified to serve as the overall supervisor of all University Police Officers 2 and shifts in the absence of Unclassified Service Assistant Chief and/or Deputy Chief positions. University Police Officer 3 positions may also be classified based upon administrative supervision of multiple University Police Officers 2 on an assigned shift.

Related Classes

University Police Investigators are primarily involved in investigating violations of criminal law on campuses of the State University of New York. They typically conduct investigations which may extend over periods of weeks or months and which may require application of the full range of interviewing and investigative techniques. These investigations are distinguished from those conducted by University Police Officers, which are incidental to other law enforcement activities, by their longer duration and by the use of the full range of investigative techniques such as on-site information gathering at the scene of accidents or incidents.

University Police Communications and Security Specialists provide communications, security, and public safety services within a 24/7 operation in the University Police Departments at the campuses of the State University of New York (SUNY). Their primary responsibility is to function as the initial point of contact between the police and the public, performing dispatching activities, and using various databases, online systems, and multiple video sources.

Illustrative Duties

University Police Officer 1

Patrols an assigned area on foot, by vehicle, or by other means to deter, detect, and respond to criminal activity and other emergency situations.

Responds to calls for assistance to insure that persons and property are adequately protected; may perform safety escorts on and around campus for students, faculty, and staff; and responds to emergency, criminal, and unusual situations requiring police assistance.

- Reports to the scene of the crime, accident or other disturbance in order to halt crimes in progress, arrest violators, maintain order and arrange for the appropriate care of injured persons.
- May apply resuscitators, administer first aid and summon ambulances.
- Reports to the scene of incidence, conducts initial investigations in order to preserve and gather evidence; interviews witnesses, complainants and suspects; reports results of preliminary investigations to supervisor or investigator as needed and may be required to testify in court.

Monitors pedestrian and vehicular traffic and enforces vehicle and traffic laws.

- Directs traffic at intersections, crosswalks and other critical points during peak traffic periods; stops persons violating the vehicle and traffic law; issues warnings, tickets and summonses; patrols parking lots and campus roadways; tickets cars parked in violation of campus rules.
- Controls the movement and activity of crowds at concerts, sports events and other gatherings; staffs entrance ways to prevent gate crashing and over-crowding of facilities; breaks up fights and other altercations, operates screening devices such as a magnetometer or x-ray machine to inspect individuals and carry in items for prohibited items.

On assignment as Desk Officer.

- Receives and interprets incoming communications, including, but not limited to radio and telephone calls, and e-mail messages from officers and other members of the campus community.
- Dispatches officers to the scenes of incidents and irregularities.
- Issues parking permits and collects fees and fines.
- Utilizes electronic devices such as a personal computer, video recorder or camera to record and view information.

On assignment to K-9 Corps.

- May patrol high crime rate areas and shifts with a trained police dog.

- Gives commands to dog to halt fleeing criminals, disperse crowds and guard arrested persons.
- May give demonstrations to interested groups both on and off campus, of the uses, effectiveness and safety of police dogs as a law enforcement tool.
- Responsible for care, feeding and maintenance of a police dog.

Prepares a variety of summary reports, logs and records detailing incidents occurring during a shift.

May deliver a variety of in-service training and/or community educational programs.

- May obtain certification and maintain re-certification in a variety of training areas, such as defensive tactics, use of force and CPR.
- Serves as a Field Training Officer or as an instructor at a Basic Police School, Police Academy or other location upon certification and as directed.
- Provides training and education to University Police personnel, other law enforcement officers, government personnel and the public, and engages in crime prevention activities.

University Police Officer 2

Shift supervisor of the police force on duty.

- Schedules and assigns University Police Officers 1 to mobile and foot patrol and dispatch/desk post assignments in order to effectively and efficiently utilize staff and insure adequate police coverage.
- Prepares and maintains schedule rosters for uniformed and civilian staff; alters schedules to provide coverage of anticipated periods of peak demands for police services; and receives, reviews and approves or disapproves requests for leave.
- Briefs University Police Officer personnel in preparation for shift assignments to ensure subordinates are informed of current assignments, pending incidents, and changes in policies and procedures.
- In addition to subordinate University Police Officers 1, may directly supervise University Police Communications & Security Specialists, Security Assistants, Student Assistants and support staff as assigned.

Supervises University Police Officers to assess the effectiveness and efficiency of their performance.

- Personally acknowledges subordinate's performance and offers constructive criticism and suggests ways to improve performance; listens attentively to subordinates' questions and problems and responds with workable solutions and answers.
- Regularly inspects personnel for compliance with University regulations; and directs subordinates to make necessary corrections.
- Reviews all reports and insures deficiencies are corrected. Directs or initiates follow up as necessary.

May respond to the scenes of incidents involving crimes, arrests, major accidents, injuries, deaths and fires in order to direct police operations. Confers with officers and investigators at the scene and may interview witnesses, complainants and victims to obtain relevant information.

Prepares and reviews a variety of reports of shift activities.

Performs many of the same range of duties as University Police Officer 1.

May be responsible for the Department's training program, crime prevention program, community policing function, or other programs as required.

May be assigned administrative duties by the Chief of Police or other command staff.

University Police Officer 3

Supervises, directs, and coordinates the assignments of University Police Officers 1 and 2, University Police Investigators 1 and 2, and other University Police Department staff.

Assists with the management of all police and security activities for the Department.

Schedules staff and arranges for coverage for special events and absences.

Evaluates the performance of staff and makes recommendations regarding performance evaluations, probationary or other terminations.

Determines the need for training, and assigns and selects staff for participation.

Assists with the procurement of uniforms and equipment.

Liaises with on and off-campus safety and security stakeholders, student life, and law enforcement partners. Develops and maintains a close working relationship with other law enforcement agencies.

Recommends changes in policies, rules, and regulations. Supports accreditation, policy development, and standards compliance.

Works on presentations and University Police project development.

May conduct and supervise internal investigations.

May be assigned to tabulate statistical data, prepare reports, and collaborate with other agencies to accomplish law enforcement goals.

May attend meetings at the request of the Chief of Police or other command staff.

May perform any of the duties of any subordinate officer.

Minimum Qualifications

University Police Officer 1

Promotion: one year of permanent service as a University Police Communications & Security Specialist 1 or 2 AND:

Either 1. 60 college semester credit hours;

Or 2. two years of active United States military service with an honorable discharge or under conditions in the New York State Restoration of Honor Act;*

Or 3. four years of United States military reserve or any state National Guard service;*

Or 4. two years of experience as a police officer within New York State with a valid New York State Municipal Police Training Course certification approved by the New York State Municipal Police Training Council;*

Or 5. two years of experience as a peace officer within New York State with a valid New York State Municipal Police Training Course certification approved by the New York State Municipal Police Training Council.*

*Substitution: 30 college semester credit hours can substitute for one year of the required experience.

Open Competitive: Either 1. 60 college semester credit hours;

Or 2. two years of active United States military service with an honorable discharge or under conditions in the New York State Restoration of Honor Act;*

Or 3. four years of United States military reserve or any state National Guard service;*

Or 4. two years of experience as a police officer within New York State with a valid New York State Municipal Police Training Course certification approved by the New York State Municipal Police Training Council;*

Or 5. two years of experience as a peace officer within New York State with a valid New York State Municipal Police Training Course certification approved by the New York State Municipal Police Training Council.*

*Substitution: 30 college semester credit hours can substitute for one year of the required experience.

University Police Officer 2

Promotion: three years of permanent service as a University Police Officer 1.

University Police Officer 3

Promotion: one year of permanent service as a University Police Officer 2 or University Police Investigator 2.

Note: Classification Standards illustrate the nature, extent and scope of duties and responsibility of the classes they describe. Standards cannot and do not include all of the work that might be appropriately performed by a class. The minimum qualifications above are those which were required for appointment at the time the Classification Standard was written. Please contact the Division of Staffing Services for current information on minimum qualification requirements for appointment or examination.

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