

New York State Department of Civil Service
DIVISION OF CLASSIFICATION & COMPENSATION

Classification Standard

Occ. Code 8750100

University Police Communications and Security Specialist 1, Grade 10 8750100
University Police Communications and Security Specialist 2, Grade 12 8750200

Brief Description of Class Series

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.

The positions are classified only at SUNY campuses and are subject to the Security Guard Act of 1993. Incumbents must obtain a Security Guard Photo ID from the New York State Department of State within 90 days of appointment.

Distinguishing Characteristics

University Police Communications and Security Specialist 1: full performance level; have neither peace nor police officer status.

University Police Communications and Security Specialist 2: first supervisory level; under general direction of the University Police Department shift supervisor, supervises University Police Communications and Security Specialists 1, and may perform any of the duties assigned to staff; has neither peace nor police officer status.

Related Classes

University Police Officers 1 are charged with full police powers under Criminal Procedure Law, Section 1.20(34)(s) and enforce all New York State and local laws, and the Student Code of Conduct on SUNY campuses. They assist other local, State and federal police officers with investigations, and may collect evidence, question witnesses or testify in court in connection with alleged criminal actions.

Security Services Assistants 1 and 2 patrol State facilities during times when the premises are open to business or to the public to detect security incidents and to deter

criminal activities by means of presence and witness. Security Services Assistants 1 and 2 have no peace or police officer status but must have a valid Security Guard registration issued by the New York State Department of State.

Illustrative Tasks

University Police Communications and Security Specialist 1

Functions under the direction of the University Police Department shift supervisor, typically a University Police Officer 2, or University Police Communications and Security Specialist 2. Incumbents are given directions regarding assignments, briefing on current problems at the beginning of the shift, and instruction in job-related law enforcement techniques.

Controls base, fixed or mobile communication systems.

- Maintains status and control over all mobile radio units in service.
- Monitors all equipment in the dispatch area and reports all departures from required procedures to the appropriate supervisor.
- Reports emergency situations to supervisory personnel, including the inability to establish communications with a mobile unit.

Operates computers, communications, and support equipment, consistent with New York State E-Justice and National Crime Information Center rules and regulations.

- Operates radio, telephone, and broadcast equipment, closed-circuit television systems, and electronic security systems.
- Monitors, activates, deactivates, and controls electronic access systems.
- Enters, updates, and queries information in various computers and systems.
- Retrieves and reviews messages received from data systems and stores or distributes them according to prescribed procedures.
- Prepares written reports and maintains the police department blotter as assigned.
- Operates logging devices to automatically record video, radio and telephone transmissions, and archive them as required.
- Maintains communications files and performs other communication-related duties as required by the shift supervisor.

May perform security guard duties to support campus police operations.

- Responds to calls for assistance to ensure that property is secured until a police officer arrives at the scene.
- Assists with calls for service such as unlocking doors, providing safety escorts, and inspecting safety equipment.
- Patrols assigned area on foot to deter criminal activity by means of presence and witness, and to detect and report any dangerous situations such as fires.
- Post assignments at a specific location for security or safety reasons.
- Issues parking permits and citations.
- Prepares and files a variety of reports and logs, and performs other security related activities.
- May issue and maintain department equipment.

University Police Communications and Security Specialist 2

Supervises and assigns shift schedules to University Police Communications and Security Specialist 1 responsible for processing emergency, non-emergency and administrative calls for law enforcement agencies, emergency providers and the general public.

- Monitors and evaluates performance to ensure adherence to the University Police Department's mission, goals, policies and procedures.
- Plans, schedules, and implements all in-house training activities for University Police Communications and Security Specialists 1 and other security staff.
- Performs the full range of supervisory duties such as evaluating communications and security staff performance and time and attendance.
- May supervise and assign shifts and security duties to Security Services Assistants 1 and 2.

Minimum Qualifications

University Police Communications and Security Specialist 1

Promotion: one year of permanent service as a Security Services Assistant 1, Security Services Assistant 2, or Security Officer.

Open Competitive:

1. One year of full-time experience as a police or peace officer; or
2. one year of full-time experience as a dispatcher for a public safety agency including fire departments, emergency medical services, or law enforcement; or
3. one year of active U.S. military service as a dispatcher of military police or security personnel and an honorable discharge or under conditions in the NYS Restoration of Honor Act; or
4. thirty college credit hours from an accredited institution of higher education.

University Police Communications and Security Specialist 2

Promotion: one year of permanent service as a University Police Communications and Security Specialist 1.

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.

Date: 11/2020

CRM