



**JOHN JAY COLLEGE OF CRIMINAL JUSTICE
DEPARTMENT OF PUBLIC SAFETY
OPERATIONS ORDER**

SUBJECT: QUALIFICATIONS FOR EMPLOYMENT

EFFECTIVE DATE: 11/14/11

AUTHORIZED BY: Stephen Hollowell, Director of Public Safety and Risk Management

PURPOSE

To provide accurate information concerning the qualifications for employment of a Public Safety Officer.

IMPLEMENTATION

A. QUALIFICATIONS FOR EMPLOYMENT

All candidates for the position of Public Safety Officer must meet the following qualifications for employment:

1. Must be a student enrolled at John Jay College of Criminal Justice and must have at least twenty-four (24) credits.
2. Must maintain full-time undergraduate matriculation (i.e., must be registered for at least twelve (12) credit hours per semester). If a Public Safety Supervisor or Officer receives a WU or withdraws from a course, then that course will not be considered towards full-time matriculation. Graduating seniors, during their final semester, may maintain less than full time undergraduate matriculation.
3. Must successfully complete at least twenty-four (24) credit hours per academic year, including summer school. If a Public Safety Supervisor or Officer receives an F or WU in a course, or withdraws from a course, then that will not be considered as having successfully completed that course.
4. Must have and maintain a minimum cumulative Grade Point Average of 2.5.
5. Must be able to work rotating shifts:
 - a. 7:00 a.m. to 3:30 p.m.
 - b. 3:00 p.m. to 11:30 p.m.
 - c. 11:00 p.m. to 7:30 a.m.
6. Must be able to work any day of the week, including weekends and holidays.
7. Must be able to work three (3) days per week for a total of twenty-four (24) hours a week.
8. Must be eligible to be licensed as a Security Guard in New York State.
9. All Public Safety personnel are designated "essential" personnel for the College. There are many instances where the Public Safety Department requires additional personnel. In the event that there is insufficient coverage, officers are mandated to work the extra shifts as needed.
10. Must have a valid New York State identification, permit or driver's license.

Continued eligibility for employment is contingent upon employees meeting the aforementioned qualifications.

I, _____, hereby understand and acknowledge all of the above mentioned requirements/qualifications for the position of Public Safety officer.

Signature _____

Date _____