UNIVERSITY OF RHODE ISLAND
Position Description

TITLE: Director of Public Safety

DIVISION: Administration

REPORTS TO: Vice President for Administration & Finance

GRADE: 17

SUPERVISES: Professional, non-classified, technical and other support employees, regular, volunteer or student, assigned as Public Safety personnel

BASIC FUNCTION:

Plan, organize, direct, evaluate, and oversee all programs, budgetary needs, and personnel involved in the delivery of public safety services on all University campuses, facilities and properties. Direct administrative oversight of life safety and response services, including but not limited to: communications and records, parking services, physical security technology, police services, security services, fire and life safety, environmental health and safety, emergency management, and may in the future include emergency medical services. In addition, oversee security and safety programming at satellite campuses.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

As the chief executive officer of the University’s Department of Public Safety, the Director is responsible for the planning, organizing, budgeting and management of all public safety units operating at all campus and satellite locations.

Develop, implement, manage and monitor adherence to related University policies. Ensure effective and efficient coordination between all Public Safety units to enhance delivery of service to the campus community.

Oversee and establish plans to continually assess and evaluate the University’s condition and preparedness for all needs related to the protection of life and property. Implement and oversee the development of programs resulting from these assessments.

Develop, implement, manage and monitor adherence to recognized standards for university community preparedness, security and safety.

Develop, manage, direct, and approve effective practices to achieve public safety objectives.
Evaluate and interpret current State and Federal laws, regulations and directives and Board of Governors/University policies. Develop and lead strategies to ensure compliance.

Ensure that all criminal, investigatory and enforcement practices are fair and equitable for all members of the diverse population. Interact and/or work effectively and regularly in concert with University staff, students, parents, governing board, State and local agencies and officials, local residents, and the general public.

Maintain the highest level of professionalism for the entire Public Safety Department through policy, training, selection and evaluation of units and personnel.

Administer and coordinate fiscal planning and management for all public safety units.

Serve on University committees.

Professionally represent the University and/or the Public Safety Department through presentations, lectures and other events locally, regionally, and nationally.

OTHER DUTIES AND RESPONSIBILITIES:

Serve as spokesperson for the Department of Public Safety.

Act as liaison with the National and Rhode Island law enforcement community.

Act as liaison with the National and Rhode Island educational security community.

Act as liaison with the National and Rhode Island Fire Safety community.

Perform other duties as assigned.

LICENSES, TOOLS AND EQUIPMENT:

Personal computers, printers; word processing, database management and spreadsheet software. Valid driver's license required.

Individual is required to be accessible at all times, is issued a vehicle, and must carry a University approved telephone or other communication device.

ENVIRONMENTAL CONDITIONS:

Work includes indoor and outdoor environment and adverse weather conditions; may be involved in potentially dangerous situations, including contact with volatile individuals and materials during emergency response.
Qualifications:

Master’s degree required, preferably in a relevant field, such as Administration, Criminal Justice, Law Enforcement, Sociology, or Education. Experience of ten years or more in a Public Safety management position. It is preferred that five or more of the ten years of Public Safety management experience be at a comparable academic, university or educational setting. The holder of this position must have budgetary & managerial responsibility and experience in several of the following areas: Sworn Law Enforcement, Parking and Information Services, Non-sworn Security operations, Fire Safety, Emergency Medical Services, Emergency Management, Environmental Health, Industrial Hygiene, Communications and Records, Physical Security Systems (alarms, access, and video), campus transportation systems and a unionized work force environment. Must demonstrate a working knowledge of relevant Federal, State and local laws, regulations, codes and guidelines. Must possess and demonstrate strong management skills. Must be able to effectively communicate with a diverse community at all levels, orally and in writing, be able to organize, coordinate, supervise all functions and staff to meet the objectives of the University and the Department. Must interpret institutional policies, rules, plans and objectives and communicate the interpretation to subordinates and others. Required to routinely develop, present analysis and convey detailed complex studies and reports, and develop recommendations concerning the substance of the reports and studies.

The position is a 24-hour, 365 day a year responsibility. The incumbent is subject to call back at anytime regardless of hour, weekend or holiday.
In emergency situations, long extended periods of on-campus presence may be necessary.
Satellite campus security operations.

ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.