UNIVERSITY OF RHODE ISLAND

Position Description

TITLE: University Police Lieutenant

DIVISION: Public Safety Organization

REPORTS TO: University Police Captain or Higher Ranking Official

GRADE: 10

SUPERVISES: University Police Sergeant/Lesser Rank Public Safety Personnel

BASIC FUNCTION:

Provide supervision to University Police Sergeant(s) and lesser rank public safety personnel for multiple shifts. With a high degree of professionalism, promote public safety, enforce laws and Board of Governors and University of Rhode Island regulations; effect arrests in accordance with provisions of federal, state, and local laws and ordinances; maintain order and security on premises within the legal jurisdiction; provide emergency medical services to the University community; protect life and property. Hours vary and the incumbent is subject to 24-hour call back as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Oversee operations pertaining to criminal investigations, patrol, traffic, dispatch and records by planning, organizing, scheduling and assigning daily work tasks or area assignments, as appropriate, for the Police unit. Provide support to other public safety units including, Security, Parking, Communications and Technology.

Work with members of the Department and the University community to define and implement problem-solving techniques related to patrol operations.

Answer technical questions about the work and instruct in special techniques. Review work for technical accuracy and conformance with law and established policies and procedures.

Identify and provide training in response to community and departmental needs and concerns; appraise individual performance and provide guidance on improvement.
Supervise the recruitment, training and scheduling of shift and/or unit personnel to ensure that necessary police functions of the department are carried out in compliance with established policies and procedures.

Responsible for the inspection of uniforms, and the appearance of staff and patrol officers, ensuring adherence to the code of professional standards.

Assist with budget development in the areas of equipment, personnel and training funds.

Assume command of police activities at any major event until officer of equal or higher rank assumes command.

Supervise the planning and organizing of law enforcement activities surrounding special events involving large crowds; ensure proper and adequate police and security coverage.

Develop and maintain records and prepare reports to provide adequate tracking of operations. (Records include, but are not limited to, those on field activities, results of special investigations, staff personnel files, and monthly activity reports.)

**OTHER DUTIES AND RESPONSIBILITIES:**

Perform police officer duties, and act as back-up to officers as necessary, to ensure the department meets its protection and security responsibilities.

Act as liaison officer between University, municipal, state and federal law enforcement agencies.

Appear in court to provide testimony and prosecution when required.

Perform other related duties and services as required.

**LICENSES, TOOLS AND EQUIPMENT:**

Valid driver's license and CPR certificate required. Must be skilled in the use of department issued materials, communications equipment, restraining devices and defensive equipment. Must meet and maintain department standards on use of issued equipment.

**ENVIRONMENTAL CONDITIONS:**

Essential and secondary duties may require maintaining physical condition necessary for apprehension of suspects walking, running, bicycling, operating motorized equipment and vehicles, and positioning and maintaining traffic barricades. Work includes indoor and outdoor environment; may be assigned evening and weekend hours; work involves
potentially dangerous situations, contact with hostile or abusive individuals and emergency response.

QUALIFICATIONS:

REQUIRED: Bachelor’s degree, preferably in criminal justice, police science or a related field; five years of law enforcement experience and three years of supervisory experience in a law enforcement environment; successful completion of a police training curriculum approved by the RI Police Officers’ Commission on Standards and Training prior to hire; excellent interpersonal skills and verbal and written communication skills; ability to work evening and weekend hours; ability to work within a diverse community. Must have and maintain a valid driver’s license and CPR certificate. Must be physically qualified to perform assigned duties as evidenced by a physician’s certificate. Must satisfactorily pass a formal review process, which may include agility, psychological and/or competency tests. Must pass a national criminal background check.

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