UNIVERSITY OF RHODE ISLAND  
Position Description

TITLE: University Police Sergeant

DIVISION: Public Safety Organization

REPORTS TO: University Police Lieutenant or Higher Ranking Official

GRADE: 8

SUPERVISES: Police Officers/Lesser Rank Public Safety Personnel

BASIC FUNCTION:

Provide supervision to Police Officers and lesser rank public safety personnel at the University of Rhode Island campuses. 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.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Supervise Police Officers and lesser rank public safety personnel on an assigned shift and/or police unit. Assign daily work duties.

Ensure compliance with applicable published accreditation standards.

Be responsible for proper implementation of applicable University of Rhode Island policies and procedures. Document any violations and dispense as necessary.

Review reports for completeness and accuracy; interpret and clarify departmental policies, rules and regulations.

Maintain communication through briefings and/or meetings with line personnel, and provide feedback to relevant department staff.

Supervise at major crime scenes or events, deploying officers and equipment for maximum results until relieved by a high-ranking officer.

In those cases where additional expertise is required, investigate accidents/incidents occurring within University premises to determine appropriate enforcement action; assign follow-up investigations to police officers when a case in question warrants further data collection and investigation.
Oversee deployment of officers covering University and department events. Evaluate each event for future planning, and make recommendations through the chain of command.

Report to supervisors, problems related to delivery of department services.

Maintain a cohesive working relationship with the Offices of Student Life, Housing & Residential Life, Student Activities, and other community resources to facilitate communication and foster positive relationships.

Document all accidents, incidents, investigations and other activities within University premises, and track occurrences and trends.

Essential and secondary duties require maintaining physical condition necessary for apprehension of suspects: walking, running, bicycling, operating motorized equipment and vehicles, and positioning and maintaining traffic barricades.

OTHER DUTIES AND RESPONSIBILITIES:

As required, perform Police Officer duties by patrolling the University premises, enforcing federal, state and local laws and ordinances, and Board of Governors and University regulations.

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:

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: Associate’s degree, preferably in police science or other related curriculum; successful completion of a police training curriculum approved by the RI Police Officers’ Commission on Standards and Training prior to hire; significant law enforcement experience such as gained through a minimum of three years of employment with a campus police force, a municipal or state police force, or other governmental enforcement organization; 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. **PREFERRED:** Bachelor’s degree.

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