UNIVERSITY OF RHODE ISLAND  
Position Description

TITLE: University Police Sergeant

DIVISION: Administration & Finance (Department of Public Safety)

REPORTS TO: Lieutenant, University Police or Higher Ranking Official

GRADE: 11

SUPERVISES: Police Officers/Lesser Ranking Public Safety Personnel

BASIC FUNCTION:

Provide supervision to Police Officers and lesser ranking public safety personnel at the University of Rhode Island campuses. With a high degree of professionalism, promote public safety, enforce laws and Board of Education 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. Responsible for the proficiency, discipline, conduct, appearance, and attention to duty of all public safety personnel or interns under their supervision.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Supervise Police Officers and lesser ranking 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 reports 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.

Respond to and supervise at major crime scenes or events, deploying officers and equipment for maximum results.

Fill Command and General Staff roles, consistent with the Incident Command System component of the National Incident Management System. Will be called upon to fill these roles during an activation of the Emergency Operations Center. These roles include, but are not limited to, Section
Chiefs (Operations, Logistics, Planning, Finance and Administration), or Deputy Chiefs, Division Supervisors (geographically defined area of responsibility), or Group Supervisors (functionally defined areas).

Ensure that notifications are made to the proper University officials as outlined in the Emergency Calls Procedures.

In cases where additional expertise is required, investigate accidents/incidents occurring within University premises and legal jurisdiction to determine appropriate enforcement action; assign follow-up investigations to police officers when a case in question warrants further data collection and investigation.

Ensure that all evidence is properly preserved and documented.

Ensure that all witnesses are identified.

Ensure that probable cause exists to conduct searches.

Ensure that probable cause exists to make arrests.

Prepare arrest warrants when appropriate.

Be accountable for the care and security of persons being detained and prisoners in the custody of the police department.

Ensure that prisoners are properly processed and that all court and arraignment paperwork is completed properly.

Inspect violation summonses issued by police officers for proper completion and notarize as appropriate.

Oversee deployment of officers covering University and department events. Evaluate each event for future planning, and make recommendations through the chain of command.

Report all problems related to delivery of departmental services to supervisors.

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 jurisdiction, and track occurrences and trends.

Essential and secondary duties require maintaining physical condition necessary for the apprehension of suspects, including 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 Education and University regulations.

Qualify annually with department-issued firearms.

Maintain all issued equipment and weapons, including firearms, in a state of operational readiness.

Ensure that vehicles assigned to shifts are cleaned, serviced and maintained.

Ensure that any damage to vehicles or the need for repairs is reported to the appropriate superior officer.

Appear in court to provide testimony and prosecution when required.

Evaluate personnel under direct supervision through observation and review of reports.

Be accountable for the actions or omissions of officers under their supervision.

Responsible for taking the initial report from any person who wishes to make a complaint against an employee of the Department of Public Safety.

Oversee the field training and evaluation program when required.

Ensure that when the performance of anyone under their command is unsatisfactory, appropriate measures are taken through encouragement, explanation, referral to superior officers, or by other means consistent with Department or University policy. Make recommendations for disciplinary action when appropriate.

Serve on University committees as may be required by the Major or Director.

Handle administrative duties as requested by a higher ranking officer. These duties could include, but are not limited to, inventory/maintenance of equipment, needs assessments for equipment, obtaining quotes and budgetary information, weekly or monthly activity reports, supporting the accreditation process, analyzing crime data, and analyzing traffic stop data.

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, records management software, mobile data terminal, firearms and weapons, restraining devices and defensive equipment. Must meet and maintain departmental 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. Essential and secondary duties may require maintaining physical condition necessary for the apprehension of suspects, including walking, running, bicycling, operating motorized equipment and vehicles, and positioning and maintaining traffic barricades.

QUALIFICATIONS:

REQUIRED:  Associate’s degree, preferably in police science or other related curriculum; successful completion of a police training curriculum approved by the Rhode Island 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; demonstrated excellent interpersonal skills; demonstrated excellent verbal and written communication skills; ability to work evening and weekend hours; ability to work within a diverse community; demonstrated considerable knowledge of police and security practices and procedures; demonstrated knowledge of relevant state and federal laws, Supreme Court decisions, statutes and regulations; demonstrated knowledge of criminal law and court procedures; demonstrated knowledge of traffic control practices and procedures; demonstrated basic knowledge of training practices and procedures; demonstrated considerable knowledge of Board of Education and University rules and regulations, including those in the Student Handbook; demonstrated ability to analyze emergency situations and develop effective courses of action; demonstrated supervisory ability; demonstrated ability to utilize police records management software; demonstrated ability to obtain information through interview and interrogation; demonstrated ability to establish and maintain effective working relationships with other law enforcement agencies, other University departments, fellow employees, students, faculty and staff. Must have and maintain a valid driver’s license and CPR certificate. Must successfully complete all official departmental firearms training upon appointment. 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; three years of experience in an educational campus law enforcement environment.

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