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Position: (NUNC) (E)
Developed by:..MAJ
Reviewed by:.. ASB, LK
Approved by:.. LK...
Date:...10/6/2024..

UNIVERSITY OF RHODE ISLAND
Position Description

TITLE: Administrative University Deputy Police Chief (Administrative)

DIVISION: Administration and Finance (Department of Public Safety)

REPORTS TO: AVP Public Safety / Chief of Police

GRADE: 14

SUPERVISES: University Police Lieutenants/Lesser Ranking Public Safety Personnel

BASIC FUNCTION:

Provide supervision to University Police Lieutenant(s) and lesser ranking public safety personnel. With a high degree of professionalism, promote public safety and enforce laws, Board of Trustees 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. Review all police and security activity, ensuring that proper community-oriented policing problem solving techniques are being utilized. Respond to major crime/complex incidents and provide guidance to supervisory, investigative, and patrol personnel. Coordinate the exchange of information with other law enforcement agencies and institutional partners. Be available for 24-hour call back as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Command the Office of Administration and Professional Standards and Compliance. Directly supervise and direct all administrative matters to include Facilities, Fleet, Capital Improvement, Telecommunications, Accreditation, RILETS, Records Management System, Crime Analysis, Physical & Field Technology, Vendor Management, Juvenile Report, Annual Security Report and Clery requirements. Ensure compliance with law enforcement accreditation standards.

Assist the AVP of Public Safety / Chief of Police in the administration of the department by planning, organizing, directing, and coordinating administrative matters. Assume command of police activities to include major, complex, internal investigations criminal. Maintain logs and reports of all such major events.

Plan, organize, direct and coordinate community policing and community outreach services. Assist with efforts to promote community policing and public safety awareness. Ensure public safety awareness of new employees.

Directly supervise and direct all Professional Standards and Compliance matters to include Accreditation, Training, Internal Affairs, Inspections, Risk Management, and Recruitment and Retention.

Review initial complaints from citizens against officers and determine course of action. Be accountable for the actions of officers under their supervision. Conduct internal affairs investigations as requested by the Chief of Police.

Review all reports and recommend strategies to address crimes and quality of life issues or other public safety concerns. Assist in developing appropriate law enforcement methods for normal and emergency situations. Administer the development of staffing plans; review various reports to determine trends and patterns and make recommendations for improvements in operating procedures.

Fill Command and General Staff roles, consistent with the Incident Command System component of the National Incident Management System, and, as required, fill these roles during the activation of an Emergency Operations Center.

Assist the AVP with the preparation and administration of the Police budget. Evaluate department needs to include equipment, uniforms, fleet, and space needs. Coordinate and maintain records of distribution of police equipment to personnel. Be familiar with University purchasing procedures and forms and serve as the point of contact for vendors.

Maintain the payroll records of all police officers and other public safety personnel as assigned. Approve leave requests and be accountable for the staffing of assigned shifts. Assign overtime as required.

Handle the billing and payment of all members of the Department of Public Safety relative to Special Detail work.

Responsible for requests for maintenance of the police facility and overall management of the facility. Assist with planning for upgrades to police facilities.

Responsible for evidence and property control and policies and procedures relative to police evidence as one of the department's evidence officers.

OTHER DUTIES AND RESPONSIBILITIES:

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

Maintain liaison with University, municipal, state and federal law enforcement officials.

Perform shift supervisor duties when necessary. May be required to supervise other units within the Department of Public Safety.

Qualify annually with department-issued firearms. Maintain all issued equipment and weapons, including firearms, in a state of operational readiness.

Appear in court to provide testimony and prosecution when required.

Serve on university committees as required by the Chief of Police.

Oversee the background investigations of potential employees when requested.

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 department standards on the 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 in criminal justice, police science, or other related curriculum; minimum of ten years of law enforcement experience, including three years of senior-level 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; demonstrated strong interpersonal and verbal communication skills; demonstrated proficiency in written communication skills; ability to work evening and weekend hours; demonstrated ability to work within a diverse community; possession of, and maintenance of, a valid driver's license and CPR certificate. Must 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 testing. Must pass a national criminal background check.

PREFERRED: Master's degree; Minimum three years of supervisory experience at the level of lieutenant or higher; Minimum five years of experience in an educational campus law enforcement environment; 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; and, Demonstrated record of positive public and community relations.

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