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UNIVERSITY OF RHODE ISLAND
Position Description

TITLE: University Police Corporal
DIVISION: Administration & Finance (Department of Public Safety)
REPORTS TO: University Police Sergeant or Higher Ranking Official
GRADE: 11
SUPERVISES: University Police Officers/Lesser Ranking Public Safety Personnel

BASIC FUNCTION:

In the absence of a University Police Sergeant, Lieutenant or other shift supervisor, provide supervision to University 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:

In the absence of a shift supervisor, supervise Police Officers and lesser ranking public safety personnel on an assigned shift and/or police unit. While serving in this capacity, responsibilities will include, but not be limited to, recording attendance, assigning daily work duties, filling shift vacancies, responding to requests for an officer in charge, and making notifications to superior officers and other University officials when necessary.

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.

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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.

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.

Patrol campus in motor vehicles or using bicycles, and/or on foot, in order to deter and detect criminal or unsafe activity.

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Inspect campus buildings and property to guard against theft, damage, defacement, destruction, or fire.

Investigate all alarms and suspicious persons to ensure the safety of the campus community.

Conduct investigations and prepare detailed written and verbal reports on a variety of incidents including, but not limited to, criminal offenses, domestic violence, missing persons, personal injuries, and traffic accidents. Gather information by interviewing and obtaining statements from witnesses, victims, suspects and cooperating individuals.

Respond to and investigate reports of fire, disturbances, and other emergencies in a prompt manner.

Operate the Department's communication equipment and communications center; answer telephone inquiries; receive reports of criminal activity; dispatch foot and mobile units; operate paging system; monitor alarm systems; prepare and distribute reports.

Communicate clearly and effectively over law enforcement radio channels when initiating and responding to radio communications and while operating a vehicle.

Operate law enforcement support equipment to include, but not be limited to, telephones, typewriters, fixed and portable radios, and computers, including mobile data terminals and cameras.

Maintain and operate all Department vehicles in accordance with Department policy, including inspecting vehicles for damage, contraband, or mechanical defects at the start and completion of the shift.

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

Be familiar with all areas of campus. This will include knowledge of the roads, buildings, residential halls, Greek houses and other specialty housing.

Maintain orderly control of large crowds and enforce safety regulations at special events.

Identify and report public safety hazards within the campus.

Mediate disputes, defuse situations, and reach a satisfactory resolution between emotionally upset and often irrational persons involved in disputes, drunkenness or under the influence of narcotics, or those involved in situations in which a heightened emotional state may impair judgment.

Recognize and effectively engage with individuals who may be suffering from a permanent or temporary mental disorder.

Exercise independent judgment in determining when there is reasonable suspicion to detain, when probable cause exists to search and arrest,

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and when force may be used and to what degree, consistent with Department policy and applicable laws.

Interact with members of the University community and students in particular, engaging in community policing. This will include close interaction with student interns, and attendance and participation in University events designed to foster the relationship between the police and other members of the University community.

Recognizing the ever-changing nature of police work, officers will be required to attend periodic advanced training. This will include subjects such as non-violent conflict resolution, domestic violence and sexual assault investigations, cultural sensitivity and tactics in recognizing and responding to those with mental health issues. This will be achieved through a combination of in-service training and outside seminars. Receive mandatory annual training on issues of hazardous materials and bloodborne pathogens.

Arrest persons with or without a warrant, as permitted by law, for violations of state or federal statutes or local ordinances occurring on or adjacent to University property, and process those arrested in compliance with law and Department policy; and arrest those wanted by other law enforcement agencies. Ensure that all such arrests are properly documented in an official police report.

Preserve crime scenes in accordance with Department policy. Detect and collect evidence and substances that provide the basis of criminal offenses and infractions. Seize, transport, photography, and inventory evidence and property taken into custody and ensure the proper securing of evidence and property seized.

Assist in rendering safety-related services to the University community, including participating in the presentation of programs related to law enforcement and safety education. Effectively communicate with individuals by providing assistance, information, and directions.

Enforce University parking regulations and State traffic laws; issue related citations when appropriate, and perform traffic control duties, including traffic direction, use of radar or laser equipment for speed detection, and investigation of motor vehicle crashes.

Patrol parking areas to protect against vehicle theft and vandalism, and to enhance pedestrian safety.

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.

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Qualify annually with department-issued firearms.

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 and at other hearings, including University judicial hearings, 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.

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QUALIFICATIONS:

REQUIRED: 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 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: Associates degree; three years of experience in an educational campus law enforcement environment; and, demonstrated considerable knowledge of Rhode Island Council on Postsecondary Education and University rules and regulations, including those in the Student Handbook.

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