

Job Code:....100594-2018
Position #: (NUNC) (E)....
Developed by:JVW; CLV SB
Reviewed by:..SG; SB; LK
Approved by:.....LK
Date:7/08;7/12;7/14;2018

UNIVERSITY OF RHODE ISLAND
Position Description

TITLE: Director of Public Safety & Chief of Police
DIVISION: Administration & Finance (Public Safety)
REPORTS TO: Vice President, Administration & Finance
GRADE: 17
SUPERVISES: Professional, non-classified, technical and other support employees, regular, volunteer or student, assigned as Public Safety personnel

BASIC FUNCTION:

Plan, organize, direct, evaluate, and oversee all programs, budgetary needs, and personnel involved in the delivery of Public Safety Services on all University campuses, facilities and properties. Direct administrative oversight of life safety and response services, including, but not limited to: communications and records, parking services, physical security technology, police services, security services, fire and life safety, environmental health and safety, and emergency management.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

As the chief executive officer of the University's Department of Public Safety, the Director is responsible for the planning, organizing, budgeting and management of all public safety divisions operating at all campus and satellite locations.

Develop, implement, manage and monitor adherence to related University policies. Ensure effective and efficient coordination between all Public Safety divisions to enhance delivery of service to the campus community.

Oversee and establish plans to continually assess and evaluate the University's condition and preparedness for all needs related to the protection of life and property. Implement and oversee the development of programs resulting from these assessments.

Will be expected to fill Command and General Staff roles consistent with the Incident Command System component of the National Incident Management System, including during a prolonged incident after the initial response or as part of the initial response as per departmental procedures. Roles include, but are not limited to, Section Chiefs (Operations, Logistics, Planning, and Finance & Administration) or Deputy Chiefs, Division Supervisors (geographically defined area of responsibility), or Group Supervisors (functionally defined areas).

Serve in the role of Incident Commander or Unified Command when coordinating an

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incident that encompasses the responsibility of more than one entity, or, at her or his discretion, designate an individual who possesses the knowledge, skills and ability to fulfill that role.

At her/his discretion, appoint a liaison to the Executive Policy Group, or fulfill the role herself/himself.

Develop, implement, manage and monitor adherence to recognized standards for university community preparedness, security and safety.

Develop, manage, direct, and approve effective practices to achieve public safety objectives.

Work with the Assistant Director, Emergency Management and the campus community to maximize emergency preparedness on all campuses of the University. Develop professional relationships with internal and external stakeholders to accomplish the goals of emergency preparedness and response.

Coordinate public safety oversight of all major events held on the campuses of the University.

Advise and support the Vice President of Administration & Finance and the Senior Leadership Team on all matters of public safety and emergency management.

Evaluate and interpret current State and Federal laws, regulations and directives and Board of Governors/University policies. Develop and lead strategies to ensure compliance.

Ensure that all criminal, investigatory and enforcement practices are fair and equitable for all members of the diverse population. Interact and/or work effectively and regularly in concert with University staff, students, parents, governing board, State and Local agencies and officials, local residents and the general public.

Maintain the highest level of professionalism for the entire Public Safety Department through policy, training, selection and evaluation of divisions and personnel.

Administer and coordinate fiscal planning management for all public safety divisions.

Serve on University committee.

Professionally represent the University and/or the Public Safety Department through presentations, lectures and other events locally, regionally, and nationally.

Act as a Campus Security Authority (CSA) to ensure compliance with the Jeanne Clery Disclosure of Campus Security and Crime Statistics Act.

OTHER DUTIES AND RESPONSIBILITIES:

Serve as spokesperson for the Department of Public Safety.

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Act as liaison with the National and Rhode Island law enforcement community.

Act as liaison with the National & Rhode Island educational security community.

Act as liaison with the National and Rhode Island Fire Safety community.

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

Qualify annually with Department-issued firearms.

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

Perform other duties as assigned.

LICENSES, TOOLS AND EQUIPMENT:

Personal computers, printers; word processing, database management and spreadsheet software. Valid driver's license and CPR certificate; department-issued materials, communications equipment, records management software, mobile data terminals, firearms and weapons, restraining devices and defensive equipment. Must be accessible at all times and must carry a University-approved telephone or other communication device.

ENVIRONMENTAL CONDITIONS:

Work includes indoor and outdoor environment and adverse weather conditions; may be involved in potentially dangerous situations, including contact with volatile individuals and materials during emergency response.

QUALIFICATIONS:

REQUIRED: Master's degree; demonstrated experience of ten years or more in a public safety management position; demonstrated budgetary and managerial responsibility and experience in a minimum of three of the following areas: sworn law enforcement, parking and information services, non-sworn security operations, fire safety, emergency medical services, emergency management, environmental health, industrial hygiene, communications and records, physical security systems (alarms, access, and video), campus transportation systems, and a unionized work force environment; successful completion of a police training curriculum approved by the RI Police Officers' Commission on Standards and Training prior to hire; demonstrated working knowledge of relevant Federal, State and local laws, regulations, codes and guidelines; demonstrated strong management skills; demonstrated ability to effectively communicate with a diverse community at all levels, orally and in writing; demonstrated ability to organize, coordinate, and supervise all functions and staff to meet the objectives of the University and the Department; demonstrated ability to interpret institutional policies, rules, plans and objectives and to communicate the interpretations to others; demonstrated ability to routinely develop, analyze, present and convey detailed and complex studies and reports, and to develop recommendations concerning the substance of the reports and studies; ability to be called back at anytime regardless of hour, weekend or holiday; possession of and maintenance of a valid driver's license and CPR certificate.

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Must complete all official departmental firearms training upon appointment. Must be physically qualified to perform assigned duties as evidenced by a physician's certificate showing freedom from physical disabilities and from defects of hearing and vision. 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 in a relevant field, such as Administration, Criminal Justice, Law Enforcement, Sociology, or Education; five or more years of public safety management experience in a comparable academic, university or educational setting.

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