

Job Code:....100636
Position:(NUNC) (E)
Developed by:..SB
Reviewed by:..DLJ
Approved by:..AMC
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UNIVERSITY OF RHODE ISLAND
Position Description

TITLE: Administrative University Police Captain
DIVISION: Administration and Finance (Department of Public Safety)
REPORTS TO: University Police Major
GRADE: 13
SUPERVISES: University Police Lieutenants/Lesser Ranking Public Safety Personnel

BASIC FUNCTION:

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

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Under general supervision, be responsible for the department. Plan, organize, direct and coordinate community policing and services at all major events that are held at the University campuses requiring law enforcement. Assume command of police activities at any major event, deploying officers and equipment for maximum results. Maintain logs and reports of all such major events.

Command the Office of Administration and Professional Standards and Compliance. Directly supervise and direct all administrative matters to include Facilities, Fleet, Capital Improvement, Telecommunications, RILETS, Records Management System, Crime Analysis, Field Technology, Vendor Management, Juvenile Report, Annual Security Report and Clery requirements.

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.

Review all reports and recommend strategies to address crimes and quality of life issues or other public safety concerns.

Ensure compliance with law enforcement accreditation standards.

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

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. 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.)

Assist with efforts to promote community policing and public safety awareness. Ensure public safety awareness of new employees.

Assist in developing appropriate law enforcement methods for normal and emergency situations.

Prepare and submit budget requests and assist in the administration of the Police budget. Evaluate staffing, equipment and space needs in order to prepare budget requests. Prepare budget estimates for police equipment, uniforms and vehicles. 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.

Assist in developing policies and procedures.

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 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 control and policies and procedures relative to police evidence as one of the departmental 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 Major or Director.

Begin initial investigation and make recommendations to the Major in the event of violations of departmental rules and regulations. Conduct internal affairs investigations as requested by the Major or Director.

Oversee the background investigations of potential employees when requested.

Observe the performance of probationary employees and submit a report to the Major or Director, recommending or not recommending permanent status.

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, preferably in criminal justice, police science or a related field; Minimum of five years of supervisory experience in a law enforcement environment; Demonstrated successful completion of a police training curriculum approved by the Rhode Island Police Officers' Commission on Standards and Training; Demonstrated strong verbal and interpersonal communication skills; Demonstrated strong written communication skills; Demonstrated ability to work evening and weekend hours; Demonstrated ability to work with diverse groups/populations; Demonstrated knowledge of police and security practices and procedures; Demonstrated knowledge of state and federal laws, statutes, regulations and Supreme Court decisions; Demonstrated knowledge of criminal law and courtroom procedures; Demonstrated knowledge of traffic control practices and procedures; Demonstrated knowledge of training practices and procedures; Demonstrated 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;

Demonstrated record of positive public and community relations; Must have and maintain a valid driver's license and current CPR certificate; Must successfully complete all official departmental firearms training upon appointment; Must satisfactorily pass a formal review process, which may include agility, psychological and/or competency tests; Must pass a national criminal background check; and, Must be physically qualified to perform assigned duties, as evidenced by a physician's certificate.

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

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