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UNIVERSITY OF RHODE ISLAND
Position Description

TITLE: University Police Officer II

DMSION: Administration & Finance (Department of Public Safety)

REPORTS TO: University Police Corporal or Higher Ranking Police Officials

GRADE: 10

SUPERVISES: Lesser Ranking Officers/Public Safety Personnel, civilians as assigned

BASIC FUNCTION:

Provide supervision to University Police Officer I and assigned lesser ranking public safety personnel. With a high degree of professionalism, promote public safety, enforce laws and Rhode Island Council on Postsecondary 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.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

In the absence of a shift supervisor, the senior University Police Officer II will assume those duties for the current shift. While serving in this capacity, responsibilities will include, but not be limited to, recording attendance, filling shift vacancies, responding to requests for an officer in charge, and making notifications to superior officers and other University officials when necessary.

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

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 roads, buildings, residence 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, 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 blood-borne 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 who are 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, photograph, 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 where 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 apprehension of suspects walking, running, bicycling, operating motorized equipment and vehicles, and positioning and maintaining traffic barricades.

OTHER DUTIES AND RESPONSIBILITIES:

Coordinate efforts with other Department personnel and, where necessary, with University employees to ensure that teamwork leads to the successful attainment of police and public safety short- and long-term goals.

Cooperate with other federal, state, and local law enforcement agencies in the enforcement of laws and regulations.

Promptly serve or deliver warrants, summonses, and other official papers and documents.

Conduct surveillance for extended periods of time, when necessary.

Render basic first aid.

Appear in court and at other hearings, including University judicial hearings, to provide testimony, completing reports in advance of said appearances.

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 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.

QUALIFICATIONS:

REQUIRED: Successful completion of a comprehensive police training curriculum approved by the Rhode Island Police Officers' Commission on Standards and Training prior to hire; Demonstrated law enforcement experience such as gained through one year of employment with a campus, municipal, OR state police force or other governmental enforcement organization, or two years of policing-related military experience; Demonstrated recent (within the last three years) experience working in a law enforcement capacity; Demonstrated strong interpersonal and verbal communication skills; Demonstrated proficiency in written communication skills; Demonstrated ability to work with diverse groups/populations; Must have and maintain a valid driver's license and CPR certificate. 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 and must also pass a national criminal background check.

PREFERRED: Associate's degree, preferably in police science or other related curriculum; and, demonstrated working knowledge of the Rhode Island Council on Postsecondary Education and the University of Rhode Island institutional regulations.

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