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Developed by: JVV; MJ; SB
Reviewed by:.....SG; DLJ
Approved by:.....LK
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UNIVERSITY OF RHODE ISLAND

Position Description

TITLE: University Police Lieutenant
DIVISION: Administration & Finance (Department of Public Safety)
REPORTS TO: Police Captain or Higher Ranking Official
GRADE: 12
SUPERVISES: Sergeant, University Police/Lesser Ranking Public Safety Personnel

BASIC FUNCTION:

Provide supervision to University Police Sergeant(s) and lesser ranking public safety personnel for multiple shifts. With a high degree of professionalism: promote public safety; enforce laws and Board of Education and University of Rhode Island regulations; affect 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; and protect life and property. Responsible for the review of all police and security activity, ensuring that proper community-oriented policing problem-solving techniques are being utilized. Responsible for the coordination and oversight of follow-up investigations and for ensuring the proper and economical use of police manpower. In the absence of an on-duty sergeant, responsible for the police officers on a shift. Respond to major incidents and provide guidance to supervisory and patrol personnel. Coordinate the exchange of information with other law enforcement agencies and with institutional partners. Be available for 24-hour callback as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Oversee operations pertaining to criminal investigations, patrol, traffic, dispatch and records by planning, organizing, scheduling and assigning daily work tasks or area assignments, as appropriate, for the police and security division unit. Provide support to other public safety divisions as needed.

Work with members of the Department and the University community to define and implement problem-solving techniques related to patrol operations.

Answer technical questions about the work and instruct in special techniques. Review work for technical accuracy and conformance with law and established policies and procedures.

Oversee the training function; identify and provide training in response to community and departmental needs and concerns; appraise individual performance and provide guidance on improvement.

Supervise the recruitment, training and scheduling of shift and/or division personnel to ensure that necessary police functions of the department are carried out in compliance with established policies and procedures. Approve leave requests and be accountable for the staffing of assigned shifts.

Responsible for the inspection of uniforms and the appearance of staff and patrol officers, ensuring adherence to the code of professional standards.

University Police Lieutenant (PTAA – 100934-2019)
Page 2 of 4

Begin initial investigation and make recommendations to the Major in the event of violations of departmental rules and regulations.

Make recommendations for commendations for all personnel.

Assist with budget development in the areas of equipment, personnel and training funds. Be familiar with University purchasing procedures and forms and serve as the point of contact for vendors.

Assume command of police activities at any major event, deploying officers and equipment for maximum results.

Assume command of police officers on a shift in the absence of a sergeant.

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 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).

Supervise the planning and organizing of law enforcement activities surrounding special events involving large crowds; ensure proper and adequate police and security coverage.

Develop and maintain records and prepare reports to provide adequate tracking of operations. Records include but are not limited to, those on field activities, results of special investigations, staff personnel files, and monthly activity reports.

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

Oversee/assist with court appearances when testimony and prosecution are required.

Ensure compliance with law enforcement accreditation standards.

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

Organize and assign duties to ensure the successful completion of tasks.

Assign overtime and detail officers as required.

OTHER DUTIES AND RESPONSIBILITIES:

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

Act as liaison officer between University, municipal, state and federal law enforcement agencies.

Appear in court to provide testimony and prosecution when required.

Serve on University committees as required by the Major or Director.

University Police Lieutenant (PTAA – 100934-2019)
Page 3 of 4

Oversee personnel assigned to follow-up investigations of crimes. Provide supervision to investigators regarding criminal charges and interpretation of University and Board of Education rules.

Conduct internal affairs investigations as requested by the Major or Director.

Oversee the background investigations of potential public safety employees when requested.

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

Oversee the Records Retention Policy for the University Police Department. Ensure the department complies with the Access to Public Records Act. Dispense reports to the appropriate University partners and comply with FERPA.

Oversee narcotics investigations, particularly when they include the sale and distribution of illegal drugs. Apply for search warrants when there is sufficient probable cause. Apply for asset forfeiture through the Attorney General's Office. Conduct undercover operations with the use of informants and undercover officers.

Work with the Coordinator of Community Outreach and Education to ensure participation of police officers in community policing efforts. Research, plan, develop and recommend crime prevention and community policing strategies and programs. Participate in the research and development of goals, objectives and policies.

Evaluate performance and participate in selection of personnel. Act as the Departmental Liaison Officer with the Rhode Island Municipal Police Training Academy.

Directly supervise the department's Communications division when requested. Schedule civilian dispatchers for 24/7 coverage. Ensure that all dispatchers use proper radio procedures.

Responsible for the NCIC/RILETS Quality Control and assigned the duties of the Department's Terminal Access Coordinator (TAC).

Responsible for tracking juvenile detention data and reporting same to the appropriate state agency.

Coordinate the Field Training and Evaluation Program when requested.

Act as a Campus Security Authority. Compile crime statistics from internal partners and other police and fire departments with jurisdiction on or adjacent to the University's campuses in order to compile the annual crime statistics and fire safety report, also known as the Clery Report.

Act as the Evidence Officer for the department. Ensure that evidence is properly identified and stored, and ensure its proper disposal when appropriate. Have overall responsibility for the Temporary Evidence Room and Permanent Evidence Room.

May be assigned to supervise overall police and security operations at one or more of the satellite campuses or buildings.

May be required to oversee the upkeep of police equipment, buildings and grounds.

Perform other related duties and services as required.

LICENSES, TOOLS AND EQUIPMENT:

Valid driver's license and CPR certificate; various department-issued materials; communications equipment; records management software; mobile data terminals; firearms; weapons, restraining devices and defensive equipment. Must meet and maintain department standards on use of issued equipment.

ENVIRONMENTAL CONDITIONS:

Essential and secondary duties may require maintaining physical condition necessary for apprehension of suspects, including 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; Minimum of five years of law enforcement experience; Minimum of three 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 prior to hire; Demonstrated strong interpersonal and verbal communication skills; Demonstrated proficiency in written communication skills; Demonstrated ability to work evening and weekend hours; Demonstrated ability to work with diverse groups/populations; Demonstrated knowledge of relevant state and federal laws, Supreme Court decisions, statutes and regulations; Demonstrated knowledge of criminal law and courtroom procedures; and, 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 will include a formal interview process and may include psychological and/or competency tests. Must pass a national criminal background check. Must be physically qualified to perform assigned duties, as evidenced by a physician's certificate.

PREFERRED: Bachelor's degree in criminal justice, police science or a related field; Minimum of three years of supervisory experience at the level of sergeant or higher; Minimum of four years of experience in an educational campus law enforcement environment; Demonstrated ability to analyze emergency situations and develop effective courses of action; Demonstrated ability to utilize police records management software; Demonstrated knowledge of Board of Education and University rules and regulations, including those in the Student Handbook; and, Demonstrated ability to establish and maintain effective working relationships with other law enforcement agencies, other University departments, fellow employees, students, faculty and staff.

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