

Job Code: 100962-2019
Position #: (PTAA).. (NE)
Developed by:.. JVW; SB
Reviewed by: ..SG; DLJ
Approved by:.....LK
Date: 02/04; 06/08;
06/14; 11/17; 05/19

UNIVERSITY OF RHODE ISLAND
Position Description

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

BASIC FUNCTION:

Provide supervision to 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 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. 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:

Supervise Police Officers and lesser ranking public safety personnel on an assigned shift and/or police unit. Assign daily work duties.

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.

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.

University Police Sergeant (PTAA - 100962-2019)

Page 2 of 4

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.

Ensure that all evidence is properly preserved and documented.

Ensure that all witnesses are identified.

Ensure that probable cause exists to conduct searches.

Ensure that probable cause exists to make arrests.

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.

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:

University Police Sergeant (PTAA - 100962-2019)

Page 3 of 4

As required, perform Police Officer duties by patrolling the University premises, enforcing federal, state and local laws and ordinances, and Rhode Island Council on Postsecondary Education and University regulations.

Qualify annually with department-issued firearms.

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

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 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, and 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.

Act as a Campus Security Authority per the Clery Act.

Perform other related duties and services as required.

LICENSES, TOOLS AND EQUIPMENT:

Valid driver's license and CPR certificate. State's Police Officer Commission on Standards and Training certificate. 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:

University Police Sergeant (PTAA - 100962-2019)
Page 4 of 4

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. Essential and secondary duties may 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.

QUALIFICATIONS:

REQUIRED: Associate's degree; Successful completion of a 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 a minimum of three years of employment with a municipal or state police force, or other governmental enforcement organization; 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 within a diverse community; 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 will include a formal interview process and may include psychological and/or competency tests. Must pass a national criminal background check.

PREFERRED: Associate's degree in police science or other related curriculum, or Bachelor's degree or higher; Demonstrated supervisory experience; and, Minimum of three years of experience in an educational campus law enforcement environment.

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