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Developed by:.....JVM; SB
Reviewed by:.....SG
Approved by:.....LK
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UNIVERSITY OF RHODE ISLAND
Position Description

TITLE: University Police Major
DIVISION: Public Safety Organization
REPORTS TO: Director of Public Safety
GRADE: 14
SUPERVISES: University Police Captain/Lesser Ranking Public Safety Personnel

BASIC FUNCTION:

Provide supervision to University Police Captain(s) and lesser ranking public safety personnel. With a high degree of professionalism, promote public safety, enforce laws and 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.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Assist the Director of Public Safety in the administration of the department by planning, organizing, directing and coordinating community policing and services and all law enforcement activities and operations of the Police and Security Divisions.

Assist the other divisions of Public Safety as needed.

Plan, administer and carry out a continuing program with students, faculty, staff and residents of the surrounding area to promote public safety and improve community relations.

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

Administer the development of staffing plans; study various reports to determine trends and make recommendations for improvements in organization and operating procedures.

Assist in the preparation and presentation of community policing activities to members of the University and local community.

Determine fiscal requirements and prepare budgetary recommendations; monitor, verify and reconcile expenditure of budgeted funds.

Oversee court appearances when testimony and prosecution are 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.

Assume full responsibility for the operation of the Department of Public Safety in the absence of the Director and the Assistant Director.

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, restraining devices, firearms, weapons, 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 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 in criminal justice, police science, or other related curriculum; minimum of ten years of law enforcement experience, including three years of senior-level experience in a law enforcement environment; successful completion of a police training curriculum approved by the RI Police Officers' Commission on Standards and Training prior to hire; demonstrated excellent interpersonal skills and verbal and written communication skills; ability to work evening and weekend hours; demonstrated ability to work within a diverse community; possession of, and maintenance of, a valid driver's license and CPR certificate. 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 degree in Criminal Justice Administration, Police Science, or other related curriculum; five years of supervisory experience at the level of captain or higher; five years of experience in an educational campus law enforcement environment.

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