

Job Code:.....101355  
Position #: (PTAA)... (NE)  
Developed by:..... SA  
Reviewed by:....LK, DLJ  
Approved by:..... LK  
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**UNIVERSITY OF RHODE ISLAND**  
**Position Description**

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

**BASIC FUNCTION:**

Conduct investigations for statutory violations, applicant background checks, internal investigations or special investigations assigned by higher authority. Investigate matters of crime to include serious misdemeanors, felonies, crimes that are usually investigated by a particular non-uniform sworn personnel and all other incidents that are deemed to need follow up by a supervisor. Respond and provide guidance to supervisory and patrol personnel at the University of Rhode Island campuses in matters of investigating serious University policy violations, serious misdemeanors, felonies and criminal investigatory matters. 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. 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:**

Investigate matters of serious and major criminal (serious misdemeanors and felonies) investigations in order to identify the person(s) responsible for criminal acts.

Utilize knowledge of relevant department policies and procedures, knowledge of relevant state and federal statues, regulations and court decisions, and, knowledge of police practices and investigative procedures.

Investigate promptly and diligently all crimes assigned utilizing all available resources. Upon assignment of cases, immediately interview all complainants, witnesses, victims and suspects.

In cases where additional expertise is required, investigate accidents/criminal 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 to include crime scene photography, sketch mapping and video recording.

Ensure that all evidence is properly preserved and documented to include evidence identification, recovery and storage.

Ensure that all evidence is properly packaged and documented and transport evidence to the proper lab facility to be processed in a timely manner.

Prepare arrest warrants and search warrants when appropriate.

Work closely with patrol officers and establish working relationships with the Attorney General's Office and other law enforcement agencies.

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.

Submit written activity reports regarding assigned cases to supervisor and periodically contact victims, complainants and witnesses to apprise them of the status of the investigation.

Testify in court hearings to include both civil and criminal matters and assist in the preparation of cases for Court as needed. Work closely with the Prosecution Office during different stages of criminal investigations and testimony.

Assist the evidence/property commander with control of all evidence/property and the temporary and permanent evidence storage areas.

When necessary, perform surveillance, undercover operations, narcotics operations and wiretap activities.

Utilize crime data and statistical information and other databases such as AFIS, BCI, Triple I to develop leads in solving criminal investigations.

Conduct public educational programs, as needed, aimed at the reduction of specific crime problems. Utilize relevant safety education topics to strengthen communications between the department and community members.

**OTHER DUTIES AND RESPONSIBILITIES:**

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. Must be skilled in the use of department-issued materials, communications equipment, records management software, mobile data terminal, firearms and weapons and interview room audio and video equipment. Must meet and maintain departmental 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. 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:** Demonstrated 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 in investigating serious and major criminal investigations; Minimum of one year of employment as a University Police Officer II; Demonstrated ability to work evening and weekend hours; Demonstrated ability to obtain information through interview and interrogation; Demonstrated strong interpersonal and verbal communication skills; Demonstrated proficiency in written communication skills; and, Demonstrated ability to work with diverse groups/populations. Must have and maintain a valid driver's license and CPR certificate. Must have attended BCI School or have demonstrated training related to advanced criminal investigations and crime scene processing. Must satisfactorily pass a formal review process.

**PREFERRED:** Associate's degree; Minimum three years of experience in an educational campus law enforcement environment; Demonstrated experience in interview and interrogation training; Demonstrated ability to utilize police records management software; and, Demonstrated ability to establish and maintain effective working relationships with other law enforcement agencies.

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