

**CLASS TITLE: CAPITOL POLICE OFFICER-LIEUTENANT**

**Class Code: 02187600**  
**Pay Grade: 26A**  
**EO Code: B**

**CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES:** To assist the Chief, Capitol Police in coordinating and supervising the operations of the capitol police program by planning, organizing and supervising capitol police personnel engaged in police and protection activities of the State Capitol and annexes, properties contained therein, and the adjacent state buildings, grounds and premises against the ordinary hazards of trespass, theft, fire and damage and to participate in such police and protection activities; to make arrests in accordance with provisions of the law; and to do related work as required.

**SUPERVISION RECEIVED:** Works under the general supervision of the Chief, Capitol Police from whom assignments are received with considerable latitude for the exercise of independent judgment and initiative; work is reviewed through written and oral reports for conformance to laws, regulations and policies.

**SUPERVISION EXERCISED:** Plans, supervises and reviews the work capitol police personnel.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

To assist the Chief, Capitol Police in coordinating and supervising the operations of the capitol police program by planning, organizing and supervising capitol police personnel engaged in police and protection activities of the State Capitol and annexes, properties contained therein, and the adjacent state buildings, grounds and premises against the ordinary hazards of trespass, theft, fire and damage and to participate in such police and protection activities.

To make arrests in accordance with provisions of the law.

At the time of a heightened alert level under the Homeland Security procedures, to coordinate and maintain building security and perform patrol duties; to gather background information and provide threat assessments regarding high risk locations, safety of persons or property, and/or biological or physical threats.

To assess enforcement, protection and security needs of state buildings, grounds and premises and make recommendations to the Chief, Capitol Police.

To provide for 24-hour coverage of security functions and to allocate subordinate officers for patrol or investigative area duty assignments.

To assist in staff training programs.

May conduct confidential investigations and handle cases involving more serious or sensitive incidents.

To effectively deal with state officials, representatives, groups and the general public in the enforcement of security policies and procedures.

To review and summarize the reports of subordinates and to take appropriate actions based on these reports.

To prepare activity reports and other documents relating to the capitol police operation and function.

To assist in coordinating the unit's efforts with other law enforcement agencies.

May respond to emergency situations and provide CPR or first aid to injured parties.

In the absence of the Chief, to supervise and administer the capitol police program.

To do related work as required.

## **REQUIRED QUALIFICATIONS FOR APPOINTMENT:**

**KNOWLEDGES, SKILL, AND CAPACITIES:** A thorough knowledge of law enforcement operations, police administration, police and security practices and investigative techniques, procedures and activities; a thorough knowledge of relevant state and federal laws, statutes and regulations; a working knowledge of security systems and procedures; a working knowledge of administrative functions including personnel matters and the ability to compile records, rules and regulations regarding a security operation; the ability to analyze emergency situations and develop effective courses of action; the ability to supervise and review the work of subordinate officers; the ability to prepare work schedules and clear and concise reports and recommendations; and related capacities and abilities.

## **EDUCATION AND EXPERIENCE:**

Education: Such as may have been gained through: graduation from a senior high school;

Experience: Such as may have been gained through: considerable employment in a supervisory or shift commander capacity in an organized law enforcement agency in a state, city or town police department or within state service.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

**SPECIAL REQUIREMENTS:** Prior to appointment must have satisfactorily completed the Rhode Island Municipal Police Training Academy curriculum or a comparable program offered by state or municipal police departments. Conditions to be met for appointment: (1) must be physically qualified to perform assigned duties as evidenced by a physician's certificate; (2) must be a constable with power of arrest within the jurisdiction where employed; (3) must submit to a full background criminal investigation (BCI); (4) must have been evaluated and tested by a certified psychologist, and receive a satisfactory rating in writing; (5) must meet the State of Rhode Island qualification requirements to carry weapons used in the performance of duty, and must maintain such qualification requirements as a condition of employment; and (6) must possess and maintain a valid Rhode Island Operator's Driving License.

Class Revised: October 2, 2005