

CLASS TITLE: CAPITOL POLICE OFFICER-SERGEANT

Class Code: 02187300
Pay Grade: 23A
EO Code: C

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To assist a Lieutenant in supervising the protective services operations on an assigned shift at 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; to participate in law enforcement activities on an assigned shift by providing for the security and protection of lives and/or property through the enforcement of state statutes and regulations; and to do related work as required.

SUPERVISION RECEIVED: Works under the general supervision of a Capitol Police – Lieutenant or official of higher rank from whom assignments and instructions are received with latitude for the exercise of independent judgment and initiative; work is reviewed for conformance to laws, departmental rules and regulations.

SUPERVISION EXERCISED: Supervises and reviews the work of Capitol Police Officers and support staff assigned.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To assist a Lieutenant in supervising the protective services operations on an assigned shift at 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.

To participate in law enforcement activities on an assigned shift by providing for the security and protection of lives and/or property through the enforcement of state statutes and regulations.

To regularly police and patrol the State Capitol, annexes, adjacent state buildings and grounds in order to prevent fire, theft and damage or defacement of premises, prevent trespassing, loitering and tampering in and around the premises and protect occupants of buildings from outside annoyances and interference by solicitors, peddlers and other unauthorized persons.

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

To preserve peace and order, making arrests when necessary.

To investigate and report on accidents occurring on the premises.

To answer questions asked by the public and give desired information as to the location of state offices and personnel.

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

To note whether entrances and windows are fastened when they should be.

To direct traffic and to control parking in and around the premises.

To stay on duty, when so ordered, until relieved, and to pass on any special instructions or pertinent information to relief.

To cooperate with local police in the enforcement of laws and regulations lying within a common jurisdiction.

To prepare accurate reports of activities and conditions.

To maintain duty rosters, time sheets, etc.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of law enforcement operations, procedures and activities; a working knowledge of relevant state and federal laws, statutes and regulations; a working knowledge of security systems and procedures; a working knowledge of traffic control practices and procedures; a working knowledge of administrative functions including personnel matters and the ability to compile records, rules and regulations regarding a security operations; a familiarity with training practices and procedures; the ability to supervise subordinate officers; the ability to analyze emergency situations and develop effective courses of action the ability to prepare 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; and

Experience: Such as may have been gained through: considerable employment as a Capitol Police Officer or a position equivalent in kind and level in an organized law enforcement agency such as a state, city or town police force.

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