

CLASS TITLE: CAPITOL POLICE OFFICER

Class Code: 02187200
Pay Grade: 24A
EO Code: D

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To protect and provide police services and general security at the State Capitol, annexes, properties contained therein, and adjacent state buildings, grounds, premises and designated state properties against the ordinary hazards of trespass, theft, fire and damage; to maintain order on the premises; to provide for the safety, security, and protection of the public, employees and property; and to do related work as required.

SUPERVISION RECEIVED: Works under the supervision of a superior Rhode Island Capitol Police officer from whom assignments and instructions are received in detail or outline form; work may be reviewed during shift assignments and upon shift completion for efficiency and methods of performance.

SUPERVISION EXERCISED: Usually none.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To protect and provide police services and general security at the state capitol, annexes, properties contained therein, and adjacent state buildings, grounds, premises and designated state properties against the ordinary hazards of trespass, theft, fire and damage.

To maintain order on the premises.

To provide for the safety, security, and protection of the public, employees and property.

To regularly patrol the State Capitol, annexes, adjacent state buildings and grounds to detect and prevent fire, theft, vandalism and/or defacement of property.

To preserve peace, order and make arrests when necessary.

To prevent trespassing, loitering, and other public nuisances, such as soliciting and peddling in and on state properties.

To provide an effective building security program that maintains the physical security of the State Capitol and other state facilities.

To coordinate the evacuation of state officers, state personnel and the public from state buildings when necessary.

To provide entrance security and operate security equipment at designated state buildings and areas, ensure physical security, and restrict access of unauthorized persons.

To keep the occupants of state buildings free from outside annoyances and interference by solicitors, peddlers, and other unauthorized persons.

To assist in developing and maintaining building security procedures.

To perform patrol duties in accordance with a designated homeland security threat mitigation posture during times of elevated threat levels or when otherwise directed.

To assist in developing, implementing, monitoring, and controlling evacuation procedures at state buildings during times of fire, bomb threats, or other natural and man-made crises.

To maintain order and provide crowd control at various events and activities occurring on state properties.

To gather intelligence and conduct tactical threat assessments of state buildings, to enhance security of the same and protect occupants from all threats.

To investigate and report accidents occurring in state buildings and on state grounds.

To interact with the public and provide information pertaining to the location of state offices and personnel.

To respond to emergency situations and provide CPR and/or first aid to injured persons.

To check the physical security of buildings and ensure that entrances and windows are secured.

To direct motor vehicle and pedestrian traffic on state properties and monitor and control parking in and around the premises.

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

To cooperate with local/state and federal law enforcement agencies in conducting police and security operations.

To prepare accurate written and verbal reports.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGE, SKILLS AND CAPACITIES: A working knowledge of the tactics, techniques and procedures involved in providing police services and general security to safeguard state buildings and grounds; a working knowledge of the methods and responsibilities of patrolling and police work relating to the protection of people and property; a working knowledge of the methods of investigating accidents and other incidents; a working knowledge of primary marksmanship fundamentals and skill in the use of firearms; the ability to detect and respond to dangerous conditions within state facilities, and the capacity to respond independently to threats and emergencies; the ability to deal courteously and effectively with the public; the ability to keep simple records, and use the same to prepare clear reports; the ability to analyze and appropriately act in emergency situations, develop effective courses of action and successfully facilitate safe outcomes to the same; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: Graduation from a senior high school or possession of a general equivalency diploma (GED) issued by a state department of education; and

Experience: Such as may have been gained through: Successful completion of the Rhode Island Capitol Police Training Academy.

SPECIAL REQUIREMENTS: Prior to appointment, must have satisfactorily met the following conditions:

(1) Must be physically qualified to perform assigned duties as evidenced by a physician's certificate; (2) Must submit to and satisfactorily pass a full background criminal investigation (BCI); (3) must have been evaluated and tested by a certified psychologist and receive a satisfactory rating in writing; (4) Must meet the State of Rhode Island qualification requirements to carry service weapons used in the performance of duty, and must maintain such qualification requirements as a condition of employment; (5) must successfully pass the Capitol Police training program as required by the Director of Public Safety; (6) must possess and maintain a valid motor vehicle operator's license; (7) must successfully complete and pass a CPR/first aid training course specified by the Department once every two (2) years.

Class Revised: October 2, 2005

Class Revised: April 1, 2018

Class Revised: April 27, 2018