

**CLASS TITLE: CHIEF, CAPITOL POLICE**

**Class Code: 02187700**

**Pay Grade: 37A**

**EO Code: A**

**CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES:** To plan, develop, direct, supervise and administer the operation of the Capitol Police Force which is responsible for the policing and protection 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 do related work as required.

**SUPERVISION RECEIVED:** Works under the general direction of a superior with wide 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, assigns, supervises, and reviews the work of a staff consisting of Capitol Police Lieutenants, Sergeants, Officers and other personnel assigned to assist.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

To plan, develop, direct, supervise and administer the operation of the Capitol Police Force which is responsible for the policing and protection 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.

At the time of a heightened alert level under the Homeland Security procedures, to direct and administer law enforcement activities involving building security and patrol duties to secure background information and provide threat assessments regarding high risk locations, safety of persons or property, and/or biological or physical threats.

To plan or delegate the preparation of work schedules and duty assignments for the staff in order to provide for 24-hour coverage of security functions

To promulgate and administer directives and standard operating procedures to effectively administer the capitol police functions and activities.

To assists in determination and development of departmental policy and to implement such policies, rules and regulations to be utilized by staff.

To supervise confidential and/or criminal investigations of violations of state laws and/or agency regulations.

To supervise, review and evaluate staff performance and reports and if necessary to take corrective action of unsatisfactory performance.

To review security systems and recommend changes as necessary.

To work with local, state and federal law enforcement agencies as needed to insure proper coordination of law enforcement procedures and regulations.

To preserve peace and order, making arrests when necessary.

When appropriate, to carry firearms in the course of duty and to maintain proficiency in their proper use and maintenance.

To be responsible for developing and coordinating a staff training program.

To plan long range staffing, operating supplies and capital equipment needs.

To be responsible for recommending the purchases of police equipment and to maintain pertinent records of equipment and supplies.

To be responsible for compiling and maintaining accurate records and reports.

To prepare regular and special reports.

To be responsible for monitoring the communication system.

To do related work as required.

## **REQUIRED QUALIFICATIONS FOR APPOINTMENT:**

**KNOWLEDGES, SKILLS AND CAPACITIES:** A thorough knowledge of police administration, operations, procedures and activities; a thorough knowledge of police practices and investigative techniques; a thorough knowledge of law enforcement problems and methods, and legal provisions and limitations of such work; a thorough knowledge of relevant state and federal laws, statutes and regulations; a thorough knowledge of security systems and procedures; a thorough knowledge of and skill in the use of firearms; a thorough knowledge of and ability to apply management principles and techniques; a working knowledge of traffic and crowd control procedures the ability to plan, coordinate, supervise, and review the work of police staff engaged in a comprehensive law enforcement program; the ability to analyze emergency situations including instances involving Homeland Security and develop effective courses of action; the ability to prepare clear and concise reports; the ability to deal effectively with other law enforcement agencies, superiors and the general public; and related capacities and abilities.

### **EDUCATION AND EXPERIENCE:**

**Education:** Such as may have been gained through: graduation from a college of recognized standing with a Bachelor's Degree in Law Enforcement or Criminal Justice; and

**Experience:** Such as may have been gained through: considerable employment at the minimum rank of Capitol Police Officer-Sergeant, or in a position equivalent in kind and level 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