

CLASS TITLE: CHIEF DEPUTY MARSHAL

Class Code: 02183700
Pay Grade: 631A
EO Code: B

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To serve as the top subordinate to the Marshal in planning, coordinating and supervising the activities of the Marshal Unit to insure the adequate custody and safety of prisoners when being detained in a courthouse or transported from places of incarceration to District or Superior Court sessions and during the court's hearing of their cases; to assume all the duties and responsibilities of the Marshal in the absence of the Marshal; and to do related work as required.

SUPERVISION RECEIVED: Works under the general direction of the Marshal from whom general assignments are received; wide latitude for the exercise of independent judgement is afforded in the performance of duties and work is subject to review for conformance to established rules and procedures.

SUPERVISION EXERCISED: Acts as the top subordinate to the Marshal in planning and coordinating the activities of the Marshal Unit and exercises general and, at times, close supervision over personnel assigned to the Marshal Unit.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To serve as the top subordinate to the Marshal in planning, coordinating and supervising the activities of the Marshal Unit to insure the adequate custody and safety of prisoners when being detained in a courthouse or transported from places of incarceration to District or Superior Court sessions and during the court's hearing of their cases.

In the absence of the Marshal to assume all the duties and responsibilities as the acting head of the Marshal's Unit.

To receive Writs of Habeas Corpus and other legal papers in the absence of the Marshal and to insure that prisoners are present at the proper court at the requested time.

In the absence of the Marshal to sign all required legal papers to insure the proper custodial receipt of prisoners and to present the proper legal papers to officials to transfer custody of prisoners.

To assist in the preparation of the annual budget and to ascertain that the budget is properly administered.

To be responsible for all procurement functions, including determining the quality and effectiveness of existing equipment and inventory, reviewing requests for new materials and obtaining needed supplies.

To supervise the custody of prisoners while being detained in the courthouse and to order food for them at mealtime.

To carry firearms in the performance of duty and maintain proficiency in their proper use and maintenance.

To be able to be reached by phone after hours when on call by police or court officials and to communicate with them regarding the transportation of prisoners to the Adult Correctional Institution.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of accepted custodial practices, methods and techniques; a working knowledge of and skill in the use of firearms and other protective weapons and security equipment; a working knowledge of the various legal forms used in the receipt or transfer of custody of prisoners; the ability to assist in planning, coordinating and supervising the work of a squad of men engaged in custodial work to insure the adequate safety and security of prisoners being

transported to or detained in a courthouse; the ability to act in place of the Marshal, as required; the ability to operate a motor vehicle for the transportation of prisoners; the ability to communicate effectively with court officials and police departments; 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: employment for at least five consecutive years as a Deputy Marshal or Deputy Marshal Lieutenant or any combination of both totaling five years.

SPECIAL REQUIREMENTS: The following conditions must be met at the time of appointment:

1. Must be certified as physically qualified to perform the above duties after passing a medical examination conducted by a licensed physician. Such qualification shall require a vision test of at least 20/100 Snellen in the better eye without glasses, corrected to at least 20/70 Snellen in one eye and 20/30 in the other eye with added requirement that defective vision must not be due to active or progressive organic disease; and a hearing test in which each ear must test at least 15/15 by the whispered voice test; in accordance with RIGL 42-28.3-1 no person shall be appointed temporary, probationary or permanent until they shall have been evaluated and tested by a certified psychologist and receive a satisfactory rating which shall be in writing.
2. Must possess and maintain a valid Rhode Island Motor Vehicle Operators License.

Class Revised: December 22, 1985

Editorial Review: 3/15/03