

**CLASS TITLE:**

**MARSHAL**

**Class Code: 02183500**  
**Pay Grade: 35A**  
**EO Code: A**

**CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES:** To be responsible for 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; and to do related work as required.

**SUPERVISION RECEIVED:** Works under the general direction of a superior with considerable latitude for the exercise of independent judgement; work is reviewed upon completion to insure conformance to rules and procedures.

**SUPERVISION EXERCISED:** Plans, coordinates and supervises the work of a squad of Deputy Marshals assigned to the State Marshal Unit; reviews the work of the squad in process and upon completion for conformance to directions and instructions.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

To be responsible for 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 case.

To receive Writs of Habeas Corpus and other legal forms initiated by the various tribunals and insure that the prisoner is present at the proper court at the requested time.

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

To be responsible for the preparation and execution of the agency budget.

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

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

To conduct personal inspections of members of the Marshal Unit to insure adequate personal grooming and proper uniform attire and appearance.

To be able to be reached by phone any hour of the day by police or court officials and 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 knowlege 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 plan, coordinate and supervise the work of a squad of men engaged in custodial work to insure adequate safety and security of prisoners being transported to or detained in a courthouse; 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 in a responsible supervisory capacity in the field of correctional services charged with the security and safety of the custody of prisoners.

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

**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 qualifications 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 requirements 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 42-28.2-1 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.
3. Must have successfully completed the program and graduated from the Municipal Police Training Academy.

Class Revised: December 22, 1985

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