

**CLASS TITLE: UNIVERSITY OF RHODE ISLAND POLICE OFFICER**

Class Code: 02186800

Pay Grade: 21A

EO Code: D

**CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES:** To enforce laws and Board of Education and University of Rhode Island regulations as they apply to law enforcement and public safety; to make arrests in accordance with provisions of federal, state, and local laws and ordinances; to maintain order and security on institution premises; and to do related work as required.

**SUPERVISION RECEIVED:** Works under the general and specific instructions of a superior Campus or University police officer who reviews work in process and upon completion for conformance to provisions of law, Board of Education regulations and department and institution policies, regulations, and instructions.

**SUPERVISION EXERCISED:** Exercises immediate supervision over lower ranking personnel and civilian personnel. In the absence of a shift supervisor the senior Campus Police Officer will assume those duties for the current shift. While serving in this capacity responsibility will include, but not be limited to, recording attendance, filling shift vacancies, responding to requests for an officer in charge, and making notifications to superior officers and other University officials when necessary.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

To enforce laws and Board of Education regulations; to make arrests in accordance with provisions of federal, state, and local laws and ordinances; to maintain order and security on institution premises.

To patrol an assigned area on foot, in a motor vehicle, or on bicycle.

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

To regularly patrol parking areas, buildings and grounds in order to detect and prevent theft, vandalism and/or defacement of property and to enhance pedestrian safety.

To respond to all calls for service in a prompt manner.

To enforce traffic and parking regulations; issue summonses where appropriate, and perform traffic control duties. This will include traffic direction, use of radar or laser equipment for speed detection and investigation of motor vehicle crashes.

To effectively communicate with individuals by providing assistance, information and directions.

To investigate all reports of crimes and other incidents on campus, submitting complete and detailed reports; gathering information by interviewing and obtaining statements from witnesses, victims, suspects, and cooperating individuals.

To arrest persons with or without a warrant, as permitted by law, any person for violations of state or federal statutes or local ordinances occurring on or adjacent to University property and to process those arrested in compliance of law and department policy; and to arrest those who are wanted by other law enforcement agencies and properly document such in an official police report.

To appear in court and other hearings, including University judicial hearings, to provide testimony and completing reports in advance of said appearances.

To seize, transport, photograph, and inventory evidence and property taken into custody and ensure the proper securing of evidence and property seized.

To operate a communications office including dispatching and keeping police and other public safety records.

To cooperate with other federal, state, and local law enforcement agencies in the enforcement of laws and regulations.

To render first aid related to First Responder Certification.

To maintain all equipment and weapons, including firearms, in a state of operational readiness.

To promptly serve or deliver warrants, summonses, and other official papers and documents.

To be able to mediate disputes, defuse situations, and reach a satisfactory resolution between emotionally upset and often irrational persons involved in disputes, drunkenness or under the influence of narcotics, or those involved in situations in which a heightened emotional state may impair judgment.

To be able to recognize and effectively engage with individuals who may be suffering from a permanent or temporary mental disorder.

To coordinate efforts with other department personnel and where necessary, University employees to ensure that teamwork leads to the successful attainment of police and public safety short and long term goals.

To be alert for conditions that endangers public safety.

To take measures to expedite the flow of vehicular traffic during periods of congestion.

To preserve crime scenes in accordance with department policy; to detect and collect evidence and substances that provide the basis of criminal offenses and infractions.

To maintain and operate all department vehicles in accordance with Department policy, including inspecting vehicles for damage, contraband or mechanical defects at the start and completion of the shift.

To investigate all alarms and suspicious persons to ensure the safety of the university community.

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

To communicate clearly and effectively over law enforcement radio channels when initiating and responding to radio communications, and while operating a vehicle.

To exercise independent judgment in determining when there is reasonable suspicion to detain, when probable cause exists to search and arrest, and when force may be used and to what degree, consistent with department policy and applicable laws.

To conduct surveillance for extended periods of time when necessary.

To operate law enforcement support equipment to include, but not be limited to telephones, typewriters, fixed and portable radios, computers including mobile data terminals and cameras.

To interact with members of the University community and students in particular; engaging in community policing, including close interaction with student interns and attendance and participation in University events designed to foster the relationship between the police and other members of the University community.

To attend required periodic advanced law enforcement training, including non-violent conflict resolution, domestic violence and sexual assault investigations, cultural sensitivity and

tactics in recognizing and responding to those with mental health issues. (This will be achieved in a combination of in-service training and outside seminars. Officers will also receive mandatory annual training on issues of hazardous materials and blood borne pathogens.)

To do related work as required.

## **REQUIRED QUALIFICATIONS FOR APPOINTMENT:**

**KNOWLEDGES, SKILLS AND CAPACITIES:** A working knowledge of Board of Education and University institutional regulations as it applies law enforcement and public safety; a working knowledge of the problems involved in safeguarding buildings and grounds covering a considerable area; a working knowledge of the methods and responsibilities of patrolling, protective and police work relating to the protection of people and property; a working knowledge of the methods of investigating accidents; a working knowledge of and skill in the use of firearms; skill and alertness in detecting dangerous conditions about the premises and capacity to act independent in case of emergency; the ability to regulate and direct traffic; the ability to stand or sit for protracted periods of time while performing certain law enforcement functions to include, but not be limited to, surveillance operations, traffic control assignments, or security and public safety operations at events and gatherings; the ability to carry out the required job functions while in unfavorable environmental conditions created by weather, natural disaster, civil unrest or criminal activity; the ability to render first aid related to First Responder Certification; the ability to deal courteously, but effectively, with the public, individually and in groups; the ability to keep simple records and prepare clear reports there from; ability to analyze emergency situations and develop effective course of action for same; the ability to operate a communications office and keep police records; 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 full-time position requiring maintenance of law and order, and the protection of life and property including the responsibility for the arrest and detention of persons for violations of the law.

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 and become certified by the Rhode Island Police Officers Commission on Standards and Training. In the event that a candidate is currently certified by another recognized police academy the POST and RIMPTA may allow a modified course of study to obtain certification; and,

Conditions to be met for appointment: (1) must be physically qualified to perform assigned duties as evidenced by a physician's certificate; (2) Within 6 months of appointment must satisfactorily acquire First Responder Certification from the State Health Department; and maintain certification as a condition of continued employment; (3) 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 (All officers hired prior to January, 2015 must also successfully complete the URI Police Firearms program provided by

the Rhode Island State Police.); (4) must possess and maintain a valid driver's license; (5) must successfully pass a full background investigation which will include, but not be limited to, criminal history, as required by the Rhode Island Department of Public Safety and the Rhode Island Municipal Police Training Academy; and (6) must have been evaluated and tested by a certified psychologist, and receive a satisfactory rating in writing.

Class Created: November 2, 2014