

CLASS TITLE: UNIVERSITY POLICE CAPTAIN

Class Code: 02185400

Pay Grade: 31A

EO Code: B

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To be responsible for the overall supervision of field and office work for all lesser-ranking campus police personnel, as well as, dispatch and student employees engaged in performing duties of a protective and policing nature upon the premises of a post-secondary educational institution and to act as a shift commander in conjunction with the aforesaid; responsible for the review of all police and security activity, ensuring that proper community-oriented policing problem-solving techniques are being utilized; to be responsible for the oversight of follow-up investigations, and for ensuring the proper and economical use of police and security manpower; to respond to major incidents and provide guidance to supervisory and patrol personnel; and to do related work as required.

SUPERVISION RECEIVED: Works under the general direction of the Director, Major or other superior, with wide latitude for the exercise of independent judgment and initiative; work is reviewed through written and oral reports for conformance to laws, rules, regulations, and policies.

SUPERVISION EXERCISED: Plans, assigns, supervises and reviews the overall field and office activities performed by all assigned personnel, including, but not limited to, Lieutenants, Sergeants, Campus Police Officers, University of Rhode Island Police Officers, Security Officers, Dispatchers, student interns, student workers and other personnel assigned to assist.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To be responsible for the overall supervision of field and office work for all campus or university police personnel, as well as dispatch and student employees engaged in performing duties of a protective and policing nature upon the premises of a post-secondary educational institution, and to act as a shift commander in conjunction with the aforesaid.

To make arrests with or without a warrant, as permitted within the law, of any person for violations of State or Federal criminal statutes or for violations of local town ordinances occurring on said premises and to process and/or detain such person(s) as required; and to prepare reports concerning such matters.

To enforce Board of Education and institutional regulations.

To interact with and coordinate all plans and assignments concerning police activities with a superior in order to ensure that all campus requirements are in proper conformance.

To be responsible for the planning, coordination and direction of all shift assignments, as well as briefings and inspection of police officers.

To handle the billing and payment of all members of the Department of Public Safety relative to detail work, as well as the posting and filling of detail positions.

To meet with a superior to participate in the establishment of performance standards for subordinates and take corrective measures to implement such standards.

To maintain records relating to work assignments, including the investigation and disposition of cases, as well as attendance and other matters required in the performance of duties.

To prepare budget estimates for police equipment, uniforms and vehicles.

To coordinate and maintain records of distribution of police equipment to personnel.

To be responsible for the overall security and appearance of police facilities, and assist with planning for upgrades to the facilities.

To assist in developing and enforcing policies and procedures.

To act as Evidence Officer as required.

To be responsible for evidence control and policies and procedures relative to police evidence.

To conduct internal affairs investigations as assigned by the superiors.

To serve on university committees as required by superiors.

To fill command and general staff roles, consistent with the Incident Command System component or the National Incident Management System, and, as required, to fill these rolls during an activation of the Emergency Operations Center.

To appear and testify in court and at hearings.

To render first aid to the injured as required.

To perform police officer duties and act as back-up to officers as necessary.

To maintain physical condition necessary for apprehension of suspects, including walking, running, bicycling, operating motorized equipment and vehicles, and positioning and maintaining traffic barricades.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of applicable Board of Education regulations and institutional rules and regulations; a thorough knowledge of applicable State law; a thorough knowledge of modern law enforcement principles, practices, and techniques, including the methods employed in crime detection and criminal investigation; the ability to plan, assign, direct, and supervise the work of a subordinate staff; the ability to observe situations analytically and objectively; the ability to obtain information through interview, interrogation, and observation; the ability to make accurate reports on law or regulation violations; the ability to act calmly, decisively and correctly in an emergency; the ability to qualify with firearms; the ability to understand and carry out oral and written instructions; the ability to give emergency medical treatment; the ability to speak effectively; 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: successful completion of at least two years of academic study in an accredited institution of higher education; successful completion of the Rhode Island Municipal Police Training Academy curriculum; and

Experience: Such as may have been gained through considerable employment in a supervisory position requiring the maintenance of law and order, and the protection of life and property, including the responsibility for the arrest and detention of persons in violation 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) must possess CPR Certification 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 May, 2015 must also successfully complete the URI Police Firearms program provided by the Rhode Island State Police); (4) must possess and maintain a valid Rhode Island 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 8, 1987

Editorial Review: 3/15/03

Class Revised: July 26, 2015