



COMMUNITY COLLEGE
OF RHODE ISLAND

Division of Institutional Equity and Human Resources

POSITION DESCRIPTION

TITLE	Assistant Director of Public Safety/Deputy Chief of Police
POSITION NO.	504011
LOCATION	Lincoln Campus
REPORTS TO	Director of Public Safety & Chief of Police, or Vice President of Administration and Finance
GRADE	BOE 11
WORK SCHEDULE	Non-Standard: 35 hours per week
SUPERVISION	Department Administrative Support Staff, Operational Services Staff
LIMITATION (if applicable)	Subject to renewal after annual review.
REVISION DATE	September 2024

JOB SUMMARY:

Within a state College's or University's Public Safety Department, assist the Director of Public Safety/Chief of Police with the operations of the Department to include administration, policy, procedures, rules and regulations pertaining to public safety. Primarily responsible for operations and training functions. Represent the Director/Chief in his/her absence.

DUTIES AND RESPONSIBILITIES:

- Assist the Director/Chief in administering the Campus Police Department and in supervising the enforcement of the Board of Education, College, and departmental policies, rules and regulations pertaining to campus safety, security and health
- Provide the Director/Chief with accurate financial data relevant to the operation of the Department and assist in preparing budget recommendations
- Responsible for overseeing operational services to include managing the staffing and performance of each campus substation and the dispatch center, the officer in charge and the department administrative support staff
- Responsible for overseeing Department Rules & Regulations, administration of personnel actions and managing criminal and internal investigations
- Ensure proper incident management, police reporting and required documentation storage
- Develop budgetary plans to purchase, repair and maintain all Department equipment
- Represent the department in all court matters, criminal or civil, as the Department prosecution officer
- Responsible, as the Department Operations and Training Officer, to develop and implement all operational plans, special event planning, annual in-service trainings, exercises and drills
- Assist or assume the position of Incident Commander and guide the College through the incident command system during and after any emergency incident
- Responsible for workload assessments, proper staffing and scheduling, management of overtime assignments, and annual accreditation standard reviews
- Assist the Director/Chief in designing, developing, and conducting informational and educational training programs related to law enforcement, crime prevention, and police department staff development and training, and other appropriate College employees

LICENSES, TOOLS, AND EQUIPMENT:

ENVIRONMENTAL CONDITIONS:

Must be on call 24/7 in case of emergency and presence may be required on any shift; must be able to work in adverse weather conditions; employee may be exposed to various controlled hazardous materials. Shift hours/days may vary according to departmental needs.

REQUIRED QUALIFICATIONS:

- Bachelor's Degree
- Successful completion of the Rhode Island Municipal Police Training Academy and Rhode Island P.O.S.T. certification
- At least 5 years of law enforcement supervisory experience
- Good oral and written communications
- Critical-thinking and decision making
- Interpersonal and leadership abilities
- Strong computer applications software experience

PREFERRED QUALIFICATIONS:

- Bachelor's Degree in criminal justice or related field
- 5-10 years of progressive law enforcement supervisory experience
- Demonstrated knowledge and experience in law enforcement accreditation and the Clery Act

All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.