



COMMUNITY COLLEGE  
OF RHODE ISLAND

Division of Institutional Equity and Human Resources

POSITION DESCRIPTION

<b>TITLE</b>	Captain Campus Police
<b>POSITION NO.</b>	502469
<b>LOCATION</b>	Lincoln
<b>REPORTS TO</b>	Director Public Safety and Chief of Police
<b>GRADE</b>	CCRIPSA 7
<b>WORK SCHEDULE</b>	35-hour work week plus required overtime: 24-hour call, hours of assignment will rotate as necessary.
<b>SUPERVISION</b>	Professional and clerical staff
<b>REVISION DATE</b>	March 2018

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**JOB SUMMARY:**

This is a supervisory level position with administrative and office management responsibilities. The incumbent assists the Director and Assistant Director with the implementation of policies and procedures involving College Police, Security and Safety Department. To assume command of the department in the absence of the Director or Assistant Director

**DUTIES AND RESPONSIBILITIES:**

- Plan and direct the field and office work of security/safety and college police and other office staff on all shifts; resolve problems and meet emergencies calmly and efficiently; make arrests in accordance with the provisions of all applicable laws. Enforce all applicable traffic and parking regulations. Conduct campus inspections at various times of the day or night.
- Assist the Director of Security or presently assist the Interim Director of Security with the administration of the College and departmental personnel policies involving hiring, daily supervision, evaluation, disciplinary action and the resolution of all problems related there to.
- Be familiar with the collective bargaining agreement of the College and participate in the administration of the department accordingly including grievance procedures and conflict resolution.
- Conduct as required criminal and civil investigations; make reports and recommendations as necessary; attend college disciplinary hearings and appear in court as necessary.
- Conduct roll call inspections and briefings of department personnel; assign overtime details to ensure adequate staffing levels are maintained at all times; prepare duty schedules and post assignments as necessary.
- Supervise and coordinate the department's fire prevention and safety inspection program; ensure that all safety deficiencies are detected and corrected.
- As necessary, fill in for supervisory level police personnel i.e., Supervising Public Property Officers and Supervisors, College Police Officers and Supervisors, College Patrol Persons and Police and Supervisors, by working shifts not covered due to sickness, vacation, emergency, etc.
- Assist with the maintenance of strong public relations with all members of the college community, general public and external agencies.
- Coordinate security activities with various internal and external agencies such as local police and fire departments.
- On a daily basis, advise the Director and Assistant Director of the status of matters needing attention and or correction such as shift coverage, ongoing investigations, inspection results.
- Prepare, review and critique staff report regarding police and other security related matters. Provide training as needed in report writing and investigation techniques.
- Ensure the maintenance of all police and security equipment. Inspect all vehicles used by the department to ensure that they are properly equipped and maintained for everyday use.
- On occasion, as the highest-ranking officer on duty, respond to and resolve all security matters occurring on the shift.
- Assist injured person(s) and, as needed, lift and carry injured person(s) to places of safety and/or medical attention.

- Conducting background investigations on new hires to the RIMPTA standards, as necessary.
- Reviewing and investigating Use of Force reports by College Police officers.
- Conduct or assist investigations where the campus' surveillance system is accessed, reviewed and save/copy recording that are related to the investigation.
- Conduct internal affairs investigations as necessary.
- Coordinate trainings for the department as necessary.
- Conduct and assist in training college police officers in: (OC) Pepper Spray, Baton and Handcuffing.
- Demonstrate a commitment to the philosophy and mission of a comprehensive community college.
- Work collaboratively in a diverse, inclusive and student-centered environment, and with students of various learning styles, cultures, identities, and life-experiences.
- Other duties as assigned

**LICENSES, TOOLS, AND EQUIPMENT:**

- Must maintain a telephone due to need for 24-hour availability.
- Must carry a pager unit for 24-hour availability.
- Must possess a valid driver's license to operate a motor vehicle and have access to own transportation due to required travel.
- Various office equipment which may include computers, typewriters, telephones, copy machines, calculators, fax machines, etc.

**ENVIRONMENTAL CONDITIONS:**

- Must be able to work in adverse weather conditions, climb stairs, and stand for long periods of time and work amid moving vehicles.
- Must be able to lift and carry injured persons.
- This position is not substantially exposed to adverse environmental conditions.

**REQUIRED QUALIFICATIONS:**

- Associate's degree, preferably in law enforcement or related field.
- Must have satisfactorily completed the Municipal Police Training Academy prior to appointment.
- Must have the ability to implement and train personnel in police and security procedures.
- Must have at least five years of prior work experience in the field of law enforcement.
- At least three years' supervisory experience, preferably in a collective bargaining setting.
- Must have strong interpersonal, communications, analytical and decision-making skills.
- Must be flexible and able to act calmly in emergency situations.

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