



**RHODE ISLAND COLLEGE
JOB DESCRIPTION**

Position classification: NUNC
Date created or revised: 12/13/2022
Exempt/Non-Exempt Status: Exempt
Responsible individual: Yes
Campus Security Authority: Yes

Title: Director of Security and Safety/Chief of Campus Police
Status: Full-Time, Calendar year, 35 Hours/Week
Grade: 17
Union: Non-Union/Non-Classified (NUNC)
Reports To: Vice President for Administration and Finance

PRIMARY PURPOSE:

Plan, organize, direct, evaluate, and oversee all programs and personnel involved in the delivery of public safety services at the college; including but not limited to police, public safety, security, emergency management, community-based policing procedures, strategies and policies, traffic, parking functions, and building/room key access systems. Act as the college's liaison with all local, state, and federal law enforcement agencies and build constructive relationships with all local, state, and federal law enforcement agencies.

DESCRIPTION OF DUTIES AND RESPONSIBILITIES:

Essential Job Functions:

- Review, revise, and implement community-based policing procedures, strategies, and policies. Implement and oversee the development of programs relating to these procedures, strategies, and policies.
- Administer the College's Security and Safety Department and supervise the enforcement of the college and department policies, rules, and regulations pertaining to campus security and related matters.
- Develop crime prevention, intervention, and enforcement programs, and inform the campus community about security problems, remedies, operations, and needs.
- Oversee and establish plans to continually assess and evaluate the college's condition and preparedness for all needs related to the protection of life and property. Implement and oversee the development of programs resulting from these assessments.
- Manage Emergency Management activities; maintain written plans for buildings, weather, and other emergencies; traffic and parking control.
- Maintain the highest level of professionalism for the entire Security and Safety Department through policy, training, selection, and evaluation of units and personnel.
- Participate in the development of training programs and policies geared to upgrade and improve the professional law enforcement capabilities and related services provided by the Security and Safety Department.
- Responsible for budget and fiscal operations of the Department.
- Oversee internal affairs and campus investigations. Ensure that all criminal, investigatory and enforcement practices are fair and equitable for all members of the diverse population.
- Understand and apply the requirements for compliance with the federal Clergy Act.

- Oversee various security systems such as key records system, camera security systems, and security alarms.
- Supervise and provide routine training and evaluations of the performance of assigned personnel.
- Assist with union related matters as needed including but not limited to grievances and other union related matters.
- Maintain liaison with department directors, faculty, staff, and students as well as federal, State, and local agencies for the purpose of establishing good public relations.
- Coordinate all campus inspections related to security and safety and insure proper enforcement of local, state, and federal statutes.
- Oversee the department's motor vehicle fleet.

Occasional Job Functions:

Perform other duties and responsibilities as assigned by the Vice President for Administration and Finance.

REQUIRED QUALIFICATION STANDARDS:

Education:

Bachelor's Degree in law enforcement, management, public policy, or related field.

Experience:

- A minimum of ten years of previous successful administrative or law enforcement experience in the field of security and safety.
- Experience in a unionized work force environment.

Skills, Knowledge and Abilities:

- Possess effective oral and written communications skills, management/organization skills, and the ability to work with students and colleagues.
- Demonstrated working knowledge of union matters including but not limited to grievances, and other related union matters.
- Knowledge of community-based policing procedures, strategies, and policies.
- Possess knowledge of security systems.
- Possess effective technical skills.
- Possess the ability to design, develop, implement, and evaluate programs.
- Knowledge of and ability to recognize and effectively deal with hazardous material.
- Ability to conduct administrative and criminal investigations of a complex nature requiring interaction with members of the College community, the local, state, and federal law enforcement agencies.
- Knowledge of disciplinary systems including but not limited to Title IX, Student Conduct and Residential Life or other similar systems.
- Demonstrated working knowledge of relevant Federal, State and local laws, regulations, codes and guidelines.
- Must be able to train, evaluate, organize, coordinate, and supervise support staff.

- Must be able to use personal computers, printers; word processing, database management and spreadsheet software.

License(s):

Valid driver's license.

PREFERRED:

- Experience in a college/university setting.
- Bilingual in English / Spanish (fluent in speaking and writing).

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.

The College requires that all applicants and employees be able to perform the essential functions of the job and will explore reasonable accommodations for individuals with disabilities.

As an Affirmative Action/Equal Opportunity institution that values and is committed to inclusion and expanding the diversity of its faculty and staff, the College invites members of protected classes, including minorities and persons with disabilities, to identify themselves as such at the time of application.