



**RHODE ISLAND COLLEGE
JOB DESCRIPTION**

Position classification: NUNC
Date created or revised: 3/19/2024
Exempt/Non-Exempt Status: Exempt
Responsible individual: Yes
Campus Security Authority: Yes

Title: Assistant Director of Security and Safety of Operations/Deputy Chief of Campus Police
Status: Full-Time, 35 Hours per Week
Hours are 8:30 am– 4:30 pm, Monday - Friday
Grade: 11
Union Affiliation: NUNC (Non-Union/Non-Classified)
Reports To: Director of Security and Safety/Chief of Campus Police

PRIMARY PURPOSE:

Assist the Director of Security and Safety/Chief of Campus Police with the operations of the Department with regard to the policies, procedures, rules, regulations and best practices pertaining to campus security and safety and recommend to the Director programs to upgrade. Responsible for operational services. Represent the Director in her/his absence.

DESCRIPTION OF DUTIES AND RESPONSIBILITIES:

Essential Job Functions:

- Assist the Director in administering the College Security and Safety Department and in supervising the enforcement of the Board of Education, college, and departmental policies, rules and regulations pertaining to campus security, safety and health.
- Provide the Director with accurate financial data relevant to the operation of the Department and assist in preparing budget recommendations.
- Responsible for overseeing operational services including managing the front desk, the officer in charge, and the department administrative support.
- Responsible for overseeing the processes and documentation required by the Clery Act Compliance.
- Responsible for traffic safety management and coordinating changes in traffic flow due to events and construction, and the enforcement of traffic violations.
- Manage the IMC (Incident Management) reporting system to insure effective and consistent management of security incidents.
- Coordinate the management of the department’s vehicle fleet and procurement of new vehicles with State Fleet.
- Represent the Department in matters before the Rhode Island Traffic Tribunal and serve as the designated arraigning officer for all complaints brought by the Department before the courts, along with being a liaison with police departments with concurrent jurisdiction with ongoing criminal investigations.
- Responsible for the management of the key records system to include security, maintenance, distribution and record keeping.

- Act as Terminal Agency Coordinator (TAC) for the National Crime Information Center (NCIC), Terminal Agency and serve as the agency point of contact for matters concerning the college and the NCIC.
- Responsible for scheduling overtime details to assure adequate security presence at all times.
- Act as Emergency Management and Fire Safety liaison.
- Responsible for managing policy development and adherence, and coordinated response training for Active Threat/Active Shooter (ATAS) incidents.
- Supervise campus patrol operations and personnel.
- Assist the Director in designing, developing, and conducting informational and educational training programs related to law enforcement, crime prevention, and Security staff development and training for members of the Department and other appropriate College employees.
- Coordinate all security alarm and CCTV (closed circuit television) systems with IT.

Occasional Job Functions:

Perform other duties and responsibilities as assigned by the Director of Security and Safety/Chief of Campus Police.

REQUIRED QUALIFICATION STANDARDS:

Education:

- Bachelor's Degree.
- Successful completion of the Rhode Island Municipal Police Training Academy or its accredited equivalent.

Experience:

- A minimum of ten years of experience in areas related to public safety and law enforcement.
- A minimum of five years of supervisory experience.

Skills, Knowledge and Abilities:

- Excellent oral and written communication and interpersonal skills.
- Ability to prepare accurate and concise written reports.
- Ability to review, understand and apply concepts presented in training programs, conferences and/or professional literature.
- Ability to design and develop training programs.
- Knowledge of Rhode Island laws, codes and standards governing working conditions and general safety.
- Knowledge of and ability to recognize hazardous materials.
- Ability to access difficult spaces by utilizing ladders and narrow stairways.

PREFERRED:

- Master's Degree in Law Enforcement.
- 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; employee may be exposed to various controlled hazardous materials. Shift hours/days may vary according to departmental needs.

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.