



COMMUNITY COLLEGE
OF RHODE ISLAND

Office of Human Resources

POSITION DESCRIPTION

- TITLE:** Executive Director of Public Safety, Emergency Preparedness & Chief of Police
- LOCATION:** All CCRI Campuses
- REPORTS TO:** Associate Vice President for Administration
- GRADE:** BOE 17
- WORK SCHEDULE:** Non-standard; 35 hours per week
- SUPERVISES:** Professional, non-classified, technical and other support employees, regular, volunteer or student assigned as public safety personnel

The Community College of Rhode Island is the state's only public comprehensive associate degree-granting institution. We provide affordable open access to higher education at locations throughout the state. Our primary mission is to offer recent high school graduates and returning adults the opportunity to acquire the knowledge and skills necessary for intellectual, professional and personal growth through an array of academic, career and lifelong learning programs. We meet the wide-ranging educational needs of our diverse student population, building on our rich tradition of excellence in teaching and our dedication to all students with the ability and motivation to succeed. We set high academic standards necessary for transfer and career success, champion diversity, respond to community needs, and contribute to our state's economic development and the region's workforce.

Our college is committed to creating an equitable and inclusive work environment that supports the success of all our employees. We believe that employees who feel valued and respected will create policies, programs, practices and services to effectively meet the needs and exceed the expectations of our increasingly diverse student population.

We encourage candidates to apply who have demonstrated capacity to create inclusive work environments, work effectively on increasingly diverse teams, and serve our diverse community.

We are committed to hiring and retaining a racially diverse, culturally competent staff members at all levels of our college who not only reflect the demographics of our state but also continue to deepen their skills and competencies to serve our community.

Knight Campus

400 East Avenue, Warwick, RI 02886-1807 P: 401.825.2311 F: 401.825.2345

JOB SUMMARY: Plan, organize, direct, evaluate, and oversee all programs, budgetary needs, and personnel involved in the delivery of public safety services and emergency preparedness on all CCRI campuses, facilities and properties. Direct administrative oversight of life safety and response services, including, but not limited to: police services, security services, fire and life safety, emergency and disaster management, crime prevention, victim assistance, communications and records, parking services, physical security technology, and environmental health and safety. Oversee compliance with all applicable laws.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Serve as the chief executive officer of the College's Campus Police Department; responsible for the planning, organizing, budgeting and management of public safety at all campuses.
- Serve as the emergency preparedness officer with responsibility for updating, maintaining, and keeping the current college emergency plan. Establish drills of all types to make sure the college is prepared for any emergencies.
- Seek and maintain accreditation for the Campus Police Department.
- Oversee and establish plans to continually assess and evaluate the College's emergency preparedness.
- Develop, implement, manage and monitor adherence to college policies and recognized standards for college community preparedness, security and safety.
- Implement and oversee the development of training programs for Campus Police, Senior Leadership, and the entire college community resulting from these regular assessments.
- Promote and model the tenets of Community Policing throughout the college.
- Serve in leadership roles consistent with the Incident Command System component of the National Incident Management System as needed.
- Develop, manage, direct, and approve effective practices to achieve public safety objectives.
- Develop professional relationships with internal and external stakeholders to accomplish the goals of emergency preparedness and response including national and state law enforcement, educational security, and fire safety communities.
- Coordinate public safety oversight of all major events.
- Responsible for Clery Act compliance, including the preparation of the Annual Security Report.
- Ensure compliance with Clery Act, VAWA, Title IX.
- Evaluate and interpret current State and Federal laws, regulations and directives and Board of Education/College policies. Develop and lead strategies to ensure compliance.
- Ensure that all criminal, investigatory and enforcement practices are fair and equitable for all members of the diverse population. Interact and/or work effectively and regularly in concert with college staff, students, parents, governing board, State and Local agencies and officials, local residents and the general public.
- Maintain the highest level of professionalism for the entire Campus Police Department through training, selection and evaluation of personnel.
- Administer and coordinate fiscal planning management for all public safety divisions.
- Serve on College committees.
- Professionally represent the College and/or the Campus Police Department through presentations, lectures and other events, and to the media as required.
- Work with IT to have knowledge and ability to train on public safety electronic security systems (RAVE, reporting, door access).
- Work collaboratively in a diverse, inclusive and student-centered environment, with students of various learning styles, cultures, identities, and life-experiences.
- Demonstrate a commitment to the philosophy and mission of a comprehensive community college.
- Perform other duties as assigned.

QUALIFICATIONS:

REQUIRED:

- Master's degree.
- Demonstrated experience of ten years or more in a public safety management position.
- Professionally trained in emergency response, crisis management, incident command and first responder role.
- Demonstrated budgetary and managerial responsibility and experience in a minimum of three of the following areas: sworn law enforcement, parking and information services, non-sworn security operations, fire safety, emergency medical services, emergency management, environmental health, industrial hygiene, communications and records, physical security systems (alarms, access, and video), and campus transportation systems.
- Demonstrated skill in de-escalation and mediation tactics and strategies including responses to hostile threats.
- Significant experience working in a unionized workforce environment.
- Demonstrated strong management skills.
- Demonstrated working knowledge of relevant Federal, State and local laws, regulations, codes and guidelines; including Title IX, the Clery Act, and Rhode Island criminal statutes.
- Demonstrated ability to effectively communicate with a diverse community at all levels, orally and in writing; demonstrated ability to organize, coordinate, and supervise all functions and staff to meet the objectives of the College and the Department; demonstrated ability to interpret institutional policies, rules, plans and objectives and to communicate the interpretations to others.
- Demonstrated ability to routinely develop, analyze, present and convey detailed and complex studies and reports, and to develop recommendations concerning the substance of the reports and studies
- Ability to call back at any time regardless of hour, weekend or holiday.

PREFERRED:

- Master's degree in a relevant field, such as Administration, Criminal Justice, Law Enforcement, Sociology, or Education.
- Five or more years of public safety management experience in a comparable academic, college or educational setting.

LICENSES, TOOLS AND EQUIPMENT:

- Must maintain a valid driver's license and CPR certificate.
- Position requires use of personal computers, printers; word processing, database management, records management software, and spreadsheet software.
- Responsible for department-issued materials, including communications equipment, mobile data terminals, pepper spray and batons, restraining devices and defensive equipment.
- Must be accessible at all times and must carry a college-approved telephone or other approved communication device.

ENVIRONMENTAL CONDITIONS:

Work includes indoor and outdoor environment and adverse weather conditions; may be involved in potentially dangerous situations, including contact with volatile individuals and materials during emergency response.

CCRI is an Equal Opportunity / Affirmative Action Employer.

CCRI recognizes that diversity and inclusivity are essential to creating a dynamic, positive and high-performing educational and work environment and to helping prepare our students for lifelong success. We welcome applicants who can contribute to the College's commitment to excellence created by diversity and inclusivity.

CCRI prohibits discrimination, including harassment and retaliation, on the basis of race, color, national or ethnic origin, gender, gender identity or expression, religion, disability, age, sexual orientation, genetic information, marital status, citizenship status or status as a protected veteran. Inquiries or complaints concerning discrimination shall be referred to the College's Director of Institutional Equity & Title IX Coordinator, Elizabeth Canning, ecanning@ccri.edu.

The Jeanne Clery Act requires institutions of higher education to disclose campus policy statements and crime statistics. Our annual report is available here:

<http://ccri.edu/campuspolice/pdfs/ANNUAL-SECURITY-REPORT-FINAL.pdf>

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