



COMMUNITY COLLEGE  
OF RHODE ISLAND

Division of Institutional Equity and Human Resources

POSITION DESCRIPTION

<b>TITLE</b>	Director of Public Safety & Chief of Police
<b>POSITION NO.</b>	502768
<b>LOCATION</b>	All Campuses
<b>REPORTS TO</b>	Vice President Administration and Finance
<b>GRADE</b>	BOE 17
<b>WORK SCHEDULE</b>	Non-Standard: 35 hours per week
<b>SUPERVISES</b>	Professional, non-classified, technical and other support employees, regular, volunteer or student, assigned as Public Safety personnel
<b>REVISION DATE</b>	November 2023

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**JOB SUMMARY:**

Plan, organize, direct, evaluate, and oversee all programs, budgetary needs, and personnel involved in the delivery of public safety services 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 management, communications and records, parking services, physical security technology, and environmental health and safety. Oversee compliance with all applicable laws.

**DUTIES AND RESPONSIBILITIES:**

- Serve as the chief executive officer of the college's Department of Public Safety responsible for the planning, organizing, training, budgeting and management of public safety at all campus.
- Seek and maintain accreditation for the College's Campus Police department.
- Oversee and establish plans to continually assess and evaluate the College's emergency preparedness.
- Develop, implement, manage and monitor adherence to recognized standards for institutional community preparedness, security and safety. Implement and oversee the development of training programs for College Police, Senior Leadership, and the entire college community resulting from regular assessments of college emergency preparedness.
- 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.
- Develop, implement, manage and monitor adherence to related College policies.
- Evaluate and interpret current State and Federal laws, regulations and directives and Board of Governors/University policies. Develop and lead strategies to ensure compliance.
- Ensure that all criminal, investigatory, enforcement, and response practices are fair and equitable for all members of the diverse population. Interact and/or work effectively and regularly in concert with college faculty and staff, students, parents, governing board, State and Local agencies and officials, local residents and the general public.
- Maintain the highest level of professionalism for Campus Police Department through training, selection and evaluation of personnel.
- Responsible for Clery Act compliance, including the preparation of the Annual Security Report.
- 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.
- Demonstrate a commitment to the philosophy and mission of a comprehensive community college.
- Work collaboratively with others in a diverse and inclusive environment.
- Perform other duties as assigned.

**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 physical and potentially dangerous situations, including contact with volatile individuals and/or contact with hazardous materials during emergency response.

**REQUIRED QUALIFICATIONS:**

- Bachelor's degree in criminal justice or other related field with 5 years of experience in enforcement, military or other relevant experience.
- Demonstrated experience of ten years or more in a public safety management position.
- 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.
- Significant experience working in a unionized work force environment.
- Successful completion of a police training curriculum approved by the RI Police Officer's Commission on Standards and Training prior to hire.
- 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 strong management skills.
- 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 be called back at anytime regardless of hour, weekend or holiday.

**PREFERRED QUALIFICATIONS:**

- Master's 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, university or educational setting.

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