



RHODE ISLAND COLLEGE JOB DESCRIPTION

Position classification: NUNC
Date created or revised: 3/28/2024
Exempt/Non-Exempt Status: Exempt
Responsible individual: Yes
Campus Security Authority: Yes

Title: Assistant Director of Security and Safety of Administration
Status: Full-Time, 35 Hours per Week/Hours are 8:30 a.m. - 4:30 p.m.
Grade: 10
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 administration of the Department with regard to the training, policies, procedures, rules, and regulations, along with professional standards and accreditation and best practices pertaining to campus security and safety.

DESCRIPTION OF DUTIES AND RESPONSIBILITIES:

Essential Job Functions:

- Assist the Director in managing the College Security and Safety Department with regard to the administration of training and development of written directives/policies as it pertains to campus security, safety and health in accordance with Board of Education and College policy.
- Review a wide variety of complex legislative and technical issues concerning law enforcement standards and the accreditation process.
- Coordinate the college's Police Accreditation programs in its efforts to become both maintain (RIPAC) and nationally (CALEA) certifications.
- Draft new written directives/policies or assign writing projects to others that achieve accreditation objectives.
- Obtain proofs of compliance to satisfy accreditation standards.
- Maintain data entry of policy and accreditation compliance in appropriate accreditation software.
- Assign, direct and coordinate groups of employees to achieve plans of action, recommendations to the Director other activities that meet compliance with applicable accreditation standards.
- Keep abreast of all aspects of the accreditation process, including proposed changes or amendments to the standards, assessing the impact of changes on current policies and procedures of the agency.
- Assist in identification and development of new programs, systems, procedures, or equipment to improve performance of the agency in compliance with applicable standards.
- Meet regularly with the Director and key employees to identify needs and report progress on accreditation efforts.
- Provide accreditation training for agency employees.
- Maintain master and archive files for agency written directives.
- Familiarize new employees with the accreditation process and provide in-service training to incumbent employees.
- Act as a liaison to Rhode Island Police Accreditation Commission (RIPAC) on all accreditation related matters.

- Act as the Department Inspector to oversee rules and regulations, policies and procedures, internal investigations, evidence and property control and auditing, and the personnel evaluation process.
- Manage the Field Training and Evaluation Program (FTEP) along with all requisite in-service training and professional development.
- 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.
- Perform detailed monthly audits of the Department's Flock Safety System to verify system usage compliance.
- Inventory, issue, and process the return of physical keys.
- Perform lock core installations and changeovers.
- Issue work orders and oversee locksmiths performing work relating to physical locks and keys.
- Maintain RICPD key rings and duplicate key cabinets.
- Input, update, and maintain data within the college's physical key management software system.

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 five years of experience in areas related to public safety and law enforcement to include two years of administrative experience.

Skills, Knowledge and Abilities:

- Excellent oral and written communication and interpersonal skills.
- Ability to prepare accurate and concise written reports.
- Knowledge of Rhode Island laws, codes and standards governing working conditions and general safety.
- Knowledge of the principles and practices of modern law enforcement administration.
Ability to work independently and solve problems involving many variables.
- Knowledge of and ability to recognize hazardous materials.
- Excellent PowerDMS and Guardian Tracking software skills.
- Accreditation Manager experience
- Internal Affairs Investigatory experience.
- Ability to access difficult spaces by utilizing ladders and narrow stairways.

PREFERRED:

- Master's Degree.
- Grant writing / grant management experience.
- Knowledge of SimpleK or other physical key management software systems.
- Ability to design and develop training programs and the ability review, understand and apply concepts presented in training programs, conferences and/or professional literature.
- 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.