



Enclosure 8k3  
June 16, 2014

June 12, 2014

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MATHIES SANTOS, LT. COL. (RET.)

TO: Members of the Board of Education  
FROM: Clark Greene, Authorized Officer   
RE: Recommendation of the Personnel Review Committee (PRC)  
on behalf of the University of Rhode Island

Per the University's request of May 21, 2014, the PRC is recommending that the Board approves the University of Rhode Island to:

- Upgrade: "University Police Major," (NUNC) Pay Grade 13 (\$53,047 - \$113,010) TO (NUNC) Pay Grade 14 (\$57,158 - \$122,365) with coinciding change in job description.

Therefore, I recommend:

THAT the Board of Education approves the PRC's recommendation.

See attached.

**THE UNIVERSITY OF RHODE ISLAND**  
**NON-CLASSIFIED CHANGE IN POSITION REQUEST FORM**

**EMPLOYEE/POSITION INFORMATION:**

Name: (Vacant) Title: University Police Major  
Salary: Department: Public Safety  
Grade: 13 Salary Range: \$53,047 - \$113,010  
Union Status: NUNC General Revenue: YES  
Union Appeal: NO Administrative Action: YES

**REQUEST:**

- A. **Reclassify:** (change in title/ grade/job description)  
New Title:  
New Pay Grade: New Salary Range:  
New Union:
- B. **Upgrade:** (change in job description/grade only)  
New Pay Grade: 14 (NUNC) New Salary Range: \$57,158 - \$122,365
- C. **Establish New Classification:**  
Title:  
Pay Grade: Salary Range:

**ATTACH THE FOLLOWING DOCUMENTS (if applicable):**

1. Supervisor's statement of justification
2. Old position description
3. New position description
4. Organizational Chart
5. Summary of differences between old/new job descriptions

Approval/Disapproval \_\_\_\_\_  
Originator's Signature \_\_\_\_\_ Date \_\_\_\_\_

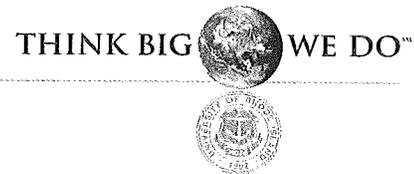
Approval/Disapproval \_\_\_\_\_  
Dean's/Director's Signature \_\_\_\_\_ Date 5/21/14

Approval/Disapproval \_\_\_\_\_  
Provost's/Vice President's Signature \_\_\_\_\_ Date 5/21/14

Approval/Disapproval \_\_\_\_\_  
Director, Personnel Services' Signature \_\_\_\_\_ Date 5/20/14

Approval/Disapproval \_\_\_\_\_  
President's Signature \_\_\_\_\_ Date 5/27/14

THE  
UNIVERSITY  
OF RHODE ISLAND  
DEPARTMENT OF  
PUBLIC SAFETY



ADMINISTRATION

44 Lower College Road, Kingston, RI 02881 USA p: 401.874.2109 f: 401.874.4553 snbaker@mail.uri.edu

Stephen N. Baker  
Director, Public Safety

May 21, 2014

**Laura Kenerson**  
**Director of Personnel Services**  
**Human Resource Administration**  
**80 Lower College Road**  
**Kingston, RI 02881**

Dear Ms. Kenerson,

Attached is a revised job description for University Police Major. I have worked with Vice President Christina Valentino on these revisions, which reflect President Dooley's decision to arm the university's police officers.

On April 14, 2014, President Dooley announced his decision to arm our police officers. To accomplish this goal, it is necessary to upgrade the job description to include the requirements necessary to carry firearms and to reflect the increased responsibility that accompanies that duty.

The University Police Major is responsible for the day-to-day operations of the Police and Security division of Public Safety. This position is currently vacant and needs to be posted and filled so that we can move forward with our arming implementation plan. Part of this plan includes an armed police presence at not only our Kingston campus, but also the Providence campus and the Narragansett Bay campus.

The request for an upgrade and changes to the job description reflects the increased responsibility of leading the University of Rhode Island Police Department through this important transition.

Thank you for your consideration in this matter.

Sincerely,



**Stephen N. Baker**

**Cc: Christina Valentino**  
**Anne Marie Coleman**

OLD

Class Code:.....0975  
Position#: (NUNC).....  
Developed by:..... SG  
Reviewed by:.....JVM  
Approved by:.....LK  
Date: .....2/04

**UNIVERSITY OF RHODE ISLAND**  
**Position Description**

**TITLE:** University Police Major  
**DIVISION:** Public Safety Organization  
**REPORTS TO:** Director of Public Safety  
**GRADE:** 13  
**SUPERVISES:** University Police Captain/Lesser Rank Public Safety Personnel

**BASIC FUNCTION:**

Provide supervision to University Police Captain(s) and lesser rank public safety personnel. With a high degree of professionalism, promote public safety, enforce laws and Board of Governors and University of Rhode Island regulations; effect arrests in accordance with provisions of federal, state, and local laws and ordinances; maintain order and security on premises within the legal jurisdiction, provide emergency medical services to the University community; protect life and property.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Assist the Director of Public Safety in the administration of the department by planning, organizing, directing and coordinating community policing and services and all law enforcement activities and operations of the Police, Security, Parking, Communications and Physical Security units.

Plan, administer and carry out a continuing program with students, faculty, staff and residents of the surrounding area to promote public safety and improve community relations.

Oversee the planning and organizing of law enforcement activities surrounding special events involving large crowds; ensure proper and adequate police and security coverage.

Administer the development of staffing plans; study various reports to determine trends and make recommendations for improvements in organization and operating procedures.

Assist in the preparation and presentation of community policing activities to members of the University and local community.

Determine fiscal requirements and prepare budgetary recommendations; monitor, verify and reconcile expenditure of budgeted funds.

Oversee court appearances when testimony and prosecution are required.

**OTHER DUTIES AND RESPONSIBILITIES:**

Perform police officer duties and act as back-up to officers as necessary, to ensure the Department meets its protection and security responsibilities.

Assume full responsibility for the operation of the department in the absence of the Director.

Perform other related duties and services as required.

**LICENSES, TOOLS AND EQUIPMENT:**

Valid driver's license and CPR certificate required. Must be skilled in the use of department-issued materials, communications equipment, restraining devices and defensive equipment. Must meet and maintain department standards on use of issued equipment.

**ENVIRONMENTAL CONDITIONS:**

Essential and secondary duties may require maintaining physical condition necessary for apprehension of suspects walking, running, bicycling, operating motorized equipment and vehicles, and positioning and maintaining traffic barricades. Work includes indoor and outdoor environment; may be assigned evening and weekend hours; work involves potentially dangerous situations, contact with hostile or abusive individuals and emergency response.

**QUALIFICATIONS:**

REQUIRED: Bachelor's degree, preferably in criminal justice, police science, or other related curriculum; minimum of ten years of law enforcement experience, including three years of senior-level experience in a law enforcement environment; successful completion of a police training curriculum approved by the RI Police Officers' Commission on Standards and Training prior to hire; excellent interpersonal skills and verbal and written communication skills; ability to work evening and weekend hours; ability to work within a diverse community. Must have and maintain a valid driver's license and CPR certificate. Must be physically qualified to perform assigned duties as evidenced by a physician's certificate showing freedom from physical disabilities, and from defects of hearing and vision. Must satisfactorily pass a formal review process, which may include agility, psychological and/or competency testing. Must pass a national criminal background check. PREFERRED: Five years of supervisory experience at the level of captain or higher.

**ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.**

**NEW**

**Class Code:.....0975**  
**Position#: (NUNC)(E).....**  
**Developed by:.....JVM; SB**  
**Reviewed by:.....SG**  
**Approved by:.....LK**  
**Date: .....2/04; 5/14**

**UNIVERSITY OF RHODE ISLAND**

**Position Description**

**TITLE:** University Police Major  
**DIVISION:** Public Safety Organization  
**REPORTS TO:** Director of Public Safety  
**GRADE:** 14  
**SUPERVISES:** University Police Captain/Lesser Ranking Public Safety Personnel

**BASIC FUNCTION:**

Provide supervision to University Police Captain(s) and lesser ranking public safety personnel. With a high degree of professionalism, promote public safety, enforce laws and Board of Education and University of Rhode Island regulations; effect arrests in accordance with provisions of federal, state, and local laws and ordinances; maintain order and security on premises within the legal jurisdiction, provide emergency medical services to the University community; protect life and property.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Assist the Director of Public Safety in the administration of the department by planning, organizing, directing and coordinating community policing and services and all law enforcement activities and operations of the Police and Security Divisions.

Assist the other divisions of Public Safety as needed.

Plan, administer and carry out a continuing program with students, faculty, staff and residents of the surrounding area to promote public safety and improve community relations.

Oversee the planning and organizing of law enforcement activities surrounding special events involving large crowds; ensure proper and adequate police and security coverage.

Administer the development of staffing plans; study various reports to determine trends and make recommendations for improvements in organization and operating procedures.

Assist in the preparation and presentation of community policing activities to members of the University and local community.

Determine fiscal requirements and prepare budgetary recommendations; monitor, verify and reconcile expenditure of budgeted funds.

Oversee court appearances when testimony and prosecution are required.

**OTHER DUTIES AND RESPONSIBILITIES:**

Perform police officer duties and act as back-up to officers as necessary, to ensure the Department meets its protection and security responsibilities.

Qualify annually with Department-issued firearms.

Maintain all issued equipment and weapons, including firearms, in a state of operational readiness.

Assume full responsibility for the operation of the Department of Public Safety in the absence of the Director and the Assistant Director.

Perform other related duties and services as required.

**LICENSES, TOOLS AND EQUIPMENT:**

Valid driver's license and CPR certificate required. Must be skilled in the use of department-issued materials, communications equipment, restraining devices, firearms, weapons, and defensive equipment. Must meet and maintain department standards on use of issued equipment.

**ENVIRONMENTAL CONDITIONS:**

Essential and secondary duties may require maintaining physical condition necessary for apprehension of suspects walking, running, bicycling, operating motorized equipment and vehicles, and positioning and maintaining traffic barricades. Work includes indoor and outdoor environment; may be assigned evening and weekend hours; work involves potentially dangerous situations, contact with hostile or abusive individuals and emergency response.

**QUALIFICATIONS:**

**REQUIRED:** Bachelor's degree in criminal justice, police science, or other related curriculum; minimum of ten years of law enforcement experience, including three years of senior-level experience in a law enforcement environment; successful completion of a police training curriculum approved by the RI Police Officers' Commission on Standards and Training prior to hire; demonstrated excellent interpersonal skills and verbal and written communication skills; ability to work evening and weekend hours; demonstrated ability to work within a diverse community; possession of, and maintenance of, a valid driver's license and CPR certificate. Must complete all official departmental firearms training upon appointment. Must be physically qualified to perform assigned duties as

evidenced by a physician's certificate, showing freedom from physical disabilities and from defects of hearing and vision. Must satisfactorily pass a formal review process which may include agility, psychological and/or competency testing. Must pass a national criminal background check.

**PREFERRED:** Master's degree in Criminal Justice Administration, Police Science, or other related curriculum; five years of supervisory experience at the level of captain or higher; five years of experience in an educational campus law enforcement environment.

**ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.**

**Business Services**  
**Public Safety: Police & Security Unit**  
**May 2014**

