



**Brown University
Department of Public Safety**

Job Description for Campus Police Officer/304

A. Nature of Work

The Campus Police Officer shall be responsible for the safety and security of all University properties; the faculty, staff, student body; and guests and visitors during the assigned tour of duty. The Campus Police Officer will patrol the University buildings, grounds and adjacent public areas to enforce the statutes of the State of Rhode Island, and the rules and regulations of Brown University. The Campus Police Officer shall be individually responsible for the post or assignment during the official tour of duty. This responsibility will include all of the following:

1. Prevention and suppression of crime.
2. Protection of life and property.
3. Apprehension and protection of offenders.
4. Preservation of the peace and maintenance of order.
5. Enforcement of all state statutes and University regulations.
6. Assist with the development and improvement of mechanisms to create and enhance relationships with the department and the Community.

The Campus Police Officer is licensed by the Superintendent of State Police under Title 12, Chapter 2.1, of the General Laws of Rhode Island. The Campus Police Officer so licensed "...shall have the same immunities and may exercise in and upon the lands and buildings of the institution by which he is employed, and upon streets and highways immediately adjacent to said lands, the same powers and authority of police officer as said immunities and powers are conferred by the laws of this State upon members of the Department of State Police, including the power to arrest persons for violations of state criminal statutes or the violation of city and town ordinances of the city or town in which said institution is located." The Campus Police Officer has concurrent jurisdiction with police personnel from the State Police and the Providence Police Departments.

Police Officers must maintain a high level of proficiency in the use of police equipment including the handling and use of firearms and be capable of using deadly force when appropriate based on the laws of the State of Rhode Island and Department policy.

B. Illustrative Examples of Work

The Campus Police Officer will patrol the buildings and grounds of Brown University by the mode designated. S/he will give special attention to areas of high crime incidents, conduct criminal investigations, and prepare reports of all investigations, make arrests and process individuals; testify in court or at University hearings; notify superiors of major crimes and other

notable incidents; give directions and general information to guests and visitors; respond to emergency calls such as fires and personal injuries, may assist in the training of new officers; inspect and maintain assigned equipment including firearms and clothing, perform any other duties necessary to protect the lives, safety and property of the students, staff, faculty and guests of the University; do related work as required.

C. Qualifications:

1. Must be able to effect an arrest using handcuffs and other restraints; subdue resisting suspects using maneuvers and weapons and resort to the use of hands and feet and other approved weapons in self-defense.
2. Must be able to operate and utilize various types of law enforcement equipment; must demonstrate proficiency in the use of firearms approved for use by the department's firearms officer, and other department-authorized weapons.
3. Must be capable of gathering information in criminal investigations by interviewing, and obtaining the statements of victims, witnesses, suspects and confidential informers, and following this, be able to prepare investigative and other reports, including sketches, using appropriate grammar, symbols and mathematical computations. Must be able to process arrested suspects to include taking their photographs.
4. Must be able to exercise independent judgment in determining when there is reasonable suspicion to detain, when probable cause exists to search and arrest and when force may be used and to what degree.
5. Must be able to pursue fleeing suspects and perform rescue operations which may involve quickly entering and exiting law enforcement patrol vehicles, lifting, carrying, and dragging heavy objects, climbing over and pulling oneself up over obstacles, jumping down from elevated surfaces, climbing through openings, jumping over obstacles, ditches and streams; crawling in confined areas, balancing on uneven or narrow surfaces and using body force to gain entrance through barriers.
6. Must be able to communicate effectively and coherently over law enforcement radio channels while initiating and responding to radio communications.
7. Must be able to engage in law enforcement patrol functions that include such things as working rotating shifts, walking on foot patrol and physically checking the doors and windows of buildings to ensure they are secure.
8. Must be able to perform rescue functions at accidents, emergencies, and disasters to include arranging for emergency medical aid, lifting, dragging, and carrying people away from dangerous situations and securing and evacuating people from particular areas. Must be able to extinguish small fires by using a fire extinguisher and other appropriate means.
9. Must be able to process and transport prisoners and committed mental patients using handcuffs and other appropriate restraints.
10. Must be able to perform searches of people, vehicles, buildings, and large outdoor areas which may involve feeling and detecting objects, walking for long periods of time, detaining people and stopping suspicious persons.
11. Must be able to conduct visual and audio surveillance for extended periods of time.

12. Must be able to communicate effectively with people, including juveniles, by giving information and directions, mediating disputes, and advising of rights and processes. Additionally, must be able to endure verbal and mental abuse when confronted with the hostile views and opinions of suspects and other people encountered in an antagonistic environment.
13. Must be able to read and comprehend legal and non-legal documents, including the preparation and processing of such documents as citations, affidavits and warrants. Must be able to demonstrate communication skills in court and other formal settings.
14. Must be able to identify evidence and substances that provide the basis of criminal offenses and infractions and that indicate the presence of dangerous conditions.
15. Must pass a background investigation. Candidates must not have any felony convictions or serious misdemeanor convictions.
16. Must possess a valid driver's license, and be capable of operating a law enforcement vehicle during both day and night, in emergency situations involving speeds in excess of posted limits, in congested traffic and in unsafe road conditions caused by factors such as fog, smoke, rain, ice and snow.
17. Must pass a physical agility assessment; a psychological test administered by the University of Rhode Island and a physical examination administered by University Health Services.
18. Must pass or be a graduate of the Rhode Island Municipal Police Training Academy or another accredited academy, and this Department's Campus Police Officer training program, including receiving instruction on Use of Force policy.
19. Must be 21 years of age, a United States citizen, and have a high school diploma or GED with higher education in a related field preferred.
20. Must have strong interpersonal, written, and verbal communication skills.
21. Must successfully complete a one-year probationary period (six months for internal candidates). An employee transferred or promoted from a part-time to a full-time position, or an employee transferred or promoted during the first twelve months of employment with the Department, shall serve a twelve (12) month probation in the new position.
22. Must be eligible for licensing as a Special Police Officer by the Superintendent of the Rhode Island State Police.