

**RIVERSIDE COMMUNITY COLLEGE DISTRICT  
CLASSIFIED POSITION DESCRIPTION**

**JOB TITLE:** Officer, Safety & Police

**BASIC FUNCTION:** Under the supervision of the area Sergeant, performs as a patrol officer/investigator; assists the Chief of Police and Sergeants with special assignments at each District campus and off-site facilities; responds to known or unforeseen crises as they arise at specific campus locations or District wide; patrols the campuses to ensure a safe environment conducive to learning and work, for students, staff, faculty, and visitors to deter injuries or loss to real or personal property.

**PROVIDES WORK OR LEAD DIRECTION TO:** Not applicable – no permanent full-time staff to supervise.

**REPRESENTATIVE DUTIES:**

1. Maintains vehicle and all equipment onboard.
2. Prepares clear and concise criminal reports.
3. Conducts initial and/or follow-up investigations of criminal and non-criminal incidents occurring at district campuses/sites or other district owned and operated off-campus locations.
4. Responds to calls for service; contacts and identifies crimes; makes arrests; transports criminal offenders; responds to burglary, hold-up alarms and ATM machines on campus.
5. Reports all criminal and unusual occurrences within the district.
6. Enforces parking regulations on or off campus.
7. Maintains crowd and traffic control at district special events.
8. Transports district cash deposits to banking facilities on and off campus.
9. Patrols all district properties, either in a marked police vehicle, on foot, or by bicycle as a member of the bicycle patrol enforcement team.
10. Maintains close liaison with other local and outside law enforcement agencies, district attorney's office and school administrators.
11. Assists other law enforcement agencies with requests for service, including state or federal agencies for warrant services or criminal apprehension, including gang related investigations on or off campus.
12. Investigates known and suspected gang activity within the college district.
13. Presents school safety workshops to outside agencies.
14. Assists with (RAD) Rape Aggression Defensive Tactics as a defensive tactics "Red Man" aggressor for adults through RCCD's Community Education Program.
15. Assists with "Kids RAD" as a Red Man Aggressor for children ages 5-12 years through RCCD's Community Education Program.
16. Responds to call for service assisting other agencies for subjects prowling, burglaries in progress, domestic disputes, drug activities on the property, subjects loitering, and landlord/tenant disputes.
17. Trains newly hired officers.
18. Investigates traffic collisions that occur on or around the college campus.
19. Keeps informed of campus activities.
20. Assists neighboring middle school or elementary school with calls for service involving fights, drugs, weapons.
21. Participates in District-provided in-service training programs.

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22. Maintains a friendly, supportive atmosphere for students, staff, faculty, and the public.
23. Performs other duties, related to the position, as assigned.

**EDUCATION:** High school diploma or equivalent. College course work with an emphasis on law enforcement and police science is preferred.

**EXPERIENCE:** Prior law enforcement agency experience or college experience of a similar nature preferred.

**LICENSES/CERTIFICATIONS REQUIRED:** Graduation from a California P.O.S.T Police Academy within the past three years or possess a current basic California P.O.S.T. certificate. Possession of valid Standard First Aid and Cardiopulmonary (CPR) Certificates. Must have a valid California driver's license and have (and maintain) an insurable driving record acceptable to the District's insurance carrier. Must participate in a psychological evaluation and submit to a thorough background investigation. Must meet all the minimum standards set forth in California Government Code Section 1031 and not be disqualified by any factor set forth in California Government Code Sections 1029 and 1031.5. These include, but are not limited to, the highest standards of personal integrity and honesty. Employees in this classification are subject to day, evening, and night shift assignments and weekend duty. The District provides required uniforms and equipment as designated in the College Safety and Police manual.

**KNOWLEDGE OF:** California codes as they apply to general law enforcement duties.

**ABILITY TO:** Learn and apply District rules and regulations to the work performed; assess a law enforcement or emergency situation and determine an appropriate course of action.

**OTHER:** Candidate must demonstrate clear evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students, staff and the community.

**CONTACTS:** Co-workers, faculty, staff, administrators, students, the general public, officers and officials outside of law enforcement and other public agencies.

**PHYSICAL EFFORT:** Pass a job specific physical agility test. Requires the ability to exert physical effort, such as walking, standing, and restraining individuals. Freedom from serious disabilities in vision, hearing, and physical ability. Must be able to lift at least 50 pounds.

**WORKING CONDITIONS:** Work includes indoor and outdoor environment; subject to working during evening hours; work involves potentially dangerous situations, normal police department environment.

The Riverside Community College District is an equal opportunity employer and recognizes the need to provide reasonable accommodations to employees with disabilities. For more information, contact (951)222-8039.