

OCTOBER 2016
FLSA: NON-EXEMPT
SALARY GRADE: P
CBA DESIGNATION: CLASSIFIED BARGAINING UNIT

RIVERSIDE COMMUNITY COLLEGE DISTRICT

SENIOR OFFICER, SAFETY AND POLICE

BASIC FUNCTION: Under the supervision of the Sergeant, assists the Chief of Police and Sergeants to oversee and coordinate safety and police functions on each District campus and off-site facilities; provides a safe and secure learning environment for students, faculty, staff, and visitors on or about District campuses and off-campus sites

PROVIDES WORK OR LEAD DIRECTION TO: Police Officers, Dispatchers, Reserve personnel, Short- Term employee(s) and/or Work Study student(s).

REPRESENTATIVE DUTIES:

1. Patrols all district properties, by vehicle, foot or bicycle, to ensure safety of persons and security of property.
2. Prepares clear and concise criminal/procedural reports. Also prepares and reviews other documentation (logs, emails, voicemail).
3. Develops/coordinates/documents daily operations with department personnel district-wide, on all shifts, (including scheduling of other Safety and Police personnel).
4. Identifies contacts, arrests, transports, processes violators of the law or district policies, including handling of evidence and hazardous material.
5. Conducts initial and/or follow-up investigations of criminal and non-criminal incidents occurring on District campuses/sites and off campus.
6. Responds to calls for service (public services, medical aids, traffic collisions, safety hazards, lost or wild animals). Conducts traffic control and enforces parking regulations.
7. Participates in daily roll call briefings; conducts briefings in Sergeant's absence.
8. Oversees care and maintenance of departmental vehicles and equipment.
9. Maintains a close liaison with local law enforcement agencies and district administrators. Assists outside law enforcement or other public agencies both on and off campus (including their calls for service, arrests and need information).
10. Assists Sergeants and/or Chief in identifying and solving crime trends or chronic problems in the college/District.
11. Develops, coordinates and participates in programs to foster positive relationships with college population and the outside community (including crime prevention).
12. Participates in continuous in-service training (including firearms, use of force, etc.) and in any other District-provided in-service training programs.
13. Identifies training needs of officers with training Sergeant; coordinates and/or assists with appropriate training.
14. Performs other duties, related to the position, as assigned.

EDUCATION AND EXPERIENCE: High School Diploma or Equivalent and at least one year of experience as a Police Officer is required.

LICENSES/CERTIFICATIONS: Graduation from a California POST Police Academy within the past three years or possess current basic and intermediate California POST certificates. 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. The District provides required uniforms and equipment as designated in the College safety and security manual.

KNOWLEDGE OF:

- California codes as they apply to general law enforcement duties.

ABILITY TO:

- Read, write, and follow oral and written instructions;
- Think and act quickly in an emergency situation during the course of required duties;
- Maintain a friendly, supportive atmosphere for students, staff, faculty, and the public.

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

PHYSICAL DEMANDS: Must 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, carry, push, and pull materials and objects weighing at least 50 pounds. Will require occasional travel.

ENVIRONMENTAL ELEMENTS: Work includes indoor and outdoor environment; subject to working during evening hours and weekends; work involves potentially dangerous situations. Employee may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

OTHER: Must have evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students, staff and the community. Must participate in a psychological evaluation and submit to a thorough background investigation. Must meet all the minimum standards set for 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 assignments and weekend duty.

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.