

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
NON-CLASSIFIED SHORT-TERM AND SUBSTITUTE
TEMPORARY POSITION DESCRIPTION**

POSITION TITLE: Detective/Investigator

DEPARTMENT/LOCATION: Safety and Police, Moreno Valley, Norco, Riverside City Colleges

BASIC FUNCTIONS: Under the supervision of the Chief of Police, responsible for conducting all criminal and non-criminal investigations assigned.

REPRESENTATIVE DUTIES:

1. Conduct all criminal and non-criminal investigations assigned by the Chief of Police.
2. Conduct follow-up investigations of all felony cases and misdemeanor investigations assigned by the Chief of Police.
3. Conduct all internal investigations of criminal conduct and/or policy violations by RCCPD personnel as assigned by the Chief of Police.
4. Conduct all investigations of criminal conduct and/or policy violations by RCC staff and faculty as assigned by the Chief of Police.
5. Conduct background investigations of all RCCPD new hire employees and submit a written report of those findings as mandated by POST requirements.

QUALIFICATIONS: Possession of a current intermediate POST certificate. AA degree or equivalent in police science or related field. Knowledge of California criminal code, vehicle code, evidence code, and California statutes related to the investigation of criminal cases. Certification of attendance of training as a school police officer. Must possess a valid California driver license. Five years of experience as a full-time police officer working for a Post-certified police department or equivalent

HOURS / DAYS: A Non-Classified Short-Term Employee is a temporary employee, exempt from the classified service, hired to perform a service that is not needed on a continuing basis and is **limited** to 160 days per fiscal year. The department budget may further limit these days.

A Non-Classified Substitute Employee is a temporary employee, exempt from the classified service, hired to replace a classified employee who is temporarily absent from duty. Employment is **limited** to 160 days per fiscal year. The department budget may further limit these days.

A temporary employee can work 8 hours per day, 40 hours per week. If a temporary employee works 1 hour per day, it counts as one day towards the 160-day limit per fiscal year. Temporary employees are not exempt from overtime provisions and are entitled to overtime pay for overtime hours worked.

No temporary employee may begin to work without the authorization of Diversity and Human Resources.

The work location and assignment within the job classification is determined by the District and may be subject to change.

All offers of employment will be contingent upon the availability of funds and approval by the Board of Trustees.

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.