

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

**POSITION TITLE:** Reserve College Police Officer

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

**BASIC FUNCTIONS:** 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.

**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. Investigates known and suspected gang activity within the college district.
11. 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.
12. Investigates traffic collisions that occur on or around the college campus.
13. Keeps informed of campus activities.
14. Assists neighboring middle school or elementary school with calls for service involving fights, drugs, weapons.

**QUALIFICATIONS:** High school diploma or equivalent. College course work with an emphasis on law enforcement and police science is preferred. Prior law enforcement agency experience or college experience of a similar nature preferred.

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.

**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.