



University of California, Riverside Police Department COMMUNITY SERVICE OFFICER APPLICATION PACKET

Failure to read and complete application as instructed will result in immediate disqualification

SALARY \$9.34 an hour (Plus shift differential pay)

Part-time position involves up to 19 hours of work per week and CSOs are given the option of working up to 36 hours a week during school breaks (Spring, Summer and Winter). Must be able to work nights, weekends and holidays.

FINAL FILING DATE: Open until all vacancies are filled.

THE POSITION:

Thank you for your interest in the Community Service Officer (CSO) position. Community Service Officers work alongside with UCPD officers to make the campus safe. The philosophy of the Community Service Officer Program is to serve as the 'eyes and ears' for the Police Department and the UCR campus community. During this experience students will take with them life experiences that can be carried onto future professions within or outside of law enforcement. The CSO's responsibilities are as follows but not limited to:

- Operating the Night Escort Service for the UCR campus community when the regular service is not in operation.
- Conducting foot and bike patrols of campus including: campus dormitories, apartments, and all buildings on campus.
- The reporting of any suspicious circumstances requiring police response.
- Providing general support for the UCR Police Department, including staffing for special events. (Graduations, Special Assignments, etc.)
- Building surveys of all campus classroom and office buildings.

MINIMUM REQUIREMENTS:

- Applicant must be 18 years of age.
- Applicant must be a full time undergraduate or graduate at the University of California, Riverside.
- Applicant must be attending UCR for at least one more academic year (9 months) when applying for the position.
- Applicant shall be in good academic standing and not on academic probation.
- Applicant must have a valid California driver's license.
- Applicant must have a good driving record.
- Applicant must be a U.S. Citizen, legal resident or have a work Visa.

QUALIFICATIONS:

- Applicant must be willing to work up to 19 hours a week, including nights, weekends, and holidays.
- Applicant must pass through a background investigation check including live-scan fingerprinting.
- Applicant must be able to work a majority of night shifts lasting mainly from 10pm to 4am.

- Applicant must be in good physical condition, able to walk at least 6 miles a night, and have vision correctable for safe and legal operation of a standard motor vehicle.
- Applicant must be able to walk up and down flights of stairs.
- Applicant must be capable, with proper training, to quickly and accurately manipulate the controls of a police radio, and be able to hear, understand and effectively communicate with a police dispatcher using proper codes and language via radio.
- Applicant must possess the ability to remain calm in stressful situations and utilize common sense.
- Applicant must maintain a demeanor of professionalism that is expected by, and acceptable to, a general public commensurate with departmental standards.
- Applicant must be able to write in a clear, concise, and legible manner.
- Applicant must be capable of following written and oral instructions.
- Applicant must be able to work efficiently with minimal supervision.
- Applicant must refuse to participate in or tolerate unethical behavior.
- Applicant must take direction from supervisors.
- Applicant must maintain good working relationships with members of the Department.
- Applicant cannot hold another position within the University while working for the UCR Police Department.
- Applicant must be committed to work for at least one academic year (9 months).

APPLICATION PROCESS:

- 1) **Obtain an application packet from the UCR Police Department.**
- 2) **Write a one page maximum essay indicating why you are interested in the CSO program and add any other information about yourself that you believe would be of interest to the police department. The purpose of the essay is to get a general understanding of who you are prior to the interview.**
- 3) **Turn in completed package (stapled) to the UCR Police Department Front Desk**

- Application must be complete and legible.
- Application must be filled out in black ink. (Typed or neatly handwritten)
- After your completed application packet is received, you may be called in for an oral interview.
- On the date of the interview the panel will ask questions about yourself and about the CSO program. The interview will last approximately 30 minutes.
- Offers of employment are conditional until completion of the background investigation, private interview with the Command Staff, and cleared fingerprints.
- After being offered employment you will be required to attend a mandatory In-House orientation session.

SELECTION PROCEDURES:

Applications must be submitted to the UCR Police Department (3500 Canyon Crest Dr. Riverside CA, 92507).

The selection procedure will consist of three (3) parts:

PART I: An oral appraisal interview to evaluate education, training, experience, and job related qualifications for the position. **APPROPRIATE ATTIRE IS EXPECTED.**

PART II: Candidates successful through part I of the examination will be placed on an eligibility list. As positions become available, candidates will proceed to a screening process which will consist of a background investigation.

PART III: An oral appraisal interview with the Police Department's Command Staff.

KEEP PAGE ONE AND TWO FOR REFERENCE

Employment Application

Applicant Survey

If you are completing the application by paper, please complete the following section.

(Required) Position Number: ___ - ___ - _____

Name: _____ Home Phone: _____ Work Phone: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Affirmative Action/ Equal Employment Opportunity Data

The following information is requested to comply with Federal reporting requirements. The information is necessary for statistical analysis of applicant flow data in administering the Office of the President's equal employment opportunity/affirmative action program. Furnishing the information is voluntary and there is no penalty for not providing it. The information is not given to the hiring authority.

Race/Ethnicity:

Please select one category only. If two or more racial/ethnic categories are applicable, choose the one category with which you most identify with.

- Asian/Pacific Islander
- Black/African American
- Hispanic/Latin
- White, non-Hispanic
- Other:
- I choose not to declare

Gender:

- Female
- Male
- I choose not to declare

Veteran Status:

- Not a veteran
- Recently separated veteran
- Vietnam era veteran

Privacy Notification Statement

The State of California Information Practices Act of 1977 requires the University to provide the following information to individuals who are asked supply information about themselves: (1) the principal purpose for requesting the information on this form is to comply with applicable State and Federal laws; (2) providing the personal information is mandatory unless otherwise noted; (3) the personal information will be kept confidential and used only in accordance with applicable laws; (4) the personal information will be given to government enforcement agencies if these agencies request such information, or as otherwise required by law; (5) individuals have the right to review their own records in accordance with University personnel policies and collective bargaining agreements; information on applicable policies and agreements can be obtained from the Human Resources and Labor Relations office; (6) the University offices responsible for maintaining the information is UCR Recruitment Services, 1160 University Avenue, Riverside, 92521.

Nondiscrimination and Affirmative Action Policy Statement

The University of California prohibits discrimination against or harassment of any person employed by or seeking employment with the University on the basis of race, color, national origin, religion, gender, physical or mental disability, medical condition (cancer-related or genetic characteristics), ancestry, marital status, age, sexual orientation, citizenship, or status as a covered veteran (special disable veteran, Vietnam era veteran, or any other veteran who served on active duty during a war or in a campaign or expedition for which a campaign badge has been authorized.) The University is an affirmative action/ equal opportunity employer. The University undertakes affirmative action to assure equal employment opportunity for minorities and women, for person with disabilities, and covered veterans. University policy is intended to be consistent with the provisions of applicable Federal laws. Inquiries regarding the University's affirmative action and equal employment opportunity policies may be directed to the Director of Affirmative Action/ Title IX Officer, UCR at 951-827-5604.



Recruitment Services
 University of California, Riverside
 1160 University Avenue
 Riverside, CA 92521

Date of Application

| Month | Day | Year |
|-------|-----|------|
| | | |

Position

A separate application is required for each position. Type or print in black or blue ink.

| | | |
|------------------------------|--------------|-------------------|
| (Required) Job Number | Title | Department |
|------------------------------|--------------|-------------------|

Will you work:
 Full Time Part Time Temporary

Referred by:

General Information

| | | |
|-----------|------------|--------|
| Last Name | First Name | Middle |
|-----------|------------|--------|

Address

| | | |
|------|-------|----------|
| City | State | Zip Code |
|------|-------|----------|

| | | |
|------------|---------------|-------|
| Home Phone | Message Phone | Email |
|------------|---------------|-------|

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|--|---|---|--|
| Do you have the legal right to work in the U.S.? <input type="checkbox"/> Yes <input type="checkbox"/> No | Are you over the age of 18? <input type="checkbox"/> Yes <input type="checkbox"/> No | If hired, can you furnish proof of age? <input type="checkbox"/> Yes <input type="checkbox"/> No | Do you have a valid California Driver's License? <input type="checkbox"/> Yes <input type="checkbox"/> No |
|--|---|---|--|

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|--|----------------|--------|------------|----------|
| Have you ever been employed by the University? <input type="checkbox"/> Yes <input type="checkbox"/> No | Dates Employed | Campus | Department | Position |
|--|----------------|--------|------------|----------|

| | | | | |
|---|------|--------|------------|--------------|
| Do you have any relatives employed by the University? <input type="checkbox"/> Yes <input type="checkbox"/> No | Name | Campus | Department | Relationship |
|---|------|--------|------------|--------------|

Have you ever been convicted of a criminal offense by any court? Yes No
This includes any offense where you were found guilty, pled guilty or pled nolo contendere. You may omit:
 a. traffic violations for which the fine imposed was \$300.00 or less;
 b. conviction of misdemeanor while under the age of 18, if the record was sealed under Penal Code 1203.45; or
 c. any conviction specified in the Health and Safety Code Section 11361.5 which pertains to various marijuana offenses.

If you answer "yes", please list the dates, places, and specific offense(s) on this form.
 A conviction will not necessarily disqualify you from consideration for employment.

Education

| Name of School | Location | No. of Units Completed | G.P.A. | Degree or Diploma | Major | Minor |
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|---|-------------|------------------|--|---------------------------------|
| Are you attending school right now? <input type="checkbox"/> Yes <input type="checkbox"/> No | What hours? | Course of study: | Do you plan further educational study? <input type="checkbox"/> Yes <input type="checkbox"/> No | If "yes", what field and where? |
|---|-------------|------------------|--|---------------------------------|

Language Ability
 Answer if the position you are applying for requires proficiency in language(s).

| | | | | | | | |
|---------|-------|------|-------|-------|-------|------|-------|
| English | Speak | Read | Write | Other | Speak | Read | Write |
|---------|-------|------|-------|-------|-------|------|-------|

List membership in professional societies and/or certificates and licenses. Give state, number, and expiration date.
 (You may exclude names of organizations which may reveal your race, color, religion, national origin, ancestry, or physical handicap.)

Additional information including special projects, skills, published writings, training, machines operated special interests and community activities.
 (You may exclude names of organizations which may reveal your race, color, religion, national origin, ancestry, or physical handicap.)

Employment Record

List your present or most recent employer first and include U.S. Armed Forces experience and major volunteer experience. Account for all time during at least the past ten years, including periods of unemployment. (You may exclude names or organizations, which may reveal your race, color, religion, national origin, or ancestry.) Describe senior project, M.A., M.S., or Ph.D. thesis if appropriate.

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|---------------------------------------|---|----------|----------------|-----------------|
| Position Title | Start Date | End Date | Start Salary | End Salary |
| Employer | Type of Business | | Hours Per Week | Total Yrs./Mos. |
| Street Address, City, State, Zip Code | | | | |
| Immediate Supervisor | Phone Number | | | |
| Reason for Leaving | May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No | | | |
| Duties Performed | | | | |
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|---------------------------------------|---|----------|----------------|-----------------|
| Position Title | Start Date | End Date | Start Salary | End Salary |
| Employer | Type of Business | | Hours Per Week | Total Yrs./Mos. |
| Street Address, City, State, Zip Code | | | | |
| Immediate Supervisor | Phone Number | | | |
| Reason for Leaving | May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No | | | |
| Duties Performed | | | | |
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|---------------------------------------|---|----------|----------------|-----------------|
| Position Title | Start Date | End Date | Start Salary | End Salary |
| Employer | Type of Business | | Hours Per Week | Total Yrs./Mos. |
| Street Address, City, State, Zip Code | | | | |
| Immediate Supervisor | Phone Number | | | |
| Reason for Leaving | May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No | | | |
| Duties Performed | | | | |
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Additional Employment Record

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|---------------------------------------|---|----------|----------------|-----------------|
| Position Title | Start Date | End Date | Start Salary | End Salary |
| Employer | Type of Business | | Hours Per Week | Total Yrs./Mos. |
| Street Address, City, State, Zip Code | | | | |
| Immediate Supervisor | Phone Number | | | |
| Reason for Leaving | May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No | | | |
| Duties Performed | | | | |
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|---------------------------------------|---|----------|----------------|-----------------|
| Position Title | Start Date | End Date | Start Salary | End Salary |
| Employer | Type of Business | | Hours Per Week | Total Yrs./Mos. |
| Street Address, City, State, Zip Code | | | | |
| Immediate Supervisor | Phone Number | | | |
| Reason for Leaving | May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No | | | |
| Duties Performed | | | | |
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|---------------------------------------|---|----------|----------------|-----------------|
| Position Title | Start Date | End Date | Start Salary | End Salary |
| Employer | Type of Business | | Hours Per Week | Total Yrs./Mos. |
| Street Address, City, State, Zip Code | | | | |
| Immediate Supervisor | Phone Number | | | |
| Reason for Leaving | May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No | | | |
| Duties Performed | | | | |
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| Additional Comments (if any) |
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Disclosure

The University of California prohibits discrimination against or harassment of any person employed by or seeking employment with the University on the basis of race, color, national origin, religion, sex, physical or mental disability, medical condition (cancer-related or genetic characteristics), ancestry, marital status, age, sexual orientation, citizenship, or status as a covered veteran (special disabled veteran, Vietnam era veteran, recently separated veteran, or any other veteran who served on active duty during a war or in a campaign or expedition for which a campaign badge has been authorized).

The University of California is an affirmative action/equal opportunity employer. The University undertakes affirmative action to assure equal employment opportunity for minorities and women, for persons with disabilities, and for special disabled veterans, Vietnam era veterans, recently separated veterans, and any other veterans who served on active duty during a war or in a campaign or expedition for which a campaign badge has been authorized.

University policy is intended to be consistent with the provisions of applicable State and Federal laws.

Inquiries regarding the University's equal opportunity policies may be directed to:

Director, Office of Faculty & Staff Affirmative Action
University of California, Riverside
Telephone: (951) 827-5604

The State of California Information Practices Act of 1977 (effective July 1978) requires the University to provide the following information to individuals asked to supply information about themselves.

I. The principal purposes for requesting information on the attached form is for personnel and affirmative action administration. University policy and State and Federal statutes, which are available in the Human Resources and Affirmative Action Offices, authorize the maintenance of this information. Information furnished on these forms may be used by various University departments for the purposes cited in those policies and statutes and will be given to State and Federal agencies if required by law.

II. Furnishing the information on the employment application form is mandatory; failure to provide the information will prevent evaluation of your qualifications for employment. Furnishing the information on the applicant survey and self-identification forms is voluntary; there is no penalty for not completing the forms.

III. Individuals have the right to review their own records in accordance with Staff Personnel Policy 605 and Academic Personnel Manual Section 195. Information on these policies may be obtained from the campus Human Resources and Academic Personnel Offices.

IV. The hiring department is responsible for maintaining the information supplied on the employment application form; the Office of Faculty and Staff Affirmative Action is responsible for maintaining the information supplied on the applicant survey and self-identification forms.

V. UC Annual Crime Statistics and CLERY Act Report: The U.C. Riverside Reports are available at these websites: <http://police.ucr.edu/clery/clery.html> AND <http://police-statistics.universityofcalifornia.edu>. The report contains a summary of crimes reported on the campus and in other designated areas during the past three calendar years. It also contains references to University and campus policies concerned with criminal activity and security on campus. Printed copies of the Report are available upon request from the University of California, Riverside, Police Department, 3500 Canyon Crest Drive, Riverside, CA 92521 or by telephone at (951) 827-5222.

Authorization

I certify that all statements on this application are true and complete to the best of my knowledge and belief. If employed, I understand that any falsification of this record may be considered cause for separation.

Applicant's Signature

Date



University of California Police Department, Riverside
Community Service Officer Candidate Preliminary Questionnaire

Candidate Questionnaire

| | | Yes | No |
|-----|---|-----|----|
| 1. | Are you currently employed? | | |
| 2. | If yes, do you plan to continue at your current job if hired as a CSO? | | |
| 3. | What year are you at UCR? | | |
| 4. | How many hours do you desire to work per week? | | |
| 5. | When are you available to start? | | |
| 6. | The Police Department is active 24/7, 365 days a year. CSOs are required to work most holidays and weekends. Are you willing to make this commitment? | | |
| 7. | What is your expected graduation year/month? | | |
| 8. | Do you have any special skills or training (CPR, First Aid, EMT)? | | |
| 9. | Have you ever worked with law enforcement or in a security capacity? | | |
| | If so, give dates, descriptions, and duties. | | |
| | _____ | | |
| | _____ | | |
| | _____ | | |
| 10. | Do you know anyone currently in the CSO Program who could write you a letter of recommendation? | | |
| | Please indicate any CSOs that would write you a letter. | | |
| | _____ | | |
| 11. | Are you interested in a career in law enforcement? | | |
| 12. | CSOs are required to purchase specific equipment and or uniforms. Are you willing to buy this? | | |
| 13. | Are you bilingual? | | |
| | If so, in what language(s)? | | |
| | _____ | | |