HIGHLANDER SAFETY TEAM
APPLICATION PACKET

SALARY: $17.46 per hour, plus applicable shift differential pay.

POSITION SUMMARY:

The Highlander Safety Team (HST) supports UCR Police Department officers by serving as additional “eyes and ears” throughout campus. This part-time position offers up to 19.5 hours per week and up to 36 hours during academic breaks.

DUTIES INCLUDE:

- Providing campus safety escorts
- Conducting foot, bicycle, and vehicle patrols
- Reporting suspicious activity and safety concerns
- Completing building security surveys
- Assisting with graduations, special events, and other UCPD assignments

MINIMUM REQUIREMENTS:

- Must be at least 18 years old
- Must be a full-time UCR undergraduate or graduate student in good academic standing
- Must remain enrolled at UCR for at least one additional academic year
- Must possess a valid California driver’s license and a satisfactory driving record
- Must be legally authorized to work in the United States
- Must pass a background investigation and Live Scan fingerprinting
- Must be available to work nights, weekends, holidays, and shifts generally scheduled between 10:00 p.m. and 4:00 a.m.
- Must be physically able to walk approximately five miles per shift and climb stairs
- Must communicate clearly, follow instructions, remain calm under pressure, and work effectively with minimal supervision
- Must demonstrate professionalism, integrity, sound judgment, and strong written and verbal communication skills
- May not hold another university position while employed by UCPD
- Must commit to working for at least one academic year

APPLICATION PROCESS:

1. Obtain an application from the UCR Police Department Front Counter, police.ucr.edu, or Handshake.
2. Include a one-page essay explaining your interest in the HST program and any relevant information about yourself.
3. Submit the completed application to:

UCR Police Department
3500 Canyon Crest Drive
Riverside, CA 92507

Applications may also be emailed to **UCPDCSOSUP@UCR.EDU**.

Applications must be complete, legible, and typed or completed neatly in black ink.

SELECTION PROCESS:

- Qualified applicants may be invited to a professional, approximately 30-minute oral interview.
- Successful candidates will be placed on an eligibility list and may advance to a background investigation, private interview, and fingerprint clearance.
- Employment offers are conditional upon successful completion of all screening requirements.
- Selected candidates must attend a mandatory in-house orientation.

KEEP PAGE ONE AND TWO FOR REFERENCE

University of California Police Department, Riverside

Highlander Safety Team 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 HST?		
3.	What year are you at UCR?		
4.	Are you involved in any Campus Organizations?		
5.	How many hours do you desire to work per week?		
6.	When are you available to start?		
7.	The Police Department is active 24/7, 365 days a year. HSTs are required to work most holidays and weekends. Are you willing to make this commitment?		
8.	What is your expected graduation year/month?		
9.	Do you have any special skills or training (CPR, First Aid, EMT)?		
10.	Have you ever worked with law enforcement or in a security capacity?		
	If so, give dates, descriptions, and duties.		
11.	Do you know anyone currently in the HST Program who could write you a letter of recommendation?		
	Please indicate any HSTs that would write you a letter.		
12.	Are you interested in a career in law enforcement?		
13.	HSTs are required to purchase specific equipment and or uniforms. Are you willing to buy this?		
14.	Are you bilingual?		
	If so, in what language(s)?		

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

Position Highlander Student Safety Team Member		
Title	Department	
General Information		
Last Name	First Name	Middle
Address		
City	State	Zip Code
Home Phone / Cell Phone	Email	

Please circle answer

Do you have the legal right to work in the U.S? Upon hire, will you be able to provide proof of eligibility to work in the U.S.?	yes / no	Have you ever been employed by UC Riverside?	yes / no
If you are under 18 years of age, can you furnish proof of your eligibility to work?	yes / no	If yes, provide the date(s) employed.	
Are you a UC retiree?	yes / no	Have you ever been employed by another UC location?	yes / no
Do you have any relatives employed by UC Riverside	yes / no	If yes, provide the date(s) and location.	
If yes, provide the relatives name.			

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 the name(s) of organizations if you feel they may reveal your race, color, religion, national origin, or ancestry.) Should you need additional space, please add the information on a separate sheet of paper. In addition to completing this application, you may also include a copy of your resume.

Position Title	Start Date	End Date
Employer	Type of Business	
Street Address, City, State, Zip Code		
Immediate Supervisor	Phone Number	
Reason for Leaving	May we contact this employer?	
Duties Performed		

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Position Title	Start Date	End Date
Employer	Type of Business	
Street Address, City, State, Zip Code		
Immediate Supervisor	Phone Number	
Reason for Leaving	May we contact this employer? Yes No	
Duties Performed		

Position Title	Start Date	End Date
Employer	Type of Business	
Street Address, City, State, Zip Code		
Immediate Supervisor	Phone Number	
Reason for Leaving	May we contact this employer? Yes No	

Duties Performed

Additional Comments (if any)

Disclosure

UCR strives to accommodate applicants with disabilities. In the event that your disability prevents you from completing this application, please contact the Disability Management Office at (951) 827-4785 for assistance.

The University of California is an Equal Opportunity/Affirmative Action employer with a strong institutional commitment to the achievement of excellence and diversity among its faculty and staff. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, protected veteran status, or any other characteristic protected by law.

For more information about your EEO rights as an applicant, please review the EEO is the Law Poster at https://www.eeoc.gov/employers/upload/poster_screen_reader_optimized.pdf and the Non-discrimination Provision at http://jobs.ucr.edu/docs/nondiscrimination_posting.pdf.

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 purpose for requesting self-identify information is for affirmative action administration. University policy, state and federal statutes, which are available in the Human Resources Equal Employment & Affirmative Action Office, 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 form.
III. Individuals have the right to review their own records in accordance with Staff Personnel Policy 80 and Academic Personnel Manuel Section 160. Information on these policies may be obtained from the campus Human Resources and Academic Personnel Offices.

Jeanne Clery Disclosure of Campus Security Policy & Campus Crime Statistics
Notification with regard to the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998 as provided by the Jeanne Cleary Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998, prospective employees are entitled to request and receive a copy of the Annual Security Report of any campus of the University at which they are considering employment. The UC Riverside Campus Security and Crime Report is available at the following website: Security Report - http://police.ucr.edu/clery/clery.html. 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.

The University of California is Tobacco-Free. Smoking, the use of smokeless tobacco products, e-cigarettes, and unregulated nicotine products will be strictly prohibited.

This position may be subject to a background check. Any convictions will be evaluated to determine if they directly relate to the responsibilities and requirements of the position. Having a conviction history will not automatically disqualify an applicant from being considered for employment.

Authorization

I have read the above disclosures. By checking this box and by signing this application, 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 misrepresentation, falsification, or omission of facts may be grounds for disqualification or separation. Furthermore, I authorize the University of California to verify the information on this form and any other materials that I have submitted as part of the application process and to contact my references if I become a final candidate for the position(s).

_____ _____ Applicant's Signature