



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

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

**SALARY \$12.00 an hour (Plus shift differential pay)**

Part-time position involves up to 19 hours of work per week and CSOs have the opportunity 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.

### **MINIUMUM 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, 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 two (2) 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.

**KEEP PAGE ONE AND TWO FOR REFERENCE**