



SAFETY TEAM

University of California, Riverside Police Department

HIGHLANDER SAFETY TEAM APPLICATION PACKET

SALARY \$17.00 an hour (Plus shift differential pay)

Part-time position involves up to 19.5 hours of work per week and HSTs 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.

THE POSITION:

Thank you for your interest in the Highlander Safety Team (HST) position. Highlander Safety Team members work alongside with UCPD officers to make the campus safe. The philosophy of the Highlander Safety Team 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 HST'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 19.5 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 5 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- Front Counter, or online at <https://police.ucr.edu/> or joinhandshake.com**
- 2) ***Write a one page maximum essay indicating why you are interested in the HST 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 or submit via email to UCPDCSOSUP@UCR.EDU**

- 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 HST 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



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.	CSOs 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				
Title			Department	
General Information				
Last Name		First Name		Middle
Address				
City		State		Zip Code
Home Phone	Cell Phone	Email		
Do you have the legal right to work in the U.S.? <input type="checkbox"/> Yes <input type="checkbox"/> No		Upon hire, will you be able to provide proof of eligibility to work in the U.S.? <input type="checkbox"/> Yes <input type="checkbox"/> No		If you are under 18 years of age, can you furnish proof of eligibility to work? <input type="checkbox"/> Yes <input type="checkbox"/> No
Have you ever been employed by UC Riverside? <input type="checkbox"/> Yes <input type="checkbox"/> No		If yes, provide the date(s) employed.		Department
Position Title				
Are you a UC retiree? <input type="checkbox"/> Yes <input type="checkbox"/> No		Are you currently on assignment or employed through a temporary agency with UCR? <input type="checkbox"/> Yes <input type="checkbox"/> No		Have you ever been employed by another UC location? <input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, provide the date(s) and location. From to Location				
Do you have any relatives employed by UC Riverside? <input type="checkbox"/> Yes <input type="checkbox"/> No		If yes, provide the relatives name.		Relationship
Department				
Education				
Name of School	City and State	Degree or Diploma Earned	Type of Degree or Diploma Earned	Major
		<input type="checkbox"/> Yes <input type="checkbox"/> No		
		<input type="checkbox"/> Yes <input type="checkbox"/> No		
		<input type="checkbox"/> Yes <input type="checkbox"/> No		
		<input type="checkbox"/> Yes <input type="checkbox"/> No		
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.)				
Describe senior projects, M.A., M.S., or Ph.D. thesis, if appropriate.				

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		
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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Street Address, City, State, Zip Code		
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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? <input type="checkbox"/> Yes <input type="checkbox"/> 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? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Duties Performed		
Additional Comments (if any)		
<p>Disclosure</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>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</p>		

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 Manual 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 Clery 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](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

<input type="checkbox"/>	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).
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Applicant's Signature

Date