



## COMMUNITY SERVICE OFFICER APPLICATION PACKET

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### **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).

### **SELECTION PROCEDURES:**

Applications and information may be obtained from the University of California Police Department, Riverside, 3500 Canyon Crest Dr. Riverside, CA 92521.

Applications must be submitted to the UCR Police Department (3500 Canyon Crest Dr. Riverside CA, 92521)

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.

### **APPLICATION PROCESS:**

Obtain an application packet from the UCR Police Department.

***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.***

- 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.
- Candidates will be informed of the result of the interview on the same day, on most cases.
- 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.

**KEEP PAGE ONE AND TWO FOR REFERENCE**



Staff Employment Office-064  
 University of California, Riverside  
 1160 University Avenue  
 Riverside, CA 92521-0427  
**A Separate Application is Required for Each Position.**

Today's Date		
Mo.	Day	Yr.

PLEASE  
PRINT

<b>Position Number</b>  _____ - _____ - _____
<b>Position Title</b>  _____
<b>Department</b>  _____

Last Name		First	Middle	Referred By			
Address No. and Street			City	State	Zip Code	Primary Phone No.	Email Address

Other Names You Have Used While Employed	Will you work: Full Time <input type="checkbox"/> Permanently <input type="checkbox"/> Part Time <input type="checkbox"/> and Temporarily <input type="checkbox"/>	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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Under Federal law, the University of California may employ only individuals who are legally able to work in the United States as established by providing documents specified in the Immigration Reform and Control Act of 1986.	Do you have the legal right to work in the U. S.? <input type="checkbox"/> Yes <input type="checkbox"/> No	In case of emergency, contact:  Day Phone _____
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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
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Do you have any relatives employed by the University? <input type="checkbox"/> Yes <input type="checkbox"/> No	Name	Campus	Department	Relationship
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Have you ever been convicted of a criminal offense by any court? 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.  
 Yes  No  
 If your answer is "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 Circle highest grade completed: 1 2 3 4 5 6 7 8 9 10 11 12 College: 1 2 3 4 Graduate: 1 2 3 4

Names of schools attended beyond high school. Include technical, military, professional, college or university.	Location	Dates(Mo/Yr)		No. of Units Completed	Scholastic Average	Degree or Diploma	Major	Minor	Answer these questions if the position you are applying for requires proficiency in <b>language(s)</b> .
		From	To						
									Speak
									Read
									Write

Are you attending school now? If "yes", where? <input type="checkbox"/> Yes <input type="checkbox"/> No	What hours?	Course of study:	Do you plan further educational study? If "yes", what field and where? <input type="checkbox"/> Yes <input type="checkbox"/> No
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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.

Dates (Mo./Yr.)		Total No. Yrs./Mos.	Firm Name, Address and Telephone Number	
From:			Type of Business	Duties Performed:
To:			Position Title	
Salary		No. Hrs. Per Week	Your Immediate Supervisor	
Start:			Reason for Leaving	
End:			May we contact your current employer?	

Dates (Mo./Yr.)		Total No. Yrs./Mos.	Firm Name, Address and Telephone Number	
From:			Type of Business	Duties Performed:
To:			Position Title	
Salary		No. Hrs. Per Week	Your Immediate Supervisor	
Start:			Reason for Leaving	
End:				

Dates (Mo./Yr.)		Total No. Yrs./Mos.	Firm Name, Address and Telephone Number	
From:			Type of Business	Duties Performed:
To:			Position Title	
Salary		No. Hrs. Per Week	Your Immediate Supervisor	
Start:			Reason for Leaving	
End:				

Dates (Mo./Yr.)		Total No. Yrs./Mos.	Firm Name, Address and Telephone Number	
From:			Type of Business	Duties Performed:
To:			Position Title	
Salary		No. Hrs. Per Week	Your Immediate Supervisor	
Start:			Reason for Leaving	
End:				

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To:			Position Title	
Salary		No. Hrs. Per Week	Your Immediate Supervisor	
Start:			Reason for Leaving	
End:				

Dates (Mo./Yr.)		Total No. Yrs./Mos.	Firm Name, Address and Telephone Number	
From:			Type of Business	Duties Performed:
To:			Position Title	
Salary		No. Hrs. Per Week	Your Immediate Supervisor	
Start:			Reason for Leaving	
End:				

Additional Comments (if any):

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: (909)787-5604

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 Director of Human Resources is responsible for maintaining the information supplied on the employment application form; the Affirmative Action Officer is responsible for maintaining the information supplied on the applicant survey and self-identification forms.
- V. Campus Security and Crime Report: The U.C. Riverside Campus Security and Crime Report is available at the following web site: [www.police.ucr.edu/securityreport](http://www.police.ucr.edu/securityreport). 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 Police Department, 3500 Canyon Crest Drive, Riverside, CA 92521 or by telephone at (909)787-3853.

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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**



**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)?		
	_____		