



## **UNIVERSITY OF CALIFORNIA POLICE DEPARTMENT, RIVERSIDE**

### **COMMUNITY SERVICE OFFICER APPLICATION PACKAGE**

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#### **SALARY \$7.94 hour (Plus shift differential pay)**

Part-time position involves 10 to 19 hours work week and are given the option of working up to 36 hours a week during the summer. Flexible schedule to accommodate school schedule. Must be able to work nights, weekends and holidays.

**FINAL FILING DATE: Open until all vacancies are filled.**

#### **THE POSITION:**

Thank you in your interest in the Community Service Officer position (CSO). The CSO program is based on a community policing approach. Community Service Officers work along with the UCPD officers to make the campus safe. The philosophy of the Community Service Officer Program is to expose UCR students to a full operational police department. 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 are not limited to:

- Operating the Night Escort Service for the 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 situation requiring police response.
- Providing general support for the University 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 an undergraduate or graduate student at within the University of California system
- Applicant shall be in good academic standing and not on academic probation.
- Applicant must have a valid California driver license.

#### **QUALIFICATIONS:**

- Applicant must be willing to work 10-19 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 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.

#### **SELECTION PROCEDURES:**

Applications and information may be obtained from 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 Chief of Police.

#### **APPLICATION PROCESS:**

Obtain an application package from 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.*

- After your completed application package 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 within 3 weeks.
- Offers of employment are conditional until completion of the background investigation, private interview with the Chief of Police, 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**



UNIVERSITY OF CALIFORNIA POLICE DEPARTMENT, RIVERSIDE

Community Service Officer Application for Employment Log

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_
Local Phone number: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Alternate/Cell Phone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_
Email Address: \_\_\_\_\_

\*\*Instructions for completing applications\*\*

- \*Applications must be complete and legible.
\*Applications must be filled out in black ink. (Typed or neatly handwritten)
\*You must fulfill the minimum requirements to be considered for a position.
\*Applications must be submitted to the UCR Police Department. (3500 Canyon Crest Dr. Riverside Ca. 92521)

\*\*FOR OFFICE USE ONLY\*\*

(1) Date application received: \_\_\_\_\_ By (initial and badge number) # \_\_\_\_\_ (1) [ ] Completed
(2) Oral Board Interview: Date \_\_\_\_\_ / Time \_\_\_\_\_ [ ] Pass [ ] Did not pass (2) [ ] Completed
(3) Fingerprints appointment: Date \_\_\_\_\_ [ ] Pass [ ] Did not pass (3) [ ] Completed
(4) Central Index Assessment : Date \_\_\_\_\_ [ ] Pass [ ] Did not pass (4) [ ] Completed
(5) Student Status: Date \_\_\_\_\_ [ ] Active [ ] Inactive (5) [ ] Completed
(6) Reference checks completed: Date \_\_\_\_\_ [ ] Pass [ ] Did not pass (6) [ ] Completed
[ ] Reference Name \_\_\_\_\_ [ ] Satisfactory [ ] Unable to Contact [ ] Unsatisfactory
[ ] Reference Name \_\_\_\_\_ [ ] Satisfactory [ ] Unable to Contact [ ] Unsatisfactory
[ ] Reference Name \_\_\_\_\_ [ ] Satisfactory [ ] Unable to Contact [ ] Unsatisfactory
(7) Employment checks complete: Date \_\_\_\_\_ [ ] Pass [ ] Did not pass (7) [ ] Completed
[ ] Employers company \_\_\_\_\_ [ ] Satisfactory [ ] Unable to Contact [ ] Unsatisfactory
[ ] Employers company \_\_\_\_\_ [ ] Satisfactory [ ] Unable to Contact [ ] Unsatisfactory
[ ] Employers company \_\_\_\_\_ [ ] Satisfactory [ ] Unable to Contact [ ] Unsatisfactory
[ ] Employers company \_\_\_\_\_ [ ] Satisfactory [ ] Unable to Contact [ ] Unsatisfactory
[ ] Employers company \_\_\_\_\_ [ ] Satisfactory [ ] Unable to Contact [ ] Unsatisfactory
(8) CSO Supervisor Final Review of Background Package Date: \_\_\_\_\_/Initials \_\_\_\_\_ (8) [ ] Completed
(9) CSO Coordinator Final Review of Background Package Date: \_\_\_\_\_/Initials \_\_\_\_\_ (9) [ ] Completed
(10) CSO Supervising Sergeant Final Approval Date: \_\_\_\_\_/Initials \_\_\_\_\_ (10) [ ] Completed
(11) Chief Interview: Date \_\_\_\_\_/Time: \_\_\_\_\_ [ ] Pass [ ] Did not pass (11) [ ] Completed
Final Classification: Date: \_\_\_\_\_/Time: \_\_\_\_\_
\_\_ Hired \_\_ Not Hired \_\_ Withdrawal: Date \_\_\_\_\_ \_\_ Ineligible: Explain: \_\_\_\_\_



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                      Home Phone                      Work or Message Phone

Other Names You Have Used While Employed	Will you work:	Are you over the age of 18?	If hired, can you furnish proof of age?	Do you have a valid California Driver's License?
	Full Time <input type="checkbox"/> Permanently <input type="checkbox"/> Part Time <input type="checkbox"/> and                      Temporarily <input type="checkbox"/>			

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.?                       Yes                       No

In case of emergency, contact:                      Day Phone

Have you ever been employed by the University?                      Dates Employed                      Campus                      Department                      Position

Yes                       No

Do you have any relatives employed by the University?                      Name                      Campus                      Department                      Relationship

Yes                       No

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?                       Yes                       No                      What hours?                      Course of study:                      Do you plan further educational study?                       Yes                       No

If "yes", where?                      If "yes", what field and where?

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:				

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:				

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: <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

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- 1) Are you currently employed? \_\_\_\_\_ If yes, do you plan to continue at your current job if hired as a CSO? \_\_\_\_\_
- 2) What is your class level at UCR? \_\_\_\_\_
- 3) How many hours do you desire to work per week? \_\_\_\_\_  
Can you work the minimum 10 hours per week including mid-terms and finals week? \_\_\_\_\_
- 4) When are you available to start? \_\_\_\_\_
- 5) Some weekends and holidays are required along with late nights and weekdays.  
Are you willing to make that commitment? \_\_\_\_\_
- 6) Expected graduation date? \_\_\_\_\_
- 7) Do you have any special skills or training (CPR, First Aid, EMT)? \_\_\_\_\_
- 8) Have you illegally damaged or destroyed any property or committed any act of malicious mischief? (Yes) (No) If yes, when \_\_\_\_\_  
\_\_\_\_\_
- 9) Have you ever been present when anyone else committed any criminal act? (Yes/No) \_\_\_\_\_  
\_\_\_\_\_
- 10) Do you have any prejudices against any minority, religious, or militant groups?  
(Yes/No) \_\_\_\_\_
- 11) Have you ever worked in law enforcement or in a security capacity? If so, give dates, descriptions and duties.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- 12) Do you know anyone in the CSO Program who would write you a letter of recommendation for you? \_\_\_\_\_
- 13) Are you interested in a career in law enforcement? (Yes/No) \_\_\_\_\_
- 14) CSO are required to buy specific black pants and black shorts for the job. Are you willing to do this? \_\_\_\_\_
- 15) Are you bilingual ? (Yes) (No). If you are, in what language(s) \_\_\_\_\_



## UNIVERSITY OF CALIFORNIA POLICE DEPARTMENT, RIVERSIDE

### Personal References

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Please list **three individuals**, excluding previous employers and immediate family members, who could provide us with either information about you or a letter of recommendation.

1) Name: \_\_\_\_\_  
Relationship: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_  
State: \_\_\_\_\_  
Zip: \_\_\_\_\_  
Home Phone: \_\_\_\_\_  
Cell Phone: \_\_\_\_\_  
Work Phone: \_\_\_\_\_  
\*Email address: \_\_\_\_\_

2) Name: \_\_\_\_\_  
Relationship: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_  
State: \_\_\_\_\_  
Zip: \_\_\_\_\_  
Home Phone: \_\_\_\_\_  
Cell Phone: \_\_\_\_\_  
Work Phone: \_\_\_\_\_  
\*Email address: \_\_\_\_\_

3) Name: \_\_\_\_\_  
Relationship: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_  
State: \_\_\_\_\_  
Zip: \_\_\_\_\_  
Home Phone: \_\_\_\_\_  
Cell Phone: \_\_\_\_\_  
Work Phone: \_\_\_\_\_  
\*Email address: \_\_\_\_\_

\*It is very important that we get as much contact information as possible for your listed references. Without proper and updated information, we cannot properly evaluate your application.



# APPLICANT SURVEY

**Please complete for each job opening.** A part of the application process for all career staff positions at the University of California, Riverside is the Applicant Survey. The United States Department of Labor requires the University of California to produce periodic reports on gender and ethnic identity of applicants. Providing this data is voluntary; it will be kept confidential. Choosing not to complete this form will not affect your opportunity for employment with the University.

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
(Number & Street) (City) (State) (Zip)

Phone: Home: \_\_\_\_\_ Work: \_\_\_\_\_ **Position Number:** \_\_\_\_ - \_\_\_\_ - \_\_\_\_

### Affirmative Action/Equal Employment Opportunity Data

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

#### Race/Ethnicity:

- White (Not of Hispanic origin)
- Black/African-American
- American Indian or Alaskan Native
- Chinese/Chinese-American
- Japanese/Japanese-American
- Filipino/Philipino
- Pakistani/East Indian
- Other Asian
- Latin-American/Latino
- Mexican/Mexican-American/Chicano
- Other Spanish/Spanish – American

#### Gender:

- Male       Female
- I do not wish to provide this information

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### Recruitment Sources:

*Please indicate how you heard of this job vacancy:*

- UCR Job Announcement/Bulletin
- UCR Recruiter
- UCR Employee
- UCR Job line (909) 787-3127
- Community or Professional Organization—Specify: \_\_\_\_\_
- Internet—Specify: \_\_\_\_\_
- Job Fair—Specify: \_\_\_\_\_
- Magazine/Journal Advertisement—Specify: \_\_\_\_\_
- Newspaper Advertisement—Specify: \_\_\_\_\_
- Other UC Campus/Lab—Specify: \_\_\_\_\_
- UCR Staff Employment Office Drop-in : \_\_\_\_\_
- Other—Specify: \_\_\_\_\_

This information will be used to improve recruitment efforts

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