

DEPARTMENT OF PUBLIC SAFETY
SAN DIEGO STATE UNIVERSITY
5500 CAMPANILE DRIVE
SAN DIEGO, CA 92182-4390
PHONE: (619) 594-5892
FAX: (619) 594-4473

COMMUNITY SERVICE OFFICER

DEFINITION: Under direct supervision, to patrol all campus property, performing designated parking enforcement and activities. Also to perform various administrative functions as directed.

TASKS: To conduct regular and efficient inspections of all University property, particularly parking areas, grounds and buildings; to enforce parking and permit regulations; to observe and report any suspicious activity, hazardous conditions and/or actual criminal violations; to lock/unlock University buildings/facilities; to perform escort services; to maintain a daily activity log; to provide services for campus organizations and/or functions; to give direction and/or other types of aid to the general campus community; also to perform various other enforcement, administrative, and/or service functions as directed.

MINIMUM QUALIFICATIONS:

ELIGIBILITY: Must have a valid class C California driver's license and a Social Security Card. Individuals must also be willing to work during midterms and finals, nights, weekends, and holidays.

EDUCATION: Currently enrolled San Diego State student carrying six units or more, (enrollment in Extended Studies does not count).

EXPERIENCE: Extensive knowledge of campus and campus community; basic experience dealing with the general public, preferably in a situation involving the necessity for tact, consideration and judgment.

ABILITIES: To maintain a pleasant, courteous, interested, helpful, positive attitude at all times, particularly in stressful situations; to be adaptable to work stressful situations, rotating shifts, late hours and weekends; to follow prescribed routines and/or specific orders, policies and procedures; to exercise judgment within well-defined police guidelines; to maintain poise and composure at all times. **Applicants will be required to submit fingerprints and will be required to undergo a detailed background investigation check.**

SALARY: \$9.25 per hour with optional pay increases once per year. Pay raises are not mandatory. Raises are based on employee performance and employment status (i.e. if on probation, disciplinary action, etc).

Pay Range: \$9.25 - \$9.50 - \$9.75 - \$10.00 and so on.

HOW TO APPLY: Download the application at <http://www.dps.sdsu.edu/csopg.htm>.

SUBMIT TO: Auxiliary Service Coordinator or Fax: (619) 594-4473
Department of Public Safety
San Diego State University
5500 Campanile Drive
San Diego, CA 92182-4390

**All Applications should be submitted in
Blue or Black Ink.**

DEPARTMENT OF PUBLIC SAFETYNAME: _____
Last First M.I.

Date: _____

Do you have a valid Social Security Card readily available? Yes / No

Do you have a valid California Driver's license? Yes / No

Are you currently taking at least 6.0 units or more at San Diego State University? Yes / No

If you answered "No" to any of these questions then you are not eligible at this time to submit an application for the Community Service Officer position. Please complete these steps before applying.

General

1. Are you currently employed? _____ If yes, do you plan to continue at your present job if hired by the Community Service Officer Program? _____

2. Have you ever applied to the SDSU CSO Program Before? _____
If yes, when? _____

3. How many academic units are you taking this semester at San Diego State University? _____

4. What is your California Driver's License number? _____

5. Do you have any special training (CPR, EMT, FCC, Class B, CDL, etc...)? Include expiration date:

6. Are you fluent in any foreign languages to the extent that you could interpret should the need arise? If so, please list: _____

7. When are you available to start? _____

8. How many hours per week would you like to work? _____ (Max: 20 hrs)

9. Are you willing to work nights? _____ Weekends? _____ Weekdays? _____
During midterms and finals? _____ Holidays? _____10. Do you know anyone in the Department of Public Safety? If yes, give name(s).

11. What is your major / minor? _____

12. What is your expected date of graduation? _____

13. What is your career objective after graduation? _____



DEPARTMENT OF PUBLIC SAFETY

Personal

YOUR FULL NAME

_____ Last _____ First _____ Middle

Other names, including nicknames, you have used or been known by

ADDRESS WHERE YOU RESIDE

_____ Number / Street _____ Apt / Unit

_____ City _____ State _____ ZIP

CONTACT INFORMATION

() - _____ () - _____
Home Cell

_____ E-mail Address _____ Social Security Number

_____ Birthplace (City / County / State / Country) _____ Birthdate

PHYSICAL DESCRIPTION

_____ Height _____ Weight _____ Hair Color _____ Eye Color

14. Are you legally authorized for employment in the United States? Yes / No

If no, explain fully: _____

Residence Continued

23.

Previous Address	From	To
Number / Street / Apt		
City	State	ZIP
If renting:		
Property Manager, Rent Collector, or Owner	Contact Number	
Names of those whom you live		

24.

Previous Address	From	To
Number / Street / Apt		
City	State	ZIP
If renting:		
Property Manager, Rent Collector, or Owner	Contact Number	
Names of those whom you live		

25.

Previous Address	From	To
Number / Street / Apt		
City	State	ZIP
If renting:		
Property Manager, Rent Collector, or Owner	Contact Number	
Names of those whom you live		

Experience and Employment

List **ALL** jobs you have had, including part-time, temporary, self-employment and volunteer. (Begin with your most current)

36.

	From	To
Name of Employer		
Address (Number / Street)		Phone Number
City	State	Zip
Job Title	Supervisor	
Duties / Assignments	Supervisor's Contact Number	
Reason for leaving or wanting to leave		
Would there be a problem if we contact your current employer?		Yes / No
If yes, explain: _____		

37.

	From	To
Name of Employer		
Address (Number / Street)		Phone Number
City	State	Zip
Job Title	Supervisor	
Duties / Assignments	Supervisor's Contact Number	
Reason for leaving		

Experience and Employment Continued

38.

		From	To
Name of Employer			
Address (Number / Street)		Phone Number	
City	State	Zip	
Job Title		Supervisor	
Duties / Assignments		Supervisor's Contact Number	
Reason for leaving or wanting to leave			

39.

		From	To
Name of Employer			
Address (Number / Street)		Phone Number	
City	State	Zip	
Job Title		Supervisor	
Duties / Assignments		Supervisor's Contact Number	
Reason for leaving or wanting to leave			

Experience and Employment Continued

40.

		From	To
Name of Employer			
Address (Number / Street)		Phone Number	
City	State	Zip	
Job Title		Supervisor	
Duties / Assignments		Supervisor's Contact Number	
Reason for leaving or wanting to leave			

41.

		From	To
Name of Employer			
Address (Number / Street)		Phone Number	
City	State	Zip	
Job Title		Supervisor	
Duties / Assignments		Supervisor's Contact Number	
Reason for leaving or wanting to leave			

DEPARTMENT OF PUBLIC SAFETY

CSO BACKGROUND AUTHORIZATION

By signing this form, the employee has read, understands, agrees to its contents and realizes the penalties for non-compliance to its terms. I hereby verify that all statements made in this questionnaire, and any materials, which I have submitted in the application process for this position, are true and complete. I understand that any misstatement of material facts subject me to dismissal.

I fully recognize that under California Law, individuals must clearly demonstrate their personal, medical, and psychological fitness to serve in the position of COMMUNITY SERVICE OFFICER. I further recognize that an employing agency has both a legal and a moral obligation to take every reasonable effort to insure that any person employed by them as COMMUNITY SERVICE OFFICER will conform to the very highest standards.

I understand that I am authorizing investigation into aspects of my personal, medical, and psychological fitness, and that such an investigation will include contacting persons and/or organizations who have information relating to my fitness, including if I am or have been a peace officer in California, information protected under 832.7 of the Penal Code and 1043 of the Evidence Code. I also understand that those persons and /or organizations may feel inhibited intimidated or otherwise reticent about furnishing legitimate information concerning my fitness unless the confidentiality of their information can be guaranteed on a permanent basis.

I further recognize that although some of the information contained in this report is a matter of public record, or would otherwise be accessible to me, this information will be inextricably interwoven with other confidential data to which I would otherwise not be privy. Therefore I exonerate, release and discharge the San Diego State University Police Department, their officers, agents or assigns, now and in the future, from any claim or damages, whether in law or in equity on behalf of myself, my heirs, agents or assigns for their refusal to make available any information contained in this pre-employment investigation, including but not limited to the identity of any person or organization who may have supplied information in the course of this investigation, as well as the substance of any such information supplied, even where such information has been the basis for my disqualification from further

I hereby knowingly, voluntarily, specifically, and permanently waive any rights I may have to examine, review, or to otherwise discover the contents of this investigation and all documents related thereto pursuant to Labor Code Section 1198.5 or other legislation, whether by request, appeal, grievance, or by legal process.

Having been hired by the San Diego State University Police Department – Community Service Officer program, I understand that I am on probation for six months beginning from the date of hire, and that my employment may be terminated at any time during that six month period, regardless of my performance.

I certify under penalty of perjury, under the laws of the state of California, that the foregoing statements are true and correct.

PRINT NAME

SIGNATURE

DATE

EXECUTED BY UNIVERSITY POLICE, SAN DIEGO STATE UNIVERSITY, SAN DIEGO, CA

False Statement Advisement

Read and answer the following questions carefully and honestly. A "Yes" answer may not, in and of itself, be grounds for disqualification or non-selection, whereas an untruthful response will be. Answers are subject to verification through the background investigation. Any questions answered "Yes" requires an explanation. Use the appropriate spaces where the question appears to explain your answers. If more space is needed to write an explanation, re-print page 13 as many times as needed and indicate the corresponding number.

Education

42. Have you ever been placed on academic discipline, suspended, or expelled from any high school, college/university, business or trade school? Yes / No

If yes, please describe in detail below. List any and all disciplinary action received in any school or educational institution. Include when the disciplinary action occurred, name of school, and explanation of circumstances.

Residence

43. Have you ever been evicted or asked to leave a residence? Yes / No
44. Have you ever left a residence owing rent? Yes / No

If you answered yes to any of the Residence questions, explain (include when, where, and circumstances):

Employment History

45. Have you ever been disciplined at work? (This includes written warnings, formal letters of counseling, reprimands, suspensions, reductions in pay, reassignments or demotions?) Yes / No

Legal
Disclosure of Convictions

You are required to disclose any criminal conviction(s) which has not been sealed or expunged by a court pursuant to law. As an applicant for government employment, you are also required to disclose a criminal conviction expunged under Penal Code Section 1203.4. Consult with an attorney before failing to disclose a criminal conviction, as deliberate or significant omissions will result in disqualification.

57. Have you ever been convicted of any misdemeanor or felony in this or any other state or country? Yes / No

If yes, explain each incident

A.

Approximate Date

Arresting or Detaining Agency

Charge:

Disposition or Penalty:

B.

Approximate Date

Arresting or Detaining Agency

Charge:

Disposition or Penalty:

C.

Approximate Date

Arresting or Detaining Agency

Charge:

Disposition or Penalty:

Legal Continued

58. Have the police ever been called to your home for any reason? Yes / No
59. Have you ever been the subject of an emergency protective order/restraining order/stay-away order? Yes / No

If you answered yes to any of the Legal questions, explain (include court case or document, dates, and circumstances; indicate corresponding number):

Controlled Substances

This section asks about your current and past recreational drug use. This covers the use of **any** illegal drug, including the unauthorized use of prescription drugs or over-the-counter drugs.

60. Within the past six months, have you used any drug(s)? Yes / No

If yes, give details, including drug(s) used and circumstances:

61. Prior to the past six months (check all that apply)

A. I have never used any drug recreationally.

B. I have tried or used one or more drugs, but only under limited circumstances (for example, experimentation, at parties, concerts, special events, etc.)

If B. is checked, give details including drug(s) used, most recent date used, and circumstances.

62. Have you **ever** engaged in any of the activities listed below for drugs, narcotics or illegal substances, including marijuana? Yes / No

Sold

Furnished

Cultivated

Manufactured

Purchased

Carried or held for another

If you checked any items above, give details including drug(s) involved, over what time period(s), and

Controlled Substances Continued

Traffic Citations

List all traffic citations, excluding parking citations, you have received.

A.	Violation	Date Violation Occurred

Location		
Street	City	State

Action Taken	
<input type="checkbox"/> Not Guilty	<input type="checkbox"/> Fined
<input type="checkbox"/> Traffic School	<input type="checkbox"/> Dismissed

B.	Violation	Date Violation Occurred

Location		
Street	City	State

Action Taken	
<input type="checkbox"/> Not Guilty	<input type="checkbox"/> Fined
<input type="checkbox"/> Traffic School	<input type="checkbox"/> Dismissed

C.	Violation	Date Violation Occurred

Location		
Street	City	State

Action Taken	
<input type="checkbox"/> Not Guilty	<input type="checkbox"/> Fined
<input type="checkbox"/> Traffic School	<input type="checkbox"/> Dismissed

63. Has a traffic citation ever resulted in a warrant or caused your driver's license to be withheld due to the following? If yes, check all that apply. Yes / No

- Failure to appear
 Failed to complete traffic school
 Failed to pay the required fine

If checked, explain the circumstances: _____

Gang Association

64. Are you now, or have you been, a member or associate of a criminal enterprise, street gang, or any other group that advocates violence against individuals because of their race, religion, political affiliation, ethnic origin, nationality, gender, sexual preference, or disability? Yes / No

If you answered yes to any item(s) in the Gang Association questions, fully explain circumstances, including date(s) and circumstances; indicate the corresponding number.

General Questions

65. Have you ever been detained, questioned, investigated, or arrested for suspicion of having committed a criminal act, whether or not you were convicted? Yes / No
66. Have you ever been contacted by the police for any reason not previously discussed? Yes / No
67. Have you ever carried, either on your person or in your vehicle any type of weapon for protection, other than while you were employed as a peace officer or a member of the military on official duties? Yes / No
68. Do you have any prejudices against any group based upon their race, religion, ethnic origin, or nationality? Yes / No
69. Since the age of 16, have you ever been involved in an anger-provoked physical fight, confrontation or other violent act? Yes / No
70. Have you ever hit or physically overpowered a spouse or romantic partner? Yes / No

