



Community Services Officer

The primary duty of the CSO is to observe and report suspicious activities or incidents to the University Police Department. CSOs act as a force multiplier and extension of the University Police Department in ensuring the safety of those who study, work, and visit SDSU.

CSOs are SDSU students trained to use police radios and the proper protocols in reporting criminal behavior, mitigating risk to both SDSU students as an extension of the University Police Department. CSOs serve the campus community and engage in community policing efforts, strengthening the tie between UPD and the campus community. CSOs participate in departmental training such as implicit bias and procedural justice training and understand the mission of providing fair and equitable services to everyone.

CSOs provide services using various methods, including marked vehicles, bicycles, carts, and on foot. They perform traffic control, enforce parking regulations, write reports, provide security services, unlock campus facilities, drive shuttles, work desk shifts, support police and professional staff, and assist in building evacuations and other tasks during emergency operations.

Qualifications

Eligibility: You must be a current SDSU student with six units of coursework and a 2.0 GPA or above.

Extended Studies Students do not qualify. You must also be able to work at least 10 hours a week.

Experience: Knowledge of the campus community, buildings, and parking areas. Customer service experience or the ability to communicate well within a diverse organization and workplace.

Abilities: Maintain a pleasant, courteous, interested, helpful, and positive attitude, particularly in stressful situations where de-escalation is required; be adaptable to work during stressful situations, rotating shifts, late hours, and weekends. Follow prescribed policies, procedures, and orders while executing excellent and reasonable judgment.

Required: A valid California Driver's license and the ability to pass a background investigation check (Live Scan fingerprints and DMV check).



Student Employee Benefits

- Community Service Officer Pay Range: \$18-\$20 per hour; we work around your class schedule.
- Regardless of the field of study, the CSO Program provides an opportunity to serve SDSU's diverse campus community in a manner that creates actionable real-world experience to bolster any resume.
- The SDSU Police Department provides a unique opportunity to learn about the functions and actions of a police department in consideration of and partnership with the community it serves.
- Promotional Opportunities (Field Training Officer and Supervisor)
- Access to professional training: CSOs will be trained in all shift work through an established phase training program led by CSO FTOs, which covers all shift responsibilities. CSOs have access to voluntary law enforcement training through our CSO Academy.

APPLICATION INSTRUCTIONS AND OVERVIEW

The information you provide in this Personal History Statement has been approved by the Chancellor's Office and Human Resources. The University Police will use the Personal History Statement to conduct a background investigation to determine your suitability for the Non-Sworn Law Enforcement Personnel classification.

- You must complete this form and provide all required information.
- If you are filling out a printed copy of this form, neatly print it in black or blue ink.
- You must respond to all items and questions. If a question does not apply to you, write N/A (not applicable) in the space provided for your response.
- If you need more space for any response, use the last page of this form and identify the additional information by the question number.

UPON COMPLETION, SCAN AND SEND YOUR FORM TO CSO@SDSU.EDU OR DROP THE FORM OFF IN PERSON AT THE SDSU POLICE DEPARTMENT, 5350 55TH ST, SAN DIEGO, CA 92182.



Background Investigation

Please read and answer all the questions in the Background Investigation Questionnaire. You are required to answer all the questions truthfully and completely. If you are dishonest in your answers, fail to thoroughly answer any question, or misstate or omit any material facts, you will be disqualified from further consideration for this position. The commission of one or more offenses listed on this questionnaire may not automatically disqualify you from consideration for this position. Employees must demonstrate integrity and credibility, and responses to these questions will be evaluated and considered in relation to your background.

There are very few automatic reasons for rejection. Even issues of prior misconduct, such as prior illegal drug use, driving under the influence, theft, arrest, or conviction, are not, in and of themselves, automatically disqualifying. However, deliberate misstatements or omissions can and often will result in your application being rejected, regardless of the nature or reason of the misstatements/omissions. The number one reason individuals “fail” background investigations is because they deliberately withhold or misrepresent job-relevant information from their prospective employers. You are responsible for providing complete, accurate, and truthful responses.

Autobiography

You are required to hand-write an autobiography that is legible and included in your background package.

Disclosure of Medical or Disability-Related Information

In accordance with the U.S. Americans with Disabilities Act, the Genetic Information Nondiscrimination Act (GINA), and the California Fair Employment and Housing Act, applicants need not reveal any medical or other disability-related information about themselves or their family members in response to questions in this form.

Required Documentation

Following the application's approval, the following documents will be required. They must be original documents, which will be photocopied and returned during onboarding. Photocopied documents will not be accepted under any circumstances.

- Social Security Card (International Students see below)
- U.S. Driver's License
- Two professional references

International Students must meet university requirements of being fully enrolled, attending SDSU full-time, and possessing either a J-1 or F-1 student visa. International students may work up to 20 hours per week during the semester when school is in session and up to 40 hours during the summer session provided completion of the previous spring semester and will be attending SDSU the following fall semester.



CSO Background Authorization

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

I fully recognize that under California Law, individuals must demonstrate their personal, medical, and psychological fitness to serve as a COMMUNITY SERVICE OFFICER. I further acknowledge that an employing agency has a legal and moral obligation to make every reasonable effort to ensure that anyone employed as a COMMUNITY SERVICE OFFICER will conform to the highest standards. I understand that I am authorizing investigations into aspects of my personal, medical, and psychological fitness and that such an investigation will include contacting persons and 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 organizations may feel inhibited, intimidated, or otherwise reticent about furnishing legitimate information concerning my fitness unless their information's confidentiality can be guaranteed permanently.

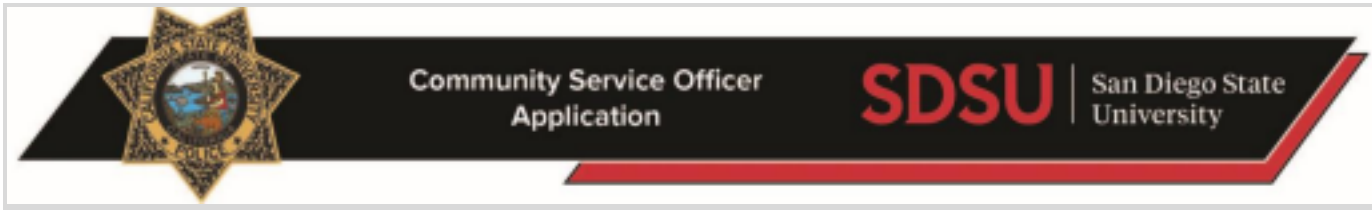
I further recognize that although some of the information in this report is a matter of public record or would otherwise be accessible to me, this information will be interwoven with other confidential data to which I would otherwise not be privy. Therefore, I exonerate, release, and discharge the San Diego State University Police Department, their officers, agents, or assigns, now and in the future, from any claim or damages, whether in law or equity, on behalf of myself, my heirs, agents, or assigns for their refusal to make available any information contained in the 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 provided, even where such information has been the basis for my disqualification.

I hereby knowingly, voluntarily, expressly, and permanently waive the rights I may have to examine, review, or otherwise discover 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 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 from the hire date and that my employment may be terminated at any time during those six months, regardless of my performance.

CERTIFICATION OF APPLICANT

I hereby certify that I have read and understood the instructions for completing this document. I understand that I am solely responsible for the accuracy, completeness, and truthfulness of the information on this form and have personally completed each item. I understand that any deliberate misstatements or omissions on this form will result in disqualification or dismissal.

Name (Last/First): _____ **Signature:** _____ **Date:** _____



Employee Scheduling

Instructions: Check off boxes during which you are UNAVAILABLE to work. Do not check the box during times when you would prefer not to work. Any boxes not checked will be assumed to be times you are available to work. CHECK HALF AN HOUR BEFORE AND AFTER CLASS TIMES. **Applicants must turn in a current copy and future copies of course schedules upon request and in the submission of this application.**

	SUN	MON	TUE	WED	THURS	FRI	SAT
0700-0730							
0730-0800							
0800-0830							
0830-0900							
0900-0930							
0930-1000							
1000-1030							
1030-1100							
1100-1130							
1130-1200							
1200-1230							
1230-1300							
1300-1330							
1330-1400							
1400-1430							
1430-1500							
1500-1530							
1530-1600							
1600-1630							
1630-1700							
1700-1730							
1730-1800							
1800-1830							
1830-1900							

1900-1930							
1930-2000							
2000-2030							
2030-2100							
2100-2130							
2130-2200							
2200-2230							
2230-2300							
2300-2330							
2330-0000							

Personal Information

San Diego State University Police will use the following information for certification and contact purposes. Please fill out all information correctly and include your signature where requested. Please list your legal last name on the first line as identified on your Red ID.

Your Name: Last Name, First Name Middle	
Other names, including maiden and nicknames, you have used or been known by:	
Address where you reside: Number Street City State Zip	
Mailing address (if different): Number Street City State Zip	
Telephone Numbers: Residence, Business, Other (cell)	
SDSU Student Email:	
Birthdate (mm/dd/yyyy):	Social Security Number:

Driver's License Number:	You must be a United States Citizen or permanent resident who is eligible for and has applied for citizenship. Can you meet the citizenship requirement? <input type="radio"/> Yes <input type="radio"/> No		
State:			
For Identification purposes, provide the following information:			
Height	Weight	Natural Hair Color	Eye Color
City of Birth	County of Birth	State of Birth	Country of Birth
Blood Type (optional)			



Pre-screening Inquiry

Yes No

- 1) Do you have a valid Social Security Card? Y N
- 2) Do you have a valid California Driver's License? Y N
- 3) Do you have proof of vehicle insurance? Y N
- 4) Are you taking at least 6.0 units or more at SDSU? Y N
- 5) Can you work a minimum of 10 hours a week? Y N

If you answered "No" to any of these questions, you are not eligible to apply for the Community Service Officer Position. Please complete these steps before applying.

General

- 1) Are you currently employed? Y N
 If yes, do you plan to continue at your present job if hired by the Community Service Officer Program? Y N
- 2) How many academic units are you taking this semester at SDSU? _____
- 3) Do you have any special training? Y N
 If yes, what type? CPR, EMT, FCC, Class B, or _____ Exp. Date _____
- 4) Are you fluent in any foreign languages to the extent that you could interpret should the need arise? Y N
 If yes, what language(s)? _____
- 5) When are you available to start? _____
- 6) Are you able to work up to 20 hours (year-round) and 40 hours (Intersession and Summer) per week? Y N
- 7) Are you willing to work nights, weekdays and weekends? Y N
- 8) Will you work during midterms, finals, and holidays? Y N
- 9) Do you know anyone in the University Police Department? Y N
 If yes, please provide their name. _____
- 10) What is your major/minor? _____
- 11) What is your expected date of graduation? _____
- 12) What is your career objective? _____

<input type="radio"/> Military Service	From:	To:	May we contact your employer? <input type="radio"/> Yes <input type="radio"/> No
<input type="radio"/> Not Employed	From:	To:	

Professional References

Name	Position/Title	Contact Number

If you have had no prior employment, please explain:



Background Investigation

Disclosure of Convictions

This section requires you to report arrests and convictions, including diversion programs you did not complete and, in some cases, offenses that may have been pardoned. As an applicant for government employment, you must disclose this information unless exempted by state or federal law.

1) Have you ever been convicted of any misdemeanor or felony in this State or any other state? Y N

(If yes, please explain below: Include the Approximate Date, Charge, Arresting or Detaining Agency, and the Disposition or Penalty)

A)

Approximate Date:	Detaining or Arresting Agency:
Charge:	
Disposition or Penalty:	

B)

Approximate Date:	Detaining or Arresting Agency:
Charge:	
Disposition or Penalty:	

C)

Approximate Date:	Detaining or Arresting Agency:
Charge:	
Disposition or Penalty:	

Controlled Substances

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

1) Have you ever used any illegal drugs? Y N

2) Have you ever used prescription drugs or non-prescription drugs in a manner other than directed by a doctor or physician? Y N

(If you have answered "Yes" to any of the above questions, provide details, including drug(s) used, where, when, and the circumstances concerning corresponding numbers.)

--

3) In the past six months (check all that apply; if checked, give details including drug(s) used, the most recent date used, and circumstances.)

A) I have never recreationally used any drug.

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

--



Traffic Citations

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

Date Violation Occurred:	Violation:
Location (Street, City, State)	Action Taken (check): <input type="checkbox"/> Not Guilty <input type="checkbox"/> Fined <input type="checkbox"/> Traffic School <input type="checkbox"/> Dismissed

Date Violation Occurred:	Violation:
Location (Street, City, State)	Action Taken (check): <input type="checkbox"/> Not Guilty <input type="checkbox"/> Fined <input type="checkbox"/> Traffic School <input type="checkbox"/> Dismissed

Date Violation Occurred:	Violation:
Location (Street, City, State)	Action Taken (check): <input type="checkbox"/> Not Guilty <input type="checkbox"/> Fined <input type="checkbox"/> Traffic School <input type="checkbox"/> Dismissed



Employment History

Yes No

- 1) Have you ever been involved in an incident of workplace violence? Y N
- 2) Have you ever quit a job without giving proper notice to your employer? Y N
- 3) Have you ever failed to complete a probationary period for any job? Y N
- 4) Have you ever taken anything from your employer without authorization? Y N
- 5) Have you ever received any disciplinary action, including an oral or written reprimand, demotion, denial of merit increase, suspension without pay, surrendering earned time off, or non-judicial punishment? Y N
- 6) Have you ever had any problems with any of your supervisors? Y N
- 7) Have you ever had any problems with any of your co-workers? Y N
- 8) Have you ever been found to have discriminated against a co-worker, superior, subordinate, or customer (Sexual harassment, racial bias, etc.) Y N
- 9) Have you ever released, sold, or given away legal confidential information? Y N

Driving Record

- 10) Has your automobile insurance ever been canceled for any reason? Y N
- 11) Have you ever been refused a driver's license? Y N
- 12) Have you been involved as the driver in a motor vehicle accident within the past seven years? Y N
- 13) Have you ever been arrested and/or convicted of driving under the influence of drugs or alcohol? Y N
- 14) Have you ever falsified a driver's license or identification card application information? Y N
- 15) Have you ever driven a vehicle without auto insurance, as required by law? Y N
- 16) Has your automobile insurance ever been placed in an assigned risk category? Y N

Directions: The applicant will list all answers responded to with a "yes" by question number in the left column, then will explain the circumstances and any details deemed relevant by the applicant.



Continued from the previous page

Question #:	Explanation:
Question #:	Explanation:
Question #:	Explanation:
Question #:	Explanation:
Question #:	Explanation:



CERTIFICATION

I HEREBY CERTIFY THAT ALL OF THE ANSWERS PROVIDED AND STATEMENTS MADE IN THIS QUESTIONNAIRE ARE TRUE AND COMPLETE. I UNDERSTAND THAT ANY MISSTATEMENTS OF MATERIAL FACTS, OMISSIONS, INCOMPLETE ANSWERS, OR INACCURATE RESPONSES WILL RESULT IN DISQUALIFICATION OR DISMISSAL.

I UNDERSTAND THE UNIVERSITY WILL VERIFY ALL OF MY EMPLOYMENT REFERENCES AS A CONDITION OF AN EMPLOYMENT OFFER. I FURTHER UNDERSTAND THAT, IF OFFERED A POSITION, I MUST COMPLETE A FINGERPRINTING AND SUBMISSION OF DOCUMENTS THAT CERTIFY MY ELIGIBILITY TO WORK IN THIS COUNTRY.

I HEREBY FURTHER CERTIFY THAT I HAVE PERSONALLY COMPLETED THIS FORM AND ANY SUPPLEMENTAL PAGES ATTACHED AND THAT ALL STATEMENTS MADE ON EACH AND EVERY PAGE ARE TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE AND BELIEF. I UNDERSTAND THAT ANY MISSTATEMENT OF MATERIAL FACT MAY SUBJECT ME TO DISQUALIFICATION OR, IF I HAVE BEEN APPOINTED, MAY DISQUALIFY ME FROM CONTINUED APPOINTMENT.

Signature _____

Date _____

Print Name _____

CONFIDENTIALITY AGREEMENT

Confidentiality

- 1) I understand that the Community Service Officer Program is integral to this department.
- 2) I understand that during the course of my employment, I may be exposed to or have access to confidential information related to the criminal justice system, law enforcement operations, or other restricted or sensitive information, including comments, reports, and other documents.
- 3) I understand that unauthorized use or disclosure of such information for other than legitimate law enforcement purposes is prohibited.
- 4) I understand that any violation of this Agreement, or confidentiality in general, may be cause for disciplinary action, including termination, financial penalty, or legal prosecution as established by law.

System Security

- 1) The criminal justice information stored and transmitted through local, state, and federal law enforcement computer systems is sensitive and legally protected.
- 2) Access and disclosure are restricted to duly authorized criminal justice agencies on a need-to-know basis.

System Discipline

- 1) Local, State, and Federal computer systems are to be used exclusively to transmit official transactions relevant to law enforcement operations. All transactions are logged, stored, and reviewed at their respective computer centers.
- 2) The use of these systems for mass vehicle registration and operator information checks is not permitted and will not be tolerated.
- 3) All transactions are covered by federal and state privacy laws and regulations and, as such, are closely monitored.

Access to law enforcement computer systems for personal or non-law enforcement use or disclosure is strictly prohibited. Any use or disclosure of information requested and/or received through any law enforcement computer system or database for purposes other than legitimate law enforcement inquiries is expressly prohibited. Any prohibited use or disclosure of information will be considered a violation of this department's policies, rules, and procedures and the respective local, state, and federal computer systems. The violator will be subject to possible termination of employment and criminal prosecution.

This Agreement shall not be construed to prevent me from discussing the general nature of my work as a Community Service Officer or the public service provided by this Department. However, under no circumstance may I reveal any confidential information in consideration of having been selected by this department as an authorized operator of law enforcement computer systems.

I have read and understood, and my signature below acknowledges my agreement to comply with the above-listed policies and rules.

Print Name _____

Accept **Decline**

Signature _____

Date _____



AUTOBIOGRAPHY

- A) You are required to turn in an autobiography and address your personal history within it.
- B) After completing the autobiography, please explain your long-term professional goals and why you are interested in the CSO Program.
- C) Add why you are qualified to be a Community Service Officer. Include extracurricular activities, volunteer work, and leadership positions that you have held in the past.

Your response must be handwritten in blue or black ink, in uppercase letters, and a maximum of two pages. We are looking for a detailed and well-presented response. Please attach the document to this application.

I certify that I typed the above autobiography and that the information I provided is true and accurate to the best of my knowledge. I understand any deliberate misstatements or omissions on this form will result in disqualification dismissal.

Signature _____

Date _____

San Diego State University
Police Department
5500 Campanile Drive,
San Diego, CA 92182-4390
Tel (619) 594-3424-Ops

**AUTHORIZATION TO OBTAIN DRIVING RECORDS FROM THE
DEPARTMENT OF MOTOR VEHICLES**

Please complete the following sections below.

FULL NAME _____ **BIRTHDATE** _____
Last First MI mm/dd/yyyy

ADDRESS _____
CITY _____ **STATE** _____ **ZIP** _____

CALIFORNIA DRIVERS LICENSE NUMBER _____

DRIVERS LICENSE EXPIRATION DATE _____
mm/dd/yyyy

CAMPUS INFORMATION:

CWID _____

CHECK ONE: [] **FACULTY/STAFF** [] **AUXILLARY** [] **STUDENT** [] **VOLUNTEER**

DEPARTMENT _____ **EXTENSION** _____

SUPERVISOR _____ **EXTENSION** _____

UPON COMPLETION, YOU NEED TO SUBMIT YOUR APPLICATION TO:

San Diego State University Police Department

5350 55th St.

San Diego, CA 92182-4390

OR may be scanned and emailed to csu@sdsu.edu