



California State University, Sacramento

Police Department

6000 J Street

Sacramento, CA 95819-6092

Community Service Officer (CSO) Program Hiring Process

Thank you for your interest in the Community Service Officer Program. To be considered for a Community Service Officer (CSO) position, each applicant must first submit an employment application. **Be sure to read this cover letter thoroughly and complete the entire application packet; failure to do so will result in rejection from the hiring process. All portions of the application must be completed and typed; handwritten applications will not be accepted.**

Submit completed Employment Application via HandShake. For questions regarding the employment application, contact us through email csoemployment@csus.edu.

The CSO hiring process consists of three steps:

- I. The Application II.
- II. The Oral Interview
- III. The Background/Reference Checks
- IV. CSO Training

All four steps are completed before the final hiring decisions are made. However, applicants may be rejected during any of the four phases due to unsatisfactory qualifications.

I. The Application

The application is scored utilizing a standardized point scale in which certain general requirements must be met.

The general requirements include:

- Being a currently enrolled full-time Sacramento State student.
- Having at least one academic year remaining at Sacramento State.
- Having a current GPA of at least 2.0 (use your high school GPA if you do not have a Sacramento State GPA at this point.)
- The ability to work a minimum of 8 hours per week.
- Completing the attached essay.

Additional points are awarded based on the applicant's hours commitment and flexibility, work history, related job experience and current certifications. Adequate points qualify applicants for the next phase of the hiring process, the oral interview. Please note that it takes about two weeks after turning in the application to receive notification of your application status.

II. The Oral Interview

The oral interview is formal and is scored on a standardized point scale. The applicant is rated on problem solving skills, communication skills, public relations skills, and other general requirements. An interview board asks various questions and poses a hypothetical situation designed to test the above-mentioned skills and basic qualifications.

III. The Background Investigation

The final phase of the hiring process consists of a background investigation and reference checks. A minimum of two former employers will be contacted, thus it is very important to be extremely accurate when providing work history information on the application. The inability to contact former employers greatly delays the hiring process. If you know that a specific employer cannot be contacted, you may attach or submit a letter of reference from that employer to speed up the process.

Available positions will be offered to the most qualified applicants based on the number of points attained in the oral interview, application, the background investigation, and reference checks. Overall, the hiring process takes about three to four weeks to complete. Newly hired CSOs undergo an intensive one-week training program, after which they are placed on probationary status pending completion of specific requirements. Please see the CSO job description.

(Keep this page for your records)



Sacramento State Police Department CSO Employment Application

The CSO position is designated as a Campus Security Authority (CSA) under the Clery Act and is required to comply with the requirements of this designation. Listed below is a description of the duties you can expect to perform as a CSO:

% Of Time Spent on Tasks	Duties and Tasks
95%	<ul style="list-style-type: none"> • Function as “eyes and ears” of the Sacramento State Police Department. • Serve as a communication link between the campus community and University Police, fire, and medical personnel. This includes operation and monitoring of a two-way radio that allows communication with CSOs, Police Officers, and other units. • Provide safety, security, and crime deterrence to Sacramento State students, faculty, staff, and visitors through various CSO shifts and details. ** • Work CSO shifts while strictly adhering to set operational policies and procedures. • Complete all logs or forms as required for each shift worked. • Work a minimum of 8 hours per week during academic quarters. This can decrease during finals week. • Maintain high levels of public relations with the campus community. This includes providing answers to any questions about Sacramento State, directions to various buildings or parking structures, and information about CSO Programs services.
Miscellaneous	
5%	<ul style="list-style-type: none"> • Read the Official Notices Board to keep informed of criminal occurrences, revised operational policies or procedures, promotional opportunities, special events, and other important information. • Sign out hours worked on the daily hours log immediately after completing each shift.

** The CSO Programs services the Sac State community through several shifts and work details including but not limited to the following:

- **Field Escorts:** People can receive nighttime escorts from a CSO within the approximate boundaries of the CSUS main campus.
- **Bicycle Compound Security:** Monitor bike compound activity and complete bike registrations.
- **Residence Hall Patrols:** CSOs are hired by the residence halls to patrol the dorms every night.
- **Library Shifts:** CSOs patrol the campus library daily. Also, the larger libraries have posted CSOs at the entrances to observe and monitor foot traffic.
- **Building Security:** CSOs monitor and restrict access to various buildings on campus as well as conduct rounds.
- **Special Events:** Often, the CSO Program is hired by campus departments or private companies to provide various security services for temporary “special” events or activities.
- **Promoted Positions:** CSO Sergeants and CSO Corporals are promoted positions with certain requirements and training being necessary in order to work the shifts. Promotions are selected after an application and interview process.

(Keep this page for your records)



Part I: Preliminary Questionnaire

Name (Last, First, MI): _____

ATTENTION CSO APPLICANT:

Read the following carefully and sign/date where indicated.

If you have any questions, please contact us at (916) 278-5083 before proceeding.

Potential CSO applicants must meet the following qualifications in order to submit an application for employment with the CSO Programs:

1. You must be at least half-time status (undergraduate level = 6 units, graduate level-4 units).
2. You must have at least one academic year remaining at Sacramento State.
3. You must have at least a 2.0 for undergraduates or 3.0 for graduate students.
4. You must be able to work a minimum of 8 hours a week.
5. You must not have criminal history of any kind within the past year.
6. You must not have a criminal history of a felony nature.
7. You must complete all portions of the application.

I have read all the above and am qualified to apply to the program according to the guidelines above. I understand that failure to meet the above requirements will result in immediate disqualification from the hiring process. In addition, I also understand that falsification or withholding of information relevant to the hiring process will also result in immediate disqualification and/or termination of employment.

Signature: _____ Date: _____

Please remember that you are responsible for all information provided to you on this application. Read everything carefully before submitting your application. Additionally, all applicants are advised to visit the CSO website at <http://www.csus.edu/campus-safety/police-department/units-functions/cso-program.html>

1. Your cumulative GPA (give previous School attended GPA if you have no Sac State GPA available)? _____
 2. Do you have valid driver's license (CA or other State)? Yes No (explain): _____
 3. Have you ever been convicted of criminal offense? No Yes If yes, explain below
- Date: _____ Police Agency: _____
- What were the charges? _____
4. Are you currently employed? No Yes If yes, where? _____
 5. What year is this for you at Sac State? Freshman Sophomore Junior Senior Expected Date of Graduation: _____
 6. Are you willing to work nights and weekends? Yes No Weekdays? Yes No During mid-terms and finals? Yes No From 6pm-2am? Yes No After 2am? Yes No
 7. Do you have any special training (CPR, EMT, Class B CDL, Guard Card, etc.)? No Yes If yes list below and include expiration dates.



8. Have you ever worked in a security related position? No Yes If yes, indicate in Employment History Section of App.

9. Have you ever been fired from a place of employment? No Yes If yes, explain below

Explain: _____

10. Have you ever held a supervisory, promoted, or leadership position at work, volunteer, or other related areas?

No Yes If yes, explain below

Explain: _____

11. Please list any foreign languages you are fluent in:

Speak: _____ Read: _____ Write: _____

12. Do you know anyone in the CSO Program who would give you a reference? No Yes If yes, list their names below

Names: _____

13. How did you hear/learn that the CSO Program were hiring? Check One:

- Through a friend
- From a flyer
- Through a recruiting table
- Through a presentation
- Through an Advertisement
- From a website
- From Handshake Career Placement
- Other

Part II: Essay

ESSAY INSTRUCTION

Briefly explain the following:

1. Your knowledge of the different aspects of the CSO Program.
2. What attracted to you to this position.
3. Any personal attributes, skills, or experiences that make you a good employee.

Please follow the following guidelines: 1) type your essay (1 page limit) in the Essay Section and 2) Type/Print your name at the top of the essay. Do not forget to answer ALL three questions. If you do not have access to a computer, please print neatly following the same guidelines.

IMPORTANT: *Keep in mind that the essay is the most crucial stage of your application as it allows us personal insight into why you should be hired.*



Part II: Essay Section

Name (Last, First, MI): _____



Part III. Employment Application

General Instructions: Please type or neatly print the information on this application.

Personal Information				
Name (Last, First, MI):				
Address (Number, Street, City, State, Zip Code):				
Sac State Email Address:		Personal Email Address:		Cell Phone:
Sac State Student ID # (If Current Student):	DOB:	Driver's License #:	State:	DL Class:
Other names you have used while employed:				

Employment History: List your present or most recent employer first. Account for all times during the past ten years, including periods of unemployment. Include military and major volunteer experience. If you held significantly different positions with the same employer, list them separately. Use additional applications as needed.

Employer: _____	Job Title: _____
Job Duties:	
<input type="checkbox"/> Part-Time # of hours worked per week: _____ <input type="checkbox"/> Full - Time Dates of Employment: _____	
Reason for Leaving: _____	
Supervisor's Name/Title: _____ Phone: _____	
May we contact your current/most recent employer for reference? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes, After Offer Only	

Employer: _____	Job Title: _____
Job Duties:	
<input type="checkbox"/> Part-Time # of hours worked per week: _____ <input type="checkbox"/> Full - Time Dates of Employment: _____	
Reason for Leaving: _____	
Supervisor's Name/Title: _____ Phone: _____	
May we contact your current/most recent employer for reference? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes, After Offer Only	



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Employer: _____ Job Title: _____
Job Duties: _____

Part-Time # of hours worked per week: _____ Full - Time Dates of Employment: _____
Reason for Leaving: _____
Supervisor's Name/Title: _____ Phone: _____

May we contact your current/most recent employer for reference? Yes No Yes, After Offer Only

Employer: _____ Job Title: _____
Job Duties: _____

Part-Time # of hours worked per week: _____ Full - Time Dates of Employment: _____
Reason for Leaving: _____
Supervisor's Name/Title: _____ Phone: _____

May we contact your current/most recent employer for reference? Yes No Yes, After Offer Only

Employer: _____ Job Title: _____
Job Duties: _____

Part-Time # of hours worked per week: _____ Full - Time Dates of Employment: _____
Reason for Leaving: _____
Supervisor's Name/Title: _____ Phone: _____

May we contact your current/most recent employer for reference? Yes No Yes, After Offer Only

Employer: _____ Job Title: _____
Job Duties: _____

Part-Time # of hours worked per week: _____ Full - Time Dates of Employment: _____
Reason for Leaving: _____
Supervisor's Name/Title: _____ Phone: _____

May we contact your current/most recent employer for reference? Yes No Yes, After Offer Only



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Education: List all education you have received. Include high school, business, technical, military, professional, college and university.

Table with 5 columns: School Name, Major, Units, GPA, Degree

Licenses, Certificates: Include type of license or certification, number, issuing state/organization and expiration date.

Licenses, Certificates: [Empty box for text entry]

Other Job Skills: List other job-related skills such as computer hardware, software, typing speed, and/or Microsoft Office.

Other Job Skills: [Empty box for text entry]

Required Information: Please check the appropriate box for each question.

Positions designated as "sensitive" require fingerprinting to conduct a criminal background check. The fingerprints will be used to obtain records of any criminal history you may have. A conviction will not necessarily disqualify you from consideration for employment. Sacramento State Police Department may consider the nature, date and circumstances of the offense as well as whether the offense is relevant to the duties of the position for which you have applied. A conviction is any plea of guilty or nolo contendere (no contest) or a verdict of guilty.

- 1. Have you ever been convicted of a felony or misdemeanor offense by any court in California [] Yes [] No
You may omit:
a. Traffic violations for which the fine imposed was \$300.00 or less.
b. Any conviction that has been sealed, expunged or legally eradicated.
c. Any offense which was finally settled in juvenile court or referred to the youth authority.
d. Any misdemeanor conviction for which probation has been successfully completed or otherwise discharged AND the case has been judicially dismissed pursuant to Penal Code section 1203.4. To qualify for omission under Penal Code section 1203.4, an individual must have taken an affirmative action to file a petition with a court to have the conviction set aside and been successful in that action.
2. Have you ever been convicted of a felony or misdemeanor offense in another State? [] Yes [] No
(Criminal convictions in another State may be considered in the evaluation of your application.)
3. Have you ever been convicted of a federal crime, as defined in 42 USC 1320a-7(i) or been excluded from participating in any federal or state healthcare program? [] Yes [] No
4. Are you 18 years or older? If your answer is "yes", go to question 6. [] Yes [] No
5. If you are under 18, you must have a high school degree or a GED certificate, or have a valid work permit in order to be employed by the University. Do you meet this requirement? [] Yes [] No



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- 6. Upon hire, will you be able to provide proof of eligibility to work in the U.S. as specified in the Immigration Reform and Control Act of 1986? Yes No
 - 7. Do you have a valid California Driver’s License? Yes No
 - 8. Have you ever been released or discharged from employment or resigned to avoid such release or discharge? If yes, please provide date(s) and circumstances below: Yes No
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EMPLOYMENT NOTICES

California State University, Sacramento is an Affirmative Action/Equal Opportunity Employer and has a strong institutional commitment to the principle of diversity in all areas. We consider qualified applicants for employment without regard to race, color, religion, national origin, age, sex, gender identity/expression, sexual orientation, pregnancy, genetic information, medical condition, marital status, veteran status, or disability. Sacramento State hires only those individuals who are lawfully authorized to accept employment in the United States.

It is the policy of California State University, Sacramento to provide reasonable accommodations for qualified persons with disabilities who are employees or applicants for employment. If you need a disability related reasonable accommodation as part of the application and/or interviewing process, visit <http://www.csus.edu/hr/departments/equal-opportunity/index.html>.

Under Federal law, Candidate(s) must furnish proof of eligibility to work in the U.S. by providing documents specified in the Immigration Reform and Control Act of 1986.

Privacy Notice

The State of California Information Practices Act of 1977 requires the University to provide the following information to individuals who are asked to supply personal information about themselves: (1) the principal purpose for requesting and collecting the personal information on this form is to comply with applicable State and Federal laws; (2) providing the personal information is mandatory, unless otherwise noted;(3) the personal information will be kept confidential and used only in accordance with applicable laws; (4) the personal information will be given to government enforcement agencies if these agencies request such information, or as otherwise required by law; (5) individuals have the right to review their own records in accordance with University personnel policies and collective bargaining agreements

Notice of Availability of Sacramento State Annual Security Report

As provided by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998, prospective employees are entitled to request a copy of the Sacramento State Annual Security Report prepared in compliance with this Act. The current Annual Security Report (ASR) is available for viewing at www.csus.edu/police/cleryact.htm. The ASR contains the current security and safety-related policy statements, emergency preparedness and evacuation information, crime prevention and sexual assault prevention information, and drug and alcohol prevention programming. The ASR also contains statistics of Clery Act crimes for Sacramento State for the last three (3) calendar years. Paper copies are available upon request at the Police Service Center located in the University Union or by calling (916) 278-2788.

ACKNOWLEDGEMENT

I, _____, wish to be considered for employment with the Sacramento State Police Department. I certify that all the statements made on this application are true, complete, and correct to the best of my knowledge and belief and are made in good faith. I hereby authorize the Sacramento State Police Department and its agents to investigate and verify all statements obtained in my employment application and to obtain information concerning my qualifications as a prospective employee. I understand that job-related background checks are required for certain positions, the check will be conducted and completed before appointment or promotion to that position. I understand that failure to provide mandatory information and/or falsification may be grounds for disqualification or separation. In connection with the investigation of this application, I authorize the Sacramento State Police Department to contact each of my former employers, educational institutions and references listed herein. I also authorize each of the former employers, educational institutions and the references listed herein to give the Sacramento State Police Department all information concerning my education, previous employment, and any pertinent information they may have regarding my work performance, whether such information is favorable or unfavorable to me. I hereby fully release all such persons and entities from any liability with respect to furnishing such information to the Sacramento State Police Department and waive any claims I may have against them with respect to release of such information. I also authorize Sacramento State Police Department to release such employment information as necessary to those employees and agents of the Sacramento State Police Department who require such information to investigate or to make a decision with respect to any matter of my employment.

_____ _____ _____
Print Name Signature Date