UNIVERSITY OF CALIFORNIA POLICE DEPARTMENT
COMMUNITY SERVICE BUREAU

INFORMATION AND APPLICATION

THIS PACKET CONTAINS INFORMATION ABOUT THE COMMUNITY SERVICE OFFICER POSITION AND AN APPLICATION FOR EMPLOYMENT. APPLICANTS SHOULD READ THIS INFORMATION CAREFULLY.

The CSO program is service-oriented. CSOs are non-confrontational and do not act as law enforcement officers.

Duties (includes the following, but not limited to):

1. Operating the Night Escort Service for members of the campus community.
2. Conducting security foot patrols of campus proper, outlying campus properties, the student residence halls, and Memorial Stadium.
3. The reporting of any situation requiring a police response.
4. Providing general support for the University Police Department, including staffing for special events. (i.e. concerts, dances, sport events etc…)

Qualifications:

1. Applicant must be a UC Berkeley student in good academic standing.
2. Applicant must have a valid California drivers license.
3. Applicant must be prepared to work 14-20 hours per week, including evening, night, and weekend shifts.
4. Applicant must pass a background investigation.
5. Applicant must be able to work late night and early morning shifts, some lasting until 6 A.M.
6. Applicant must be in good physical condition, able to walk 6-12 miles per night, and have vision correctable for safe and legal operation of a standard-equipped motor vehicle.
7. Applicant must be able to walk up and down long flights of stairs.
8. Applicant must be able to quickly and accurately manipulate the controls of a police radio, and be able to clearly hear, understand and effectively communicate with a police dispatcher via radio.
9. Applicant must be able to effectively use a flashlight to illuminate dark areas.
10. Applicant must be able to manipulate and lock padlock gates.
11. Applicant must have the ability to remain calm in stressful situations and utilize common sense.
12. Applicant must have the ability to work and communicate with the general public.
13. Applicant must maintain a demeanor of professionalism that is expected by, and acceptable to, the general public commensurate with departmental standards.
14. Applicant must be able to write in a concise and legible manner.
15. Applicant must be capable of following written and oral instructions.
16. Applicant must be able to work with a minimum of supervision.

Job Types:

Community Service Officer duties may include:

1. Night Escort Service/Night Safety Line
2. Housing Patrol
3. Bicycle Patrol
4. Special Event Security
5. Dispatching
6. Traffic Direction
7. Summer Hill Patrol
8. Crime Prevention Unit Specialist
9. Office of Emergency Preparedness Specialist
10. Public Relations

Application Process:

Completed applications should be returned to Rm. 1, Sproul Hall basement (the lobby of the Police Department). The application is located on page 5 and 6. You must attach a separate sheet of paper that includes a brief summary or resume of your qualifications and your background (e.g. job-related skills, special training, certificates, or licenses). Seniority of new CSOs will be determined by the date the application is received. It is to your advantage to turn your application in early.

Hiring Process:

Receipt of your application will be acknowledged via telephone. A Walk-Along and an Oral Board will be scheduled at his time.

Walk-Along:

You must complete a walk-along prior to your oral board. During the walk-along, you will be paired up with an on-duty CSO for approximately three quarters of an hour. This will allow you to experience CSO duties first hand and to ask any questions you may have.

Oral Board Interview:

The interview will consist of an oral board panel who will take turns asking you questions about yourself, and then present you with some hypothetical situations. You will be expected to explain how you would react in such situations. Your score is based on how well you answer these personal and hypothetical questions.
An example of a personal question is: “Why do you want to be a CSO?”

Oral Board Interview (continued):

The following is an example of a hypothetical question:

You are on duty, in uniform, equipped with a police radio and a flashlight. You are walking a student home when you hear a report on the radio of a bike theft, which just occurred, near your location. Suddenly, you see the suspect walking the bike toward you. What would you do?

The Oral Board is an important part of the hiring process, so you will want to present yourself well. Try not to be too nervous. Do not be surprised if the interviewers question your answers. They are not trying to antagonize you; they are trying to learn more about you and the reasoning behind your answers. The interview will last approximately 30 minutes.

Notification:

You will be notified of the hiring decision by phone and/or mail no later than one week after your Oral Board interview. Offers of employment are conditional until completion of the background investigation process. After being offered employment, you will be required to attend a mandatory In-House training session.

IMPORTANT DATES FOR HIRING

You will need to make yourself available for the following:

TO BE ANNOUNCED. CONTACT THE OFFICE AT 642-7931 FOR MORE INFO.

If you have questions, please call Candice Cullum at (510) 642-7931, Sproul Hall Rm. 26

Keep these pages for reference.
Community Service Officer Program

Application for Employment

Name_______________________________________________________

Local phone #________________________ Alternate #_______________________

Best time(s) to be reached____________________________________________

Email Address _______________________________________________________

*** INSTRUCTIONS FOR COMPLETING APPLICATION ***

• Applications are accepted for current openings only.
• The application must be complete and legible. It should be typed or neatly handwritten in ink.
• In order to be considered this application must reflect all of the published minimum requirements for the position.
• Applications must be submitted to the U.C. Berkeley Police Department at Room 1 Sproul Hall.
• Photocopies may be submitted in place of the original application.
• LOOK FOR OUR ONLINE APPLICATION AT
  http://police.berkeley.edu/csoapp.html

*** FOR OFFICE USE ONLY ***

Date and time received________________________ By (initial and badge number)____________

Initial contact:
☐ Phone: ☐ left message ☐ contact w/ applicant ☐ unable to leave message ☐ message left w/ non-applicant
☐ In-Person ☐ Mail ☐ Other ________________________________

UCB Student: ☐ Student Status Verified Date: _____________

Walk Along: Date__________Time ____________ Oral Board: Date____Time ____________
Final Classification:
☐ Hired  ☐ Not Hired  ☐ Withdrawal: Date ______________  ☐ Ineligible: Explain ______________
Name: __________________________________________

Phone Number: Local ________________________________ Permanent _________________________________

Valid California drivers’ license?  Yes________ No If No, STOP! You are not eligible for employment.
California drivers’ license #________________________ Expiration date________________________
Social Security Number ____________________________

Address:  Campus/Local
Street________________________ City, State________________________ Zip Code________

Address:  Permanent
Street________________________ City, State________________________ Zip Code________

Are you a U.C. Berkeley Student?  Yes___ No___ If No, STOP! You are not eligible for employment

Are you a United States citizen?  Yes___ No___
Registration/SID #________________________ Expected date of graduation________________________

Circle the highest grade completed:

High School  GED  College:  1  2  3  4  Graduate School

Units Completed______ Degree/Diploma_______ GPA______ Major________________________

Previous University employee? Yes__No__ If yes, which department?______________

Are any of your relatives employed at this department?  Yes________ No_____ 
If yes, their name_________________________________ Relationship________________________

Have you ever applied for a position in the CSO Program at UC Berkeley?  Yes____ No____
If yes, approximate dates________________________

Are you acquainted with any past or present CSOs?  Yes__ No____
If yes, which one(s)_____________________________________

How did you hear about this program?_____________________________________

ADDITIONAL INFORMATION:

**Qualifications:** On another sheet of paper, provide a one page summary or resume of your qualifications and your background.
I hereby certify that all statements made in this application are true and complete, and I understand that any misstatement of material facts will subject me to disqualification or dismissal.

Signature_________________________________________ Date________________________