



Thank you for considering California State University, Northridge Department of Police Services. You have chosen one of the best university police departments in the country (according to Chief Tom Younce, Team Leader- IACLEA Initial Assessment Team May 2008)! As an accredited law enforcement agency, we pride ourselves on our professional standards that provide the basis for our operational policies and procedures. Our department is synonymous with excellence,

professional performance and

innovative practices. We set a high performance bar for professionalism and community service for our officers to ensure they operate with a community policing style in an environment supportive of educational, professional and extracurricular activities. We encourage all qualified men and women to learn more about, and consider the advantages of, policing in the higher education environment along with the excellent state benefits and opportunities available for professional development and policing assignments.

*Sincerely,
Anne P. Glavin
Chief of Police*

SELECTION PROCESS FOR A POLICE OFFICER:

Minimum Requirements:

The minimum requirements at the time of application are:

- U.S. citizenship
- Minimum of 21 years of age.
- Graduation from US high school or equivalent; college degree is preferred.
- No felony convictions; valid CA driver license and good driving record.

In compliance with California POST standards, a criminal-history check, thorough background investigation, medical and psychological suitability examination, will be conducted. Requirements include that the applicant has high ethical standards, integrity, morals, leadership skills and be service-oriented. This career demands mature, responsible individuals who are willing to work rotating shifts, weekends, and holidays.

PHYSICAL ABILITIES TEST & WRITTEN EXAM:

Lateral candidates and POST-certified academy graduates may be eligible for a waiver of the PAT and written examination. Those who participated in a prior testing process for another agency may submit PELLETB scores for consideration of waiving the written portion.



TO APPLY:

Interested applicants must apply online to the CSUN Office of Human Resources at www.csun.edu/careers. Refer to the External Applicants link and look for the Police Cadet/Officer vacancy announcement. You must also upload a resume and may attach additional documents such as a POST certificate. The university does not accept applications in person, by mail, email or fax.

CSUN Office of Human Resources conducts an initial screening of all applications, ensuring applicants meet the minimum qualifications of the position. Subsequently, applications undergo a second screening by the Department of Police Services, and only selected applicants will move forward in the process. For more information please contact 818-677-7922 or email: csunpdrecruitment@csun.edu



PHYSICAL ABILITIES TEST & WRITTEN EXAM:

Applicants who are selected to participate in the testing process will be notified by mail of the next opportunity to take the POST Physical Abilities test (PAT) and written Entry-level Law Enforcement Test Battery.

The physical abilities portion is composed of five components:

- | | |
|------------------------|------------------|
| Obstacle course | Solid-wall climb |
| Body Drag | 500-yard run |
| Chain-link fence climb | |

Each of the five components are timed. Performance times are converted to points and summed. A total of 384 points are required to pass.

The POST Entry-level Law Enforcement Test Battery (PELLETB) evaluates an applicant's reading comprehension, grammar and spelling competencies. A sample of the written exam may be viewed on the POST website. Click on the tab for LE applicant and refer to question #8. www.post.ca.gov/entry-level-test-battery.aspx.

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SUBSEQUENT INTERVIEW PHASES INCLUDE:

- Pre-Screening Interview
- Panel Interview
- Chief's Interview

BACKGROUND INVESTIGATION:

In compliance with Government Code Section 1031, a thorough background investigation, including a criminal-history check, will be conducted in order to determine the candidate's suitability for the position of police officer.

MEDICAL & PSYCHOLOGICAL EVALUATION:

Medical and psychological evaluations are conducted to ensure applicants are free from any physical, emotional, or mental condition that might adversely affect the ability to perform the functions of a peace officer. Medical evaluation includes drug screening.

FINAL REVIEW & APPOINTMENT:

When the background investigation is completed the final report is submitted to the Chief of Police for final review. It is the decision of the Chief of Police to determine suitability for employment. A completed background investigation does not guarantee employment; it is simply a review and evaluation of information with the discretion to hire solely that of the Chief of Police.

FTO PROGRAM AND EXPECTATIONS:

The Department of Police Services Officer Field Training Program is an extensive 16- to 20-week California POST-approved program designed to achieve the following goals:

To produce a competent peace officer capable of working a solo patrol assignment in a safe, skillful, productive, and professional manner; to provide standardized training to all newly-assigned officers in the practical application of learned information; to provide clear standards for rating and evaluation that give all trainees every reasonable opportunity to succeed; to enhance the professionalism, job skills, and ethical standards of the law enforcement community.



JURISDICTION:

The primary jurisdiction of the university police department extends to one-mile beyond the perimeter of the campus. However, according to 830.2(c) PC CSU police departments have authority throughout the state of California. As a practical matter the department patrols the campus as well as the surrounding neighborhoods.

JOB DESCRIPTION:

University police officers are sworn state peace officers vested with full law enforcement authority including arrest authority. Officers meet training requirements mandated by the California Commission on Peace Officer Standards and Training (POST) as well as training designed to meet the needs of the university community. The Department employs approximately 80 employees, 27 of whom are sworn officers.

Under general supervision, performs primary responsibilities including protecting students, faculty, staff, campus visitors, property and facilities from accidents, bodily harm, fire, theft, vandalism and illegal entry; enforces laws and traffic regulations; apprehends violators; provides general information and assistance to the public; and assists in investigations. Patrols campus buildings and grounds by foot, bicycle, motorcycle, and vehicle; controls crowds during assemblies or disturbances; guards property; investigates and prepares reports on accidents, property damage, fires, law violations, thefts and disturbances of the peace; gathers evidence, makes arrests, and testifies in court as required.

Performs a wide range of activities including emergency response, community policing, traffic control and enforcement, including enforcing parking regulations; provides crime prevention services and education; administers first aid to injured persons, and performs other policing tasks as required and other duties as assigned.

BENEFITS FOR SWORN OFFICERS:

- Paid medical, dental and vision insurance for all employees and dependents.
 - Two weeks' vacation & 12 days of sick leave per year, including 20 days paid maternity, paternity, or adoption leave. Vacation accrual rate increases after 3 years of service.
 - 13 paid holidays and 1 personal holiday per year
 - Annual uniform allowance paid in monthly installments. All uniforms and safety equipment are initially provided to newly-hired police officers.
 - POST Certificate Bonus \$200 - \$450/month
 - Special Assignment Bonus \$100 - \$400/month
 - Employee & dependent education Fee Waiver Program - Earn a degree!
 - CalPERS Retirement Program: 2.5% @ 57
 - Health-Care Reimbursement Account (HCRA)
 - Workers' Compensation Plan
- Read more at: www.csun.edu/benefits



ABOUT THE POLICE OPERATIONS DIVISION:

Police Operations

The Department of Police Services promotes fundamental community-policing values and philosophies. Police Operations leads the way with multi-dimensional and directed patrol approaches to the law enforcement services it provides, ensuring a consistent proactive approach in meeting the community's expectations of excellent public service. Uniformed police officers practice multi-dimensional patrol techniques through the use of police cars, bicycles, motorcycles, T3 electric vehicles and foot patrols.

Traffic Safety Unit

The primary duties of the Traffic Safety Unit are traffic-law enforcement, collision investigation, dignitary escorts, and traffic control for special events and high-volume periods. The Traffic Safety Unit participates in proactive programs for the education of the public, for example, pedestrian- and driver-safety initiatives, DUI joint task forces, and child safety seat inspection and installations.

K9 Unit

CSUN PD currently has two K9 teams: Explosives Detection and Narcotics Detection. Each K9 team has undergone hundreds of hours of training in suspect apprehension techniques and explosives or narcotics detection. K9s are also trained in patrol and tracking techniques.

Community Policing Team

First implemented in 2004, the Community Policing Team involves an annual rotation of two officers who are assigned exclusively to the student housing areas. The Community Policing Team's mission is to reduce crime through the development of community partnerships and innovative problem-solving tactics. Community policing teams are given the direction to establish programs designed to reduce crime through awareness, problem solving, and crime prevention.

ABOUT THE SPECIAL SERVICES DIVISION:

Investigations Unit

The Investigations Unit is responsible for criminal and general investigations, criminal apprehension and preparation of criminal cases for prosecution. The Investigations Unit is separated into two units: the Major Crimes Unit and Special/Sensitive Crimes Unit. The Investigations Unit is composed of two detectives who possess the necessary skills for their areas of responsibility.

Threat Assessment Unit

The Threat Assessment Unit is charged with evaluating all reported incidents of workplace violence, domestic violence or fear of violence, conducting extensive investigations into incidents and taking appropriate steps to reduce or eliminate hazards to persons and property.



California State University, Northridge
Department of Police Services

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www.csun.edu/police

www.facebook.com/csunpolice

www.youtube.com/csunpoliceservices

California State University Northridge



DEPARTMENT OF POLICE SERVICES

NOW HIRING!

Are you ready to:

- *Have a career in higher education public service?*
- *Join an accredited law enforcement agency?*
- *Make excellence your performance standard?*

