



POLICY/PROCEDURE NUMBER: 06-P.A.-006

Page 1 of 9 with three Appendices

SUBJECT: RECRUITMENT AND SELECTION

EFFECTIVE DATE: January 7, 2015

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AMENDS/SUPERSEDES: May 4, 2006 version; December 13, 2007 version; January 27, 2010 version;
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IACLEA STANDARD: 5.1.1, 5.1.2, 5.2.1, 5.2.2, 5.2.3, 5.2.5, 5.2.6

CSU POLICE DEPARTMENTS SYSTEMWIDE OPERATIONAL GUIDELINE – NO

APPROVED: Anne P. Glavin, Chief of Police

I. PURPOSE

To establish procedures and clarify responsibilities for the department's recruitment and selection processes.

II. POLICY

The Department of Police Services, in its recruitment and selection process, will identify and employ those individuals who best possess the skills, knowledge, and abilities to perform the duties of its positions. Emphasis on recruitment and selection of quality applicants, in full compliance with the law, should yield benefits in terms of a lower rate of personnel turnover, fewer disciplinary problems, higher morale, better community relations, and more efficient and effective services.

III. DEFINITIONS

- A. Applicants: Persons seeking employment who have formally applied on-line through University Human Resources.
- B. Candidates: Persons actively involved in the application process; those individuals selected to participate in the physical agility/written examination process and processes that follow.
- C. Equal Employment Opportunity: The provision of equal opportunities for employment and conditions of employment to all employees regardless of age, disability, veteran status, gender, marital status, national origin, race, religion or sexual orientation.

- D. Formal Application: Electronic application used to express interest in employment and to provide information on the applicant's basic occupational qualifications, work experience, educational background, training, and special skills or abilities.
- E. Permanent Status: The period of employment in a position following the completion of a probationary period. An appointment in which the incumbent has a continuing employment relationship.
- F. Probationary Period: An appointment to a position for a specified probationary period in which the appointee's ability to perform the duties and responsibilities of the position is assessed.
- G. Recruitment Activities: A systematic method of seeking potentially qualified job applicants.
- H. Recruitment Literature: Written materials, brochures or information contained on websites designed to attract qualified applicants for jobs.
- I. Selection Materials: All written tests, test scores, answer sheets, study materials, evaluations, ratings, questionnaires, reports, and forms used in the selection process that have a bearing upon the employment decision.
- J. Selection Process: The combined effect of components and procedures leading to the final employment decision.

IV. PROCEDURES

A. Recruitment

1. Responsibilities

- a. While the ultimate responsibility for recruitment rests with the University's Office of Human Resources, the Department of Police Services of its own accord will conduct recruitment processes to fill actual or projected vacancies.
- b. The Special Assistant to the Chief of Police/PIO (SAPIO) is the primary liaison with the Office of Human Resources on recruitment issues.
- c. The Chief of Police and her/his designee and the SAPIO will assist with recruitment activities, including development of recruitment procedures, recruitment literature, and the selection process. They must be knowledgeable in personnel matters, especially equal opportunity as it affects the management and operations of the department.
- d. At the completion of each recruitment process, a justification for the selection(s) made and an analysis of the process shall be conducted in writing by the SAPIO and forwarded to the Chief of Police.

2. Recruitment Plan and Equal Employment Opportunity

This department is a proactive, service-oriented agency that recruits and trains professionals to maintain a staff that is sensitive and responsive to the needs of the diverse population on campus. Recruitment steps are:

- a. Directed towards the goal of approximating within the sworn ranks of the Department the ethnic composition of the campus and surrounding community;
- b. Directed towards recruiting and retaining a diverse group of sworn and dispatch personnel to meet the changing needs of its service area;
- c. Consonant with the department's recruitment plan for sworn and non-sworn personnel that includes the following elements, where applicable:
 - 1) A statement of objectives:
 - a) Consistently utilize recruitment strategies and practices that successfully recruit a diverse pool of applicants;
 - b) Analyze university demographics in an effort to recruit police personnel to effectively reflect the ethnic diversity of the campus and surrounding community;
 - c) Recruit minorities and women;
 - d) Select best-qualified candidates based on established professional standards, consistent with the needs of the department and qualifications of the applicant;
 - e) Maintain standards that meet or exceed California Peace Officer Standards and Training (POST);
 - f) Provide competitive salaries and benefits for department personnel to attract applicants and compete with other law enforcement agencies' salaries and employment benefits.
 - 2) A plan of action designed to achieve these objectives:
 - a) Post current recruitment/job openings in various media to attract a diverse pool of applicants applying for police officer and dispatcher positions;
 - b) Create job announcements that will be available via the CSUN website;
 - c) Chief of Police will assign staff/SAPIO or a designee to speak and recruit at police academies;
 - d) Secure diverse representation from the campus community to comprise the interview panel for Police Services employees in an effort to create and maintain better campus partnerships and meet recruitment goals.
 - 3) Procedures to periodically evaluate the progress toward the objectives:
 - a) The SAPIO shall review progress toward attainment of the recruitment plan objectives every two (2) years completing a report of her/his findings;
 - b) The recruitment plan and biennial review report shall be reviewed formally by the Chief of Police and the SAPIO and updated or revised, as needed.

- 4) The university's Equal Employment Opportunity plan is intended to ensure equal opportunities for minorities and women:
 - a) It is department policy that all individuals shall be given equal opportunity for employment, regardless of age, disability, veteran status, gender, marital status, national origin, race, religion, or sexual orientation.
 - b) The department will facilitate broad promotion and dissemination of recruitment information by focusing ongoing recruitment activities on area police academies, women's organizations and job fairs;
 - c) Procedure for filing complaints relating to equal employment opportunities (EEO):
 - i. A complaint may be filed at any step of a recruitment process with the Office of Human Resources;
 - ii. The complainant will be encouraged to file the substance of the allegation in writing, but this is not required;
 - iii. Any complaint received will be forwarded to the Office of Equity and Diversity for investigation and follow-up as an independent process review.

3. Job Announcements

The department's job announcements and recruitment notices for all personnel will:

- a. Provide a description of the duties, responsibilities, requisite skill educational level, and other minimum qualifications or requirements, pay, benefits and work schedule information, process on how to apply. (Announcements for police officer positions will also include advisement of drug testing.);
- b. Advertise entry-level job vacancies through use of the CSUN Human Resource and Police Services websites, as well as appropriate internet job posting websites and print or other media as needed and will also be posted in the police briefing room;
- c. Advertise filing deadlines if applicable or when applications will first be reviewed, which is at least 14 days from the posting date;
- d. Ensure that the department is identified as an equal opportunity employer;
- e. Comply with all terms of the CSUEU and SUPA Collective Bargaining Unit Agreements.

4. Application Filing Procedures

- a. All applicants must apply on-line through the university's Human Resources (HR) website;

- b. All applications are screened by HR to ensure compliance with minimum qualification standards as stated in the job announcement. The Department of Police Services reserves the right to conduct a secondary screening of such applications, and those submitted for any position will not be rejected because of minor omissions or deficiencies that can be corrected prior to the testing or interviewing process.
 - 1.) Applicants who were previously sworn officers and have had a three-year or longer break in service must successfully pass the POST re-qualification course prior to appointment to sworn classification.
 - 2.) Applicants who have been employed with a non-POST agency which has resulted in a three-year or longer absence from a POST agency must successfully pass the POST re-qualification course prior to appointment to sworn classification.
 - 3.) Retirees who separate from an agency (with POST) and who return to sworn status must participate in the testing process and are subject to the three-year re-qualification rule.
- c. During the recruitment process, the Department of Police Services will maintain contact with applicants for all positions after initial application to final employment disposition. Contact with applicants upon receipt of the initial application and through the initial screening process (prior to being forwarded to the Department of Police Services) is conducted by the CSUN Office of Human Resources.

B. Selection

- 1. The stages of the selection process for police officer/cadet applicants will include:
 - a. POST physical ability test (PAT) and written exam (PELLETB)
 - 1) All candidates, except those who qualify for lateral appointment or have graduated from a POST approved police academy, will be required to pass the POST physical ability test.
 - 2) The test will consist of the five POST approved components.
 - 3) All events will be scored on a points basis. A minimum of 384 points are required to pass. See Attachment "B."
 - 4) All candidates, except those who qualify for lateral appointment or have graduated from a POST approved police academy, will be required to pass a POST Entry-Level Law Enforcement Test Battery to determine reading and writing ability, per POST Commission regulation 1951.
 - 5) The test will be evaluated and scored by POST.
 - 6) The Chief of Police reserves the right to determine the passing score point.
 - b. Prescreening interview
 - c. Panel interview

POST Commission regulation 1952 stipulates that every peace officer applicant be interviewed prior to employment to determine the applicant's suitability for law enforcement service.

- 1) The Chief of Police shall appoint a selection panel to interview qualified candidates. The panel shall be composed of three (3) panel members (SUPA, Article 12.3).
- 2) Candidates will be required to respond to a predetermined set of interview questions that are asked of all candidates.
- 3) Candidates will be evaluated on job related criteria such as oral and written communication skills, decision making and problem solving, interpersonal skills, initiative, and job knowledge.
- 4) The panel will forward to the Chief of Police the names of candidates recommended for further consideration. Whenever possible, a minimum of three names will be forwarded for a single opening. Additional names can be forwarded for multiple openings.

d. Chief's interview

- 1) The Chief of Police will utilize a set of predetermined questions to interview candidates.
- 2) At the discretion of the Chief of Police, candidates for further consideration will be given a background package to complete and will be fingerprinted for DOJ and FBI clearance.

e. Personal history/Background investigation

For a detailed explanation of the background investigation process, reference Policy/Procedure Number 06-P.A.-007, Subject: Background Investigations. See section V (Procedures) on page 3.

f. A conditional offer of employment may be extended by the Chief of Police on the condition of successful completion of the background investigation and prior to medical and psychological examinations.

g. Medical examination

- 1) Police officer candidates shall receive a pre-employment medical suitability examination performed by a licensed physician, per POST Commission regulation 1954.
- 2) In addition to assessing general health, the medical examination shall also include drug screening and vision/hearing tests.

h. Psychological examination

- 1) Police officer candidates shall be examined by a department-retained licensed psychologist to determine if they are free from job-relevant psychopathology, including personality disorders, per POST Commission regulation 1955.
- 2) The examination will consist of a minimum of two psychological tests and a clinical interview.

2. The stages of the selection process for dispatcher applicants will include:
 - a. POST written exam (for entry-level applicants only).
 - b. Panel interview, as explained above, per POST Commission regulation 1958.
 - c. Chief's interview, as explained above.
 - d. Personal history/background investigation, as explained above per POST Commission regulation 1959.
 - e. Medical examination, as explained above per POST Commission regulation 1960.
 - f. Psychological examination, as explained above.
3. The stages of the selection process for parking and transportation services division applicants will include:
 - a. Panel interview
 - b. Interview with the Manager of Parking & Transportation Services or designated command staff member.
 - c. Personal history/background investigation
4. The stages of the selection process for administrative services division applicants will include:
 - a. Panel interview
 - b. Chief's interview
 - c. Personal history/background investigation
5. All elements of the selection process for positions within this department will utilize only those rating criteria and/or minimum qualifications that are job related and non-discriminatory.
6. All elements of the selection process will be administered, scored, evaluated, and interpreted in a uniform manner.
7. When applicants are selected to participate in the testing process for sworn positions, they will be informed in writing of:
 - a. All phases of the selection process;
 - b. the expected duration of the selection process;
 - c. the department's policy on reapplication.
8. At the completion of each phase, those candidates who have met the qualifications and are selected to move forward will be contacted to schedule an appointment for the next phase of the selection process.
9. All phases of the process will be expedited as much as possible to ensure the department does not lose qualified candidates.
10. Employment Recommendation

- a. Once a candidate successfully passes and satisfies all recruitment requirements for a position, the SAPIO will initiate the on-line job offer process via Human Resources to notify them of the candidate(s) selected to fill the position(s).
- b. Either the Chief of Police, a designee, or a representative from the Office of Human Resources will contact the selected candidate(s) and officially make the job offer. Salary negotiation, if required, will be determined by the Chief of Police and Human Resources.

11. Confidentiality and Information Security Plan

- a. All Department of Police Services employees, including student workers, with job related responsibilities that require access to confidential information, including selection materials, must complete Employee Confidentiality Statement OHR5 50-15 (Appendix A) in order to:
 - 1) Ensure the security and protection of confidential information in the university's custody, whether in electronic, paper, or other forms;
 - 2) Protect against threats or hazards to the security or integrity of such confidential information;
 - 3) Protect against unauthorized access to or use of such confidential information;
 - 4) Comply with the California Information Practices Act of 1977 and Title 5 of the California Code of Regulations.

12. Oath of Office/Code of Ethics

- a. All police officers will be required to execute an oath of office and sign a code of ethics. For training requirement on ethics see policy number 02-O.A.-001 (Law Enforcement Role, Constitutional and Statutory Authority, Area of Jurisdiction, and Off-Campus Response) section IV.A.2, page 2.
- b. A copy shall be maintained in the officer's personnel file.
- c. Individuals hired as cadets, who are required to attend a basic academy, will be sworn in as police officers following their successful completion of training and will execute an oath of office and sign a code of ethics at that time.

13. Probationary Period

- a. Prior to receiving permanent status, all employees shall serve an initial probationary period of twelve (12) months of continuous full-time credited service or the equivalent, i.e., twenty-four (24) months for half-time employees.
- b. Time required to complete the POST Basic Academy training or equivalent may be considered credited service for the completion of the probationary period for sworn personnel at the discretion of the Chief of Police.

14. Maintenance and Disposition of Selection Materials

- a. Testing materials will be stored in a secure area of the Administration Suite and maintained by the SAPIO. Materials no longer used will be disposed of in a manner that prevents disclosure of the information.
- b. The physician conducting the medical examination and psychologist conducting the psychological examination maintain copies of their respective tests. A letter confirming that the test was administered and a summary of the test evaluation itself will be placed in the candidate's medical file, separate from the background file. A copy of the physician's clearance letter indicating if the candidate meets or does not meet the criteria for the position will be placed in the candidates background file.

15. Records of Unsuccessful Candidates

- a. The Office of Human Resources will retain electronic files of applications indefinitely.
- b. When recruitment is complete, all hard copies of applications of those individuals not selected and in the possession of the Department of Police Services will be destroyed.
- c. The SAPIO will maintain a record of each recruitment process in a secure file for a minimum of five (5) years. The file will include:
 - 1) Interview questions and evaluations for each candidate;
 - 2) A listing of the names of candidates forwarded by the interview panel to the Chief of Police;
 - 3) Interview forms and/or records related to the Chief's interview;
 - 4) Correspondence to candidates during the recruitment process.

16. Background packages on candidates will be maintained by the SAPIO in secure police department archives for a period of five (5) years. The retention period applies to both successful and withdrawn or disqualified candidates.

V. APPENDICES

- A. Employee Confidentiality Statement (OHRS 50-15)
- B. Police Officer/Cadet Physical Ability Waiver and Data Collection Form
- C. Adult Ride-Along Request and Indemnity Agreement

Appendix "A"

California State University
Northridge

Office of Human Resources
Employee Confidentiality Statement – Faculty/Staff

- Instructions:
- 1) Please print or type the information in the top portion of this document.
 - 2) Read the Confidentiality Statement **and** the "Information Practices Act of 1977" and "Title 5, California Code of Regulations" sections on the reverse side.
 - 3) Sign this statement acknowledging that you have read and understand the terms and conditions stated below.
 - 4) Return the form to HR, HRIS at mail drop 8229.
 - 5) Note: Employees will not be given access to administrative computing systems until this form is signed and received by HR.

CSUN ID: _____ Employee Name: _____

Job Title: _____ Supervisor: _____

Department: _____ Mail Drop: _____

Confidentiality statement for employee access to university data systems containing personal, academic, or financial information about students, faculty, staff, or alumni:

I certify that I have received training on the appended state and federal laws and University policies that govern access to and use of information contained in employee, applicant, and student records, including data that is accessible through the PeopleSoft Human Resource System.

I understand that I am being granted access to this information and data based on my agreement to comply with the following terms and conditions:

- I will comply with the state and federal laws and University policies that govern access to and use of information contained in employee, applicant, and student records, including data that is accessible through the Human Resource Information System. While a current summary is attached, state and federal laws may be revised that may necessitate additional training and requirements.
- My right to access information and/or data is strictly limited to the specific information and data that is relevant and necessary for me to perform my job-related duties.
- I will maintain the privacy and confidentiality of the information and data that I obtain, including its storage and disposal.
- Before sharing information or data with others, electronically or otherwise, I will make reasonable efforts to ensure that the recipient is authorized to receive that information or data. I will sign off the Human Resource Information System prior to leaving the terminal/PC.
- I will keep my password(s) to myself, and will not disclose them to others unless my immediate supervisor authorizes such disclosure in writing.

I understand that if I intentionally misuse personal information or data that I obtain through my employment, I will be subject to disciplinary action up to and including termination.

I understand that upon separation from California State University, Northridge, I have an ongoing responsibility for maintaining the confidentiality of university information.

I certify that I have read this Access and Compliance Form, I understand it, and I agree to comply with its terms and conditions.

Employee Signature

Date

Appendix "A- continued"

INFORMATION PRACTICES ACT OF 1977

As outlined in technical letters HR/PR 93-01 and Supplement I, each campus and the Chancellor's Office have the legal responsibility to administer and comply with provisions of the Information Practices Act (IPA). These documents are available at Human Resources Administration's Web page at <http://www.calstate.edu/HRAdm/policies.shtml>. Additionally, the IPA is contained in Sections 1798-1798.78, of the California Civil Code. The IPA places specific requirements on state agencies in relation to the collection, use, maintenance, and dissemination of information relating to individuals. Careless, accidental, or intentional disclosure of information to unauthorized persons can have far-reaching effects, which may result in disciplinary action against those involved in unauthorized disclosure (Section 1798.55) and civil action against the CSU with a right to be awarded reasonable attorney's fees, if successful. For reference, the following *summary* is provided.

Article 1: General Provisions and Legislative Findings

§1798.1 The Legislature declares that the right to privacy is a personal and fundamental right protected by Section 1 of Article I of the Constitution of California and by the United States Constitution and that all individuals have a right of privacy in information pertaining to them. The Legislature further makes the following findings:

- a) The right to privacy is being threatened by the indiscriminate collection, maintenance, and dissemination of personal information and the lack of effective laws and legal remedies.
- b) The increasing use of computers and other sophisticated information technology has greatly magnified the potential risk to individual privacy that can occur from the maintenance of personal information.
- c) In order to protect the privacy of individuals, it is necessary that the maintenance and dissemination of personal information be subject to strict limits.

Article 2: Definitions

§1798.3 As used in this chapter:

- a) The term "personal information" means any information that is maintained by an agency that identifies or describes an individual, including, but not limited to, his or her name, social security number, physical description, home address, home telephone number, education, financial matters, and medical or employment history. It includes statements made by, or attributed to, the individual.
- ...
- c) The term "disclose" means to disclose, release, transfer, disseminate, or otherwise communicate all or any part of any record orally, in writing, or by electronic or any other means to any person or entity.

Article 5: Agency Requirements

§1798.14 Each agency shall maintain in its records only personal information which is relevant and necessary to accomplish a purpose of the agency required or authorized by the California Constitution or statute or mandated by the federal government.

§1798.18 Each agency shall maintain all records, to the maximum extent possible, with accuracy, relevance, timeliness, and completeness...

§1798.20 Each agency shall establish rules of conduct for persons involved in the design, development, operation, disclosure, or maintenance of records containing personal information and instruct each such person with respect to such rules and the requirements of this chapter, including any other rules and procedures adopted pursuant to this chapter and the remedies and penalties for noncompliance.

§1798.21 Each agency shall establish appropriate and reasonable administrative, technical, and physical safeguards to ensure compliance with the provisions of this chapter, to ensure the security and confidentiality of records, and to protect against anticipated threats or hazards to their security or integrity which could result in any injury.

§1798.22 Each agency shall designate an agency employee to be responsible for ensuring that the agency complies with all of the provision of this chapter.

Article 6: Conditions of Disclosure

§1798.24 No agency may disclose any personal information in a manner that would link the information disclosed to the individual to whom it pertains...[Exceptions to this rule are listed in the statute.]

Article 10: Penalties

§1798.55 The intentional violation of any provision of this chapter or any rules or regulations adopted there under, by an officer or employee of any agency shall constitute a cause for discipline, including termination of employment.

§1798.56 Any person who willfully requests or obtains any record containing personal information from an agency under false pretenses shall be guilty of a misdemeanor and fined not more than five thousand dollars (\$5,000), or imprisoned not more than one year, or both.

TITLE 5, CALIFORNIA CODE OF REGULATIONS

Sections 42396 through 42396.5 of Title 5 of the California Code of Regulations address privacy and the principles of personal information management applicable to the California State University. Title 5 can be found on the Web at: <http://ccr.oal.ca.gov/>. For reference, the following *summary* is provided:

§42396.2 **Principles of Personal Information Management.** The following principles of personal information management shall be implemented within the California State University:

- a) There should be no personal information system the existence of which is secret.
- b) Personal information should not be collected unless the need for it has been clearly established in advance.
- c) Personal information should be appropriate and relevant to the purpose for which it has been collected.
- d) Personal information should not be transferred outside the California State University unless the transfer is compatible with the disclosed purpose for which it was collected.
- e) Personal information should be used as a basis for a decision only when it is accurate and relevant.
- f) There should be procedures established by which a person may learn what personal information about him or her has been retained by the California State University and where lawful, have those records disclosed to him or her, pursuant to the provisions of this Article.
- g) There should be established within the California State University procedures by which a person may request in writing addition to or deletion of personal information about himself or herself which does not meet the principles in this section. Such requests should be honored within a reasonable length of time or the person should be permitted to file a concise statement of dispute regarding the personal information which shall become a permanent part of the record, or, the disputed information should be destroyed.
- h) Precautions should be taken to prevent the unauthorized access to or use of personal information retained by the California State University.

These principles shall be construed and implemented so as to be consistent with all federal and state laws otherwise regulating or allowing for the use of personal information, including but not limited to Education Code Section 89546 relating to employee records.

California State University
Northridge



California State University, Northridge
Department of Police Services

WAIVER
Physical Ability Testing

The Physical Ability Examination is comprised of five events in accordance with POST standards. These events are strenuous and physically demanding. You will be asked to:

- Run a 99-yard obstacle course consisting of several sharp turns, a number of curb height obstacles and a 34-inch high obstacle that must be vaulted.
- Run 5 yards to a 6-foot chain link fence, climb over the fence, and continue running another 25 yards.
- Run 5 yards to a 6-foot solid fence, climb over the fence, and continue running another 25 yards.
- Lift and drag a 165 pound lifelike dummy 32 feet.
- Run 500 yards (equivalent to 1 lap plus 60 yards of a standard running track)

I have carefully read this waiver and fully understand that by completing the physical ability examination that there is a risk of injury or death. I understand that passing the examination is a condition of my prospective employment with the California State University. I understand that by signing this agreement that I am releasing the California State University, its employees, agents, officers and volunteers from liability of any kind. I am aware that this agreement is a release of liability and a contract between myself and the California State University and its respective employees, agents, officers and volunteers. This agreement is signed on my own behalf of my own free will. I certify that this agreement, its significance and the assumption of risk has been explained and understood by me.

Applicant's Name (please print): _____ Test Date: _____

Applicant's Signature: _____ DL # & State: _____

DATA COLLECTION
Physical Ability Testing

	1 st Trial	2 nd Trial	Total Points	
<i>Chain Link Fence</i>				<input type="checkbox"/> PASS
<i>Solid Fence</i>				
<i>Obstacle Course</i>				<input type="checkbox"/> FAIL
<i>Dummy Drag</i>				
<i>500 Yard Run</i>				
<i>Grand Total</i>				

A minimum score of 384 points must be obtained to demonstrate sufficient physical ability to perform as a police officer.



California State University
Northridge

**CALIFORNIA STATE UNIVERSITY, NORTHRIDGE POLICE
ADULT RIDE-ALONG RELEASE and INDEMNITY AGREEMENT**

Ride-Along Applicant fill in shaded boxes:

This section for officer use only

Name of Ride Along:		Date of Birth:	Date of Ride Along:
Address:		Day Phone Number:	Evening Phone Number:
Ride Along Assigned To (Name of Officer):		Affiliation of Person Requesting Ride Along (Per Directive 2006-002) Check which affiliation applies:	
Ride Along Will Be Conducted From: _____ to _____ hrs. <i>Please Note: Maximum time allowed is three hours.</i>		<input type="checkbox"/> Police Officer/Cadet Candidate <input type="checkbox"/> Matador Patrol Trng. <input type="checkbox"/> University Resident/Community <input type="checkbox"/> Admin. of Justice <input type="checkbox"/> Surrounding CSUN Community <input type="checkbox"/> Per Chief of Police	
Patrol Operations Captain: Check each process that has been completed: <input type="checkbox"/> CLETS Checked (copies attached) <input type="checkbox"/> RIMS Checked <input type="checkbox"/> Driver's License Checked		Shift Supervisor Approval: _____ Date: _____ Patrol Operations. Captain Approval on: _____	

For and in consideration of permitting (Name) _____ to ride in a California State University, Northridge Police Dept. vehicle as a "Ride-Along" or responding to a call for police services in the California State University, Northridge jurisdiction, I hereby voluntarily release, discharge, waive and relinquish any and all actions or causes of action for personal injury, property damage or wrongful death occurring to me which arise from or are related to the performance of the California State University, Northridge Police activity or any activities incidental thereto wherever or however the same may occur and for whatever period said activities may continue, and I for myself and my heirs, executors, administrators, or assigns hereby release, waive discharge and relinquish any action or causes of action aforesaid, which may hereafter arise for myself and for my estate, and agree that under no circumstances will I or my heirs, executors, administrators, or assigns prosecute, present any claim for personal injury, property damage or wrongful death against the State of California, the Trustees of the California State University, California State University, Northridge, their officers, agents and employees, (hereinafter "indemnified Parties") for any of said causes of action, whether the same shall arise by the negligence of any of said persons, or otherwise.

IT IS THE INTENTION OF _____ BY INSTRUMENT, TO EXEMPT AND RELIEVE THE INDEMNIFIED PARTIES FROM LIABILITY FOR PERSONAL INJURY, PROPERTY DAMAGE OR WRONGFUL DEATH CAUSED BY NEGLIGENCE.

For myself and for my heirs, executors, administrators or assigns agree that in the event any claim for personal injury, property damage for wrongful death shall be prosecuted against the INDEMNIFIED PARTIES, I shall indemnify and save harmless the same INDEMNIFIED PARTIES from any and all claims or causes of action by whomever or wherever made or presented for personal injuries, property damage, or wrongful death. No oral representation, statements or inducement apart from this written agreement have been made.

I acknowledge that I have read the foregoing paragraph, and have been fully and completely advised of the potential dangers incidental to riding in Police Department vehicles as a "ride-along" or responding to requests for campus services and the campus activities that occur at the location of the incident and I am fully aware of the legal consequences of signing the within instrument and voluntarily do so.

Ride-along participant: Name (print): _____ Signature: _____ Date: _____
--

Officers: Route copies to Shift Supervisor, original forms are to be given to Patrol Operations Commander.

Appendix "C – continued"



California State University
Northridge

**CALIFORNIA STATE UNIVERSITY, NORTHRIDGE POLICE
RIDE-ALONG PROGRAM APPLICATION**

Name:	Application Date:	Date of Birth: / /
Address:	Day Phone Number:	Evening Phone Number:
City, State, Zip Code:	Affiliation: <input type="checkbox"/> Police Officer/Cadet Candidate <input type="checkbox"/> CSUN Student <input type="checkbox"/> Community Resident <input type="checkbox"/> Other: _____	
Have you ever been convicted of a crime?: <input type="checkbox"/> Yes <input type="checkbox"/> No		
If yes, please explain: _____ _____ _____		

The University Police Department has instituted this program in order to allow members of the community an opportunity to ride and observe our police officers performing their duties. We would hope that you, as a participant in the program, will gain insight into the everyday issues which face our community and how the University Police Department responds to them. It should be understood that participation in this program is a privilege, NOT A RIGHT, and that the basic premise of the ride-along program is to establish rapport with the police and learn about the functions of law enforcement.

OBSERVER RULES AND INSTRUCTIONS

- The ride-along application must be completed and the release and indemnity agreement signed.
- Submission of false information will disqualify the observer from the program.
- Observer must agree not to discuss names of persons involved in police cases or incidents.
- Observer must not leave the patrol vehicle unless directed to do so by the officer for safety reasons.
- Observer must wear seatbelts while in department vehicles.
- Observer is not permitted to participate in any aspect of the work performed by the officer with whom they are riding with.
- Observer or officer may terminate the ride-along at any time.
- The length of the ride-along will not exceed three hours.
- Observers are required to be dressed in business casual attire.
- For purposes of safety and officer efficiency, the observer must obey **ALL** instructions or rules, written or verbal.
- Photographic equipment and recording devices are **NOT** to be used by observers. Use of these items could constitute an invasion of privacy of any suspects or victims who may be encountered during the course of the ride-along. Special arrangements for schools or organizations who wish to publish articles can be made through the Chief of Police or the department Public Information Officer.

Officers: Route copies to Shift Supervisor, original forms are to be given to Patrol Operations Commander.