



UNIVERSITY POLICE DEPARTMENT

2001 Bill McDonald Parkway, Bellingham, WA 98225

Business: (360) 650-3555 / Fax: (360) 650-3367

Darin Rasmussen, Director/Chief of Police

PUBLIC SAFETY ASSISTANT

The Western Washington University Police Department is currently recruiting qualified applicants for the position of Public Safety Assistant (also known as Greencoats). Applicants for this position must demonstrate an elevated level of professionalism, maturity, integrity, and reliability. They must also bring a positive and encouraging attitude with a dedicated team mentality. Applicants must also meet the below listed requirements:

- Must be a current WWU student enrolled for 10 or more credits (Graduate students enrolled for 8 or more).
- Must be in good physical condition and able to walk long distances.
- Must present a neat and professional appearance and wear provided Public Safety uniform shirt/jacket.
- Must have a valid driver's license and safe driving record.
- Must successfully pass a background investigation to include being fingerprinted.

Job Description and Duties: Public Safety Assistants (PSAs) employed by University Police are responsible to patrol campus either on foot or in a marked vehicle, under limited supervision. PSAs perform personal safety escorts and limited building admissions. PSAs are responsible for the opening and closing of academic buildings. PSAs report maintenance problems, security violations, and safety hazards for academic and residential buildings. PSAs seek out and report violations of university policy, parking regulations, and state/municipal laws. PSAs respond to requests for public service, and they provide limited assistance to university police officers.

Essential Job Elements: Ability to obtain full knowledge of campus geography. Ability to use a radio. Work outside in various weather conditions. Must be able to deal with stressful situations and have confidence to work alone in the evening hours. Ability to work well with co-workers as well as work independently within the public safety guidelines, policies, and procedures.

Educational Benefits: Employee will learn how to work in an environment of changing situations and be interacting with a diverse University community while learning to multi-task and organize time.

Skills and Experience: An interest in a career in law enforcement is preferred, but not required.

Application Process: Applicants interested in working the above position should submit a completed application and written examination to University Police Dispatch located at WWU Campus Services, 2001 Bill McDonald Pkwy, Bellingham, WA. Qualified applicants who score at least 35 out of a possible 45 points on the application/written examination will be placed on an eligibility list based on their written score. As vacancies occur, applicants will be contacted and invited to an oral board interview, worth 50 points. Applicants will be considered for employment based on their combined score. Once hired, employees must continue to meet the above requirements and all other eligibility criteria for on campus student employment.

NOTE: This position may require working late or unusual hours, and/or under varying degrees of stress.

If you have any questions, contact the Public Safety Assistant Program Manager at (360) 650-3555.

PERSONAL INFORMATION

Last Name _____ First Name _____ Middle _____

Are you 18 years or older? Yes No Number of Academic Quarters at WWU? _____

Local address _____
(Number & Street) (City) (Zip Code)

Permanent address _____
(Number & Street) (City) (Zip Code)

Local/School Phone # _____ - _____ - _____ Cell Phone # _____ - _____ - _____

WWU Student ID # _____ Permanent Phone # _____ - _____ - _____

Driver's License # _____ State: _____ Expiration Date: _____

Email: _____ DOB: _____

WORK EXPERIENCE

List your employers starting with the most recent:

Employer: _____ Position: _____

Address _____
(Number & Street) (City) (Zip Code)

Phone # _____ - _____ - _____ Dates of Employment: _____

Supervisor: _____ May we contact? Yes No

Duties: _____

Reason for leaving: _____

WORK EXPERIENCE (Cont.)

Employer: _____ Position: _____

Address _____

(Number & Street)

(City)

(Zip Code)

Phone # _____ - _____ - _____ Dates of Employment: _____

Supervisor: _____ May we contact? Yes No

Duties: _____

Reason for leaving: _____

MILITARY RECORD

Branch of Service: _____ Date Enlisted: _____

Date of Separation: _____

REFERENCES

Please list four references who are not relatives

Name: _____ Address: _____ Phone Number: _____

Name: _____ Address: _____ Phone Number: _____

ACTIVITIES – TRAINING – SKILLS

Check the line next to all the listed items below that pertain to you. You may attach a resume to provide more details regarding your activities, training, and/or skills.

_____ Peer Counseling _____ Crisis Intervention or related training

_____ Scouts/Other Youth Organization _____ CPR/First Aid

_____ Camp/Youth Counselor/Leader _____ Foreign Language

_____ Police/Sheriff Explorer/Cadet/Reserve, Search and Rescue

Additional/Other Training or Skills:

Training/skill _____

Hours received _____ Date completed _____ Certificate issued? Yes No

TRAFFIC HISTORY

List all traffic citations/infractions received within the last three years:

VIOLATION	DATE	ISSUING AGENCY	DISPOSITION
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

ARREST HISTORY

List any criminal arrests:

Offense: _____ Date of arrest: _____
Location: _____ Arresting agency: _____
Disposition: _____

Offense: _____ Date of arrest: _____
Location: _____ Arresting agency: _____
Disposition: _____

I hereby certify that all statements made in this application are true and I understand and agree that any false statements on this form shall be considered sufficient cause for rejection of my application or removal from the Public Safety Assistant Program if I am accepted.

I understand that it is my responsibility to keep the Public Safety Assistant Program Manager informed of any change of address or phone number and that failure to do so may result in removal from the application process or Public Safety Assistant Program if I am accepted.

I further understand that completion of this application does not guarantee acceptance into the program.

I authorize contact with my past and present employers and references to verify statements made in this application.

APPLICANT'S SIGNATURE

DATE

WRITTEN EXAMINATION

The following written examination questions will be scored based on legibility, spelling, punctuation, and content. Your answers must be in ink or typed and stapled to the back of this application.

What are your educational and career goals?

Please describe any volunteer activities you have been involved with.

What skills would you bring with you to our department?

What skills do you hope to gain through employment with our department?

What do you perceive would be your job duties as a Public Safety Assistant?

This completes the application/written examination portion of the testing process. Submit this application in its entirety to the University Police Department. Your application will be scored, and your name may be placed on an eligibility list. You may contact the WWU Public Safety Assistant program manager at (360)650-3555 for information on the status of your application.