



**CAMPUS SAFETY DEPARTMENT
WORK STUDY APPLICATION
2017-2018**

Personal Data

First Name: _____ Last Name: _____

ID #: _____

Campus Address:

Residence Hall _____ Room # _____ Box # _____

Telephone # _____ Email Address _____

Permanent Address:

Street _____ City _____

State _____ Zip Code _____ Telephone # _____

Class Year: _____ Major: _____

Gender: Male ☐ Female ☐ Number of credits: Fall _____ Winter _____ Spring _____

Month/Year entered C of I: _____ Expected date of graduation: _____

References: Please list the names, titles, and phone numbers of two personal references not to include family. (Examples: Professor, Student Service Rep, past employer)

<u>Name</u>	<u>Title</u>	<u>Phone Number</u>
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_____	_____	_____
_____	_____	_____

Time Commitments: Please list All anticipated time commitments (e.g. athletic/music practices, Greek meetings, club/organization meetings, etc.) for the Winter and Spring terms or attach class schedule.

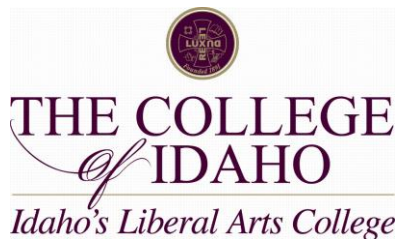
Day	Time	Activity
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_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

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Please respond to each of the following questions. Please type all responses.

- 1) Please list college, community, and other activities in which you have been involved, in order of importance to you. State any positions of leadership you have occupied and how long you have been involved in these organizations.
- 2) Please list your employment history, starting with your most recent. Indicate the responsibilities you held and the length of your employment.
- 3) Please list how we can contact you over the summer: address, phone #, e-mail, etc.



CONFIDENTIALITY AGREEMENT

This Confidentiality Agreement (this "Agreement") is made effective as of _____, 200____, between The College of Idaho, located at 2112 Cleveland Boulevard, Caldwell, Idaho 83605-4432, and _____, an employee in the Campus Safety Department of The College of Idaho.

In this Agreement, the party who owns the Confidential Information will be referred to as "The C of I", and the party to whom the Confidential Information will be disclosed will be referred to as the employee.

The C of I is a college engaged in higher education. The employee is employed in The C of I's Campus Safety Department. Employee, financial, and/or student information may be disclosed during the course of normal system administration and/or maintenance. The C of I has requested that the employee will protect the confidential material and information that may be disclosed in this position. Therefore, the parties agree as follows:

I. CONFIDENTIAL INFORMATION. The term "Confidential Information" means any information or material which is maintained by The C of I, whether recorded on paper or digital media, and which the employee may obtain through any direct or indirect contact with The C of I.

A. Confidential Information includes without limitation:

- Business records and plans
 - Financial statements
 - Employee records
 - Student records
 - Budget data
 - Payroll data
 - Student grades
 - Medical records
- and other proprietary information.

II. PROTECTION OF CONFIDENTIAL INFORMATION. The employee understands and acknowledges that the Confidential Information has been collected and maintained by The C of I for the sole purpose of running the college, and that the Confidential Information is a private, special and unique asset of The C of I which allows The C of I to hire employees and educate students, and needs to be protected from improper disclosure. In consideration for the disclosure of the Confidential Information, the employee agrees to hold in confidence and to not disclose the Confidential Information to any person or entity without the prior written consent of The C of I. In addition, EE-First agrees that:

- i. *No Copying/Modifying.* The employee will not copy or modify any Confidential Information for any personal use outside the limitations of EE-

First's employment position description or standard practice required for technology administration.

- ii. *Personal Use:* Personal use of The C of I information will result in disciplinary action up to – and including – immediate dismissal from employment.
- iii. *Unauthorized Disclosure of Information.* If it appears that the employee has disclosed (or has threatened to disclose) Confidential Information in ways not related to the employee's employment job description, The C of I shall be entitled to disciplinary action up to – and including – immediate dismissal.

III. RETURN OF CONFIDENTIAL INFORMATION. Upon the written request of The C of I, the employee shall return to The C of I all written or materials or digital media containing the Confidential Information. The employee shall also deliver to The C of I written statements signed by the employee certifying that all materials have been returned within five (5) days of receipt of the request.

IV. GENERAL PROVISIONS. This Agreement sets forth the entire understanding of the parties regarding confidentiality. Any amendments must be in writing and signed by both parties. This Agreement shall be construed under the laws of the State of Idaho. This Agreement shall not be assignable by either party, and neither party may delegate its duties under this Agreement, without the prior written consent of the other party. The confidentiality provisions of this Agreement shall remain in full force and effect after the effective date of this Agreement.

Information Owner:
The College of Idaho

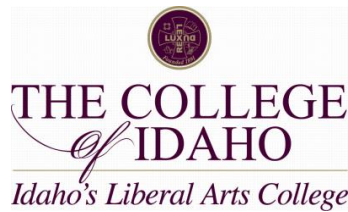
Recipient:

By: _____
Allan Laird
Director of Campus Safety
The College of Idaho

By: _____
(employee signs here)
Campus Safety employee
The College of Idaho

Date: _____

Date: _____



Campus Safety Dispatch/Reception

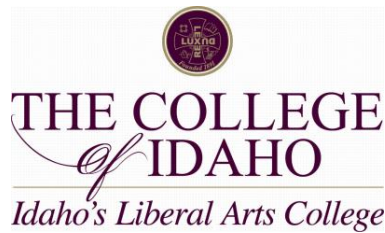
JOB DESCRIPTION AND ELIGIBILITY

- Must be able to work at least five hours per week.
- Be on time, and stay for the full duration of your shift or given permission to leave by the on-duty officer.
- If you are unable to work your assigned shift, **it is your responsibility** to notify the on duty officer of the change and find a replacement if necessary. Unexcused or excessive absences may be grounds for dismissal.
- Attendance is **REQUIRED** at **ALL** Campus Safety meetings, training, and development sessions scheduled for Dispatch/Reception workers.
- Be sure to put your requested hours on the calendar monthly.
- It is imperative that you check your email **daily**.
- Read the Campus Safety Standard Operating Procedures and accept the responsibility to ensure their adherence.
- Acquire and maintain a working knowledge of The College of Idaho facilities, departments, offices, and policies.
- **Maintain a professional demeanor at all times.** As a representative of The College of Idaho it is essential that you be responsible, accountable, straightforward, and honest in your duties as a Campus Safety Dispatch/Reception employee.
- Contribute to the goal of developing a team spirit among the Campus Safety Dispatch/Reception workers.
- Assist with other projects as assigned.
- **Enjoy yourself!**

By signing below, I agree to the Ground Rules stated above.

Dispatch/Reception worker _____ Date _____

Campus Safety Senior Work Study _____ Date _____



Campus Safety, Work- Study Officer Assistant

Name:

Department: Campus Safety

Supervisor's Title: Director of Campus Safety

Pay Rate:

Average Hours Per Week:

Exempt Status: Non-Exempt

Job Summary

To help ensure the campus is a safe environment to study and live. To support Campus Safety Officers in official action in the enforcement of federal, state and local laws as well as campus policies and regulations.

Essential Functions

Position Description

- Assist Campus Safety personnel with emergency and non-emergency assignments.
- Required to respond to routine non-emergency calls including, but not limited to, locking and unlocking doors/buildings, assisting motorists, and issuing parking citations.
- May also be required to accompany Campus Safety Officers with emergency calls that may or may not be confrontational. In these situations, Campus Safety Work-Study Officer Assistants will only provide backup for Campus Safety Officers.
- Will perform additional duties as assigned by the on-duty Campus Safety Officer and/or the Director of Campus Safety.
- Maintain appropriate confidentiality.

Documentation

- Record keeping in accordance to established campus or departmental standards

Must perform the essential duties and responsibilities with or without reasonable accommodation efficiently and accurately without causing a significant safety threat to self or others.

Perform other duties as assigned or needed.

Qualifications

- Knowledge of laws and rights as they pertain to safety duties and responsibilities
- High school diploma or equivalent
- Currently enrolled at The College of Idaho as a degree-seeking student
- Eligible to receive funding from work-study
- Certified in first aid, knowledgeable in hazard identification and safety procedures and policies
- Critical thinking skills
- Good communication skills
- Able to establish and maintain positive relationships with diverse groups

- Able to work independently with little or no supervision
- Proficient computer skills

Typical Physical Activity

Physical Requirements

- Physical abilities to perform the job, to include manual dexterity, walking, running and climbing.

Typical Environmental Conditions

Hours fluctuate.

Travel Requirements

Occasional travel

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and/or skills required of all personnel so classified.

This is an accurate description of the essential functions of my position.

Student Employee _____ *Date* _____

Approvals:

Direct Supervisor/Manager _____ *Date* _____

Management (next level) _____ *Date* _____