GENERAL POLICIES

FOOD
In order to keep the Center clean and free from mice, food may only be consumed at a table or couch area. Food may only be stored overnight in the refrigerator. Food should not be consumed at the computer stations.

LAPTOPS & OTHER MOBILE EQUIPMENT
Any mobile electronics (laptops, GIS, digital cameras, etc) must be checked out with the prior to usage and checked back in when returned. This includes items used for site visits and data collection. The check-out form requires the following information: name, phone number, date checked out, purpose, equipment name, barcode (or serial) number, accessories, and authorized signature of the project supervisor. Upon returning the equipment, it will be checked in and any associated costs (ex: film, batteries, etc) or damages will be recorded and reimbursed or charged accordingly. Refer to the attached University policy titled "Acceptable Use Policy for Electronic Communications."

The University and Center is not liable for any of your lost, damaged or stolen personal supplies. You may bring your personal items on the campus at your own risk.

FIELD DATA COLLECTION
When planning data collection and site visits, there is a form that needs to be filled out. This form requires: name of all researchers going, location of collection, purpose for collection, drivers (and their corresponding vehicle information), dates and times of departure and return. Please see your supervisor for the forms.

For funded projects there are additional travel reimbursement forms (Foundation) to be completed upon your return. For the purpose of these forms, please save all receipts and record all mileage during the data collection/site visit. Following the data collection a debriefing is required to review the data collection run. If a formal meeting is not possible, it is sufficient to meet with each team member or solicit an emailed response. There are two topics to discuss. While gathering information about everyone's experience it is important to identify: specific aspects of the process and instrument(s) that worked well; and, specific aspects regarding the process and instrument(s) that did not work well. This feedback must be recorded and considered when developing the next data run.

INJURY DURING CENTER WORK
In the event that at injury takes place either within the Center or during a job collection, there are designated hospitals and urgent care facilities to go to. Also, whether your injury requires medical attention or not, all accidents are to be reported. An "employee's report of accident" form can be located in the Center and is to be filled out as soon as possible and given to your supervisor. The Fox Occupational Medical Center located at St. Bernardine's Hospital is the designated emergency institution to report to if injury occurs within the Center. The address and other contact information for this facility are

posted in the Center. When planning a data collection or site visit, you must obtain a list of the appropriate medical facilities in that area from the Project Administrative Assistant when you submit your collection approval form (see above: "field data collection." Any injury that has occurred must be reported to a Center Supervisor or Director immediately. The injury must be reported and a "Supervisor's Injury/Illness Prevention Report" must be filled out with in 24 hours of the injury. Refer to attached document titled "Workers' Compensation" to view additional reading on University policy.

STAFF JACKETS

When site visits and data collection are conducted a member of the research staff will be assigned to write a summary regarding the purpose of the trip, date(s), project name, and the tasks each person was involved with. This summary will be copied and placed in each participating staff members' file to be used to assist in writing recommendation letters.

The University policies encourage improving employee job performance: *CSUSB believes in the principle that employees should be given the opportunity to demonstrate their abilities and continuously improve their job performance. Where performance problems exist, employees should be told about these deficiencies and, in many instances, given an opportunity to improve. When the university determines that an employee is a candidate for improvement, the university will attempt to help the employee meet the university's expectations.*

The Center has adopted this policy in that if your job performance is in need of improvement, private meetings with the project director shall be arranged in an effort to help you to expand your skills.

SUPPLIES

Center supplies should only be used for project related tasks. When supplies become low, the Assistant Director should be informed so that more can be ordered. If specialty supplies are needed, discuss the matter with your supervisor.

PHOTOCOPYING

The photocopying machine is programmed with the project account numbers. Please press the "access" button and then enter the number corresponding to the project you are making copies for. The machine will keep a total of how many copies are made per project so that they can be billed quarterly. Personal copies are allowed. You must fill out the "Copy Machine Log" located next to the copy machine. Refer to the attached "Copy Machine Log" for further reference. No personal copies of confidential data are allowed. Personal copying is considered a benefit of employment with the Center and this benefit can be revoked if the privilege is abused.

TASK LISTS

Research tasks will be organized through various mechanisms, one such mechanism is the project task list. Task lists are developed/updated quarterly. They record the

assignments, task completion, and deadlines. Project directors will generally solicit input from research staff to develop the assignments at the beginning of each quarter. Task lists are designed to organize project work, ensure timely completion of research projects, and to record information needed in process evaluations.

Example of Beginning Quarter Task List:

Task Description	Assignment	Deadline

Third run data
   o Clean contact excel list
   o Create site visit teams
   o Revise data collection instruments
   o Assemble supplies: clipboards, cameras, disks, film, pens, maps, GPS units
   o Organize meeting for site visit teams
Organize data collection days and meeting places
	Jill
	
	Jamie w/ Eric
		February 20th
		
		February 25th

Gather Data Do site visits to GPS locations, photograph area, and collect basic information	Full research team with Jamie in the lead	March 7th
Revise Database Reformat database and add third run information	Jamie w/one person from each site visit team	March 18th
Revise event layer with third run geocode information	Jamie	March 18th
Analysis Calculate distances from events to services for third run of data	Jamie	March 25th
Create Instructions/Tips Clean up files and create backups	Jamie Jamie	April 4th

Example of Ending Quarter Task List:

List of tasks, assignments, projected deadlines and completion dates.

Task Description	Notes	Assignment	Deadline	Completed
Mobility Data • Color coordinate cities/sites • Make list of variables to delete • Clean incoming data/merge and delete unnecessary variables • clean hangout list for contract data	Data will be coming on a regular basis until Summer 2003	Amanda	January 10, 2012	In progress

Update Location Layers
Get telephone book for each city
Create Excel files for the following
   o Schools (point)
   o Fast food joints (point)
   o Youth hangouts (point)
   o Movie theater (point)
   o Video rental (point)
   o Drug locations (point)
   o Arial photos (image)
   o Gang turf
 	
• Clean addresses for layers and geocode into Arc View
• Digitize layers
	Cities in the project: Blythe, Coachella Valley, La Quinta, Palm Desert, Cathedral City, Palm Springs, Desert Hot Springs, San Jacinto, Val Verde, Perris, Jurupa, Lake Elsinore, Banning, Beaumont, Moreno Valley, Corona,	Amanda
		
		Helpers:
		Christie
			December 13, 2012	December 13, 2012

Make city maps for Probation Officers and mail out to each region	Export JPEG Bring into Power Point	Amanda	January 10, 2012	In progress
Literature review starting with QSR and then moving to juvenile movement patterns (with correlation to crime)		Amanda Eric Jamie	December 9, 2012	December 9th, 2012
Analysis • Examine distance / proximity of issues for referral and contract list.	There will be two analysis done for referrals and contracts on where juvenile hangouts.	Amanda	January	In progress

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TELEPHONE

Projects requiring long distance calls will be assigned a calling card. Use the card for all calls and keep track of remaining minutes. Cards are located with team leaders or the project supervisor. When the card has only 30 minutes remaining, please inform your supervisor so that new cards can be ordered. Personal calls should not be made with Center phones.

JOB CLASSIFICATION

Involvement with the Center's projects is seen as an educational process. Thus, the levels of responsibility are dependant on the level of learning and experienced gained. There is a probationary period for all workers, which usually involves an independent study, directed study or internship; the requirements for that and the other levels of employment are listed below:

Position Title	Hours/Years	Possible Tasks/ Skill Development
Probationary (Independent Study, Volunteer, or Intern)	minimum of 120 hours	- Develop data management & collection skills - Understand data confidentiality - Learn policies & procedures - Develop teamwork skills
Research Assistant I	1-2 years	- Descriptive data analysis & data cleaning - Literature review (under supervision) - Field data collection (under supervision) - Instrument development (under direction)
Research Assistant II	1-2 years	- Resubmission or assistance with IRB applications - Supervise other assistants - Organize field data collection - Assist project director with report writing - Assist with grant writing - Supervised database management
Research Assistant III	unspecified	- Independent Grant writing - IRB applications/proposals - Advanced data analysis - Independent database integration and management

Length of Involvement

Length of involvement with the Center will be contingent on progress thru the graduate sequence and not exceed 3 years. Involvement may be terminated by the Director, Associate Director, or Project Director(s) if a graduate student fails to make sufficient progress on their Master's Degree requirements.

For undergraduate students, involvement with the Center cannot begin before they have completed CJUS 311 (Research Methods) and CJUS 312 (Statistics). Undergraduates must also be at least at junior (90 credits completed) status. Undergraduates also have a three-year time limit.

All research assistant positions terminate with graduation.

Exit Strategy

Once a student research assistant reaches the final year of their program, they are required to fill out an exit form with one of their primary supervisors. This will include graduation date and tentative thesis or comprehensive deadlines. It also includes a checklist/ experience list to focus their final task assignments on activities/ skills they may need to acquire as they finish up their work with the Center. Their work responsibilities and tasks will diminish as they near their final MA or BA deadlines. This work related "grad check" may include provisions for a 3 month employment extension following graduation in some situations.

Grading

The grading requirements for independent study, directed studies and internships is as follows:

Letter Grade	Expectations
A	o Completes all assigned tasks in a timely fashion. o Exhibits accelerated learning and skill development. o Complete hours within 2 quarters. o All timesheets and weekly summaries submitted on time.
B	o Skill development very good (with at least one high level task such as planning a data run with other people). o Completes all assigned tasks. o Complete hours within 2 quarters. o Timesheets and weekly summaries submitted on time.
C	o Satisfactorily completes assigned tasks. o Average skill development. o Complete hours within 3 quarters. o Timesheets and weekly summaries usually submitted on time.
D / F	One of these: o violation of operational protocol and does make corrected actions, o unsatisfactory skill development, o fails to complete hours within 3 quarters, or o does not submit timesheets and weekly summaries on time.

THE IDEAL STAFF MEMBER

The follow attributes and behaviors characterize the ideal staff member:

a. demonstrates skill development;
b. communicates with Project Director(s) and colleagues in a timely fashion when issues and problems arise;
c. can work well independently and with a team;
d. hands in timesheets and weekly summaries on time;
e. works hard to meet deadlines;
f. has a positive attitude;
g. accepts suggestions from others and revisions by Project Director(s) as constructive criticism designed to enhance learning, skill development and the quality of products;
h. listens to supervisors and follows directions;
i. provides thoughtful feedback when asked; and,
j. is always professional and respectful of all Center employees.

DRESS CODE
Staff will be dressed in business <u>or</u> research attire when working.

	MEN	WOMEN
Business Attire	slacks / trousers with a collard shirt, sweater, and/or jacket	slacks or skirts (length no more than 2 inches above knees) with a collard shirt, blouse, sweater, and/or jacket (no cleavage displayed)
Research Attire	jeans/ shorts (long with pockets) worn with golf shirts, collard shirts, CSUSB t-shirts or plan T-shirt w/ no writing on it	jeans/ shorts (long w/ pockets)/ skirts (length no more than 2 inches above knees) worn with golf shirts, collard shirts, CSUSB t-shirts or plan T-shirt w/ no writing on it

Tip: Store a sweater, jacket or top in your workspace.

Hints: If you would wear it to the nightclub or the gym, it is not appropriate for work. If we can tell what you ate for lunch, it is not appropriate for work.

VOLUNTEER POLICY
Volunteers within the Criminal Justice Research Center perform various job duties on a limited basis. There is no binding contract with the volunteer and the participants participation is on a at will basis. The volunteer must follow all policies within this manual and University Policies. Refer to the attached University policy titled "Volunteer Policy."

MISCONDUCT IN RESEARCH & AUTHORSHIP
The University holds strict guidelines that comply with federal regulations regarding misconduct in research and authorship. All research and authorship must be authentic and produced by the center associate or reference the material borrowed from another research project. All center staff must comply with the center policy and the university policy attached titled "University Policy on Misconduct in Research and Authorship."

FOUNDATION
The Foundation is a separate entity on the University Campus that manages all the grants to the University. The center is funded by grants and works hand in hand with the foundation department. Refer to attached University document titled "The Foundation" for further reference.