



**Public Safety Officer (parking enforcement / non-sworn)**

**Salary Range: \$24.00 to 25.50 per hour**

**100% FTE; non-exempt; non-bargaining unit**

The Stanford University Department of Public Safety is currently accepting applications for the position of Public Safety Officer.

Interested candidates should apply online at <http://stanfordcareers.stanford.edu> Job search: Public Safety Officer

For additional information please visit our department website at <https://police.stanford.edu> or e-mail Recruiter Robert Contreras at [robertc2@stanford.edu](mailto:robertc2@stanford.edu)

*Stanford Public Safety Officer's take pride in serving the community of Stanford University – one of the most prestigious universities in the world. We invite you to join us!*

**Stanford University Department of Public Safety  
Position Description**

Position Title            Public Safety Officer (PSO)  
Status                     100% FTE; non-exempt; non-bargaining unit

**Position Description**

Public Safety Officer's (PSO) support the overall public safety mission of the Stanford Department of Public Safety by performing a variety of functions. Specific duties include: patrolling designated areas of the University by foot, bicycle, motor vehicle or other DOT approved method of transportation for suspicious and/or illegal behavior, safety hazards, unlocked doors, opportunities to assist the public, etc.; providing directions and assistance to community members and visitors; enforcing violations of the University's Parking Code; providing traffic control services during emergencies and special events including: posting no-parking signs, deploying cones, flares, barricades and other traffic control equipment; providing security and logistical support for special events and emergencies including towing barricade trailers, physically moving barricades, setting up generators and other emergency response equipment, providing first aid or CPR, serving on a search and rescue team, and standing a security post in a potentially dangerous location.

The ideal candidate must be physically fit and able to adapt physically and psychologically to frequently changing needs and priorities. Strong customer service and interpersonal skills, the ability to problem solve, a high level of energy, enthusiasm and flexibility are key characteristics of the successful incumbent.

When assigned to parking, PSOs will be assigned to work under the guidance and direction of the Civilian Supervisor assigned to the Parking Unit. When assigned to the foothills, the unit Civilian Supervisor coordinates and supervises the activities of the PSOs. When assigned to an event or a security detail, PSOs report to the designated officer in charge (OIC). The OIC could be a CSO, a sworn officer or a civilian supervisor.

The PSO is a non-sworn, unarmed position. PSOs wear a uniform and a duty belt with limited gear. Shift work (days, evenings, weekend, including Holidays) and outdoor work are required. The position can require moderate to strenuous activity. Mandatory overtime is also required from time-to-time.

**ESSENTIAL FUNCTIONS**

**Parking Enforcement**

- Patrol designated areas of the University to enforce University parking regulations. Issue parking citations using an electronic ticket writer and/or handwritten citation.
- Conduct periodic parking utilization surveys at the request of Parking and Transportation Services (P&TS).
- Collect and maintain parking meters.
- Assist with enforcement concerns in the Pedestrian Zone.

### **Safety and Security**

- Patrol designated areas of the campus looking for suspicious and/or illegal behavior, safety hazards, unlocked doors, opportunities to assist the public, etc...; notify the appropriate university departments of issues that should be addressed.
- Respond to door alarms in the student housing and academic areas of campus.
- Provide information, directions and assistance to community members.

### **Event Support**

- Prepare and post “No Parking” signs and other parking space reservations for special events on campus. Remove signs and other equipment after the event has concluded.
- Deploy barricades, cones and other traffic control equipment per directions as part of event setup. Remove barricades and other safety equipment after the event.
- Drive various size trucks to transport equipment, including towing barricade trailers.
- Provide safety, security, traffic control and other services during events.
- Problem-solve to provide the best experience for attendees of events while also ensuring public safety.

### **Additional Duties and Responsibilities**

- Provide logistical support during emergencies and critical incidents, including setting up and removing traffic control equipment: barricades, flares, cones, etc.
- Activate and deactivate building alarms on campus.
- Assist with opening and/or closing of the Field Sites.
- Provide building security as needed during major incidents on campus.
- Implement the Incident Command System during a major incident.
- Be part of the mass notification team including an up to 2 week “shift rotation.
- \*\*Weekend work and shift work will be required.
- \*\*Shift adjustments are not uncommon sometimes with little advanced notice.\*\*

### **MINIMUM QUALIFICATIONS**

- Exceptional customer service skills. Ability to interact well with the public and maintain a positive, professional attitude even under trying circumstances.
- Effective oral / written communication skills including the ability to interact with a diverse group of people.
- Flexibility and calmness in dealing with the public.
- Ability to assimilate and understand information in a manner consistent with the essential job functions and translate information accurately and effectively to others. Ability to follow verbal and written directions.
- Ability to use sound judgment and independence in determining priorities and handling situations.
- Knowledge of and/or ability to learn and apply a variety of University and departmental policies.
- Ability to keep sensitive information strictly confidential at all times.
- Ability to use and/or learn to use two-way radio for communication even during

stressful conditions.

- Familiarity and/or ability to learn the Stanford Campus.
- Ability to work independently as well as part of a team.
- Computer skills in basic applications (e.g., Word, Excel, WordPerfect).
- Ability to pass and maintain certification in First Aid/CPR training.
- Desire to learn, accept and promote the Department's Core Values.
- Ability to maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include sitting or standing for extended periods of time, sometimes in inclement weather conditions, and operating assigned office equipment.
- Evening and weekend work required -- sometimes with little or no advanced notice.
- Ability to push, pull and move 75 pounds; ability to repeatedly lift 25 lbs to a height of 18- 24 inches.
- Possess and maintain a valid CA driver license.
- Be 18 years of age or older.
- Minimum education required: High School diploma or GED.

### **Special Requirements**

- Applicant must pass a complete background investigation including a search of local, state, and national files for criminal history.
- Must be able and willing to respond to and work large-scale special events as well as unplanned critical incidents, sometimes with little advance notice.
- All personnel working for the department are responsible for providing public safety services to the community. Personnel will be trained to perform duties outside their normal day-to-day responsibilities, such as dispatching and/or emergency call taking and/or special events logistics support, so they are able to provide support during emergencies and special events. Training includes familiarity with the Incident Command System.
- PSOs may be selected to be trained to respond in the event of a chemical, nuclear and or biological threat. This response requires wearing Class B personal protective equipment including a full suit, mask or respirator and gloves over the regular duty uniform. When trained and equipped, the worker must be able to pass a fitness and lung capacity test on an annual basis.
- Must be able to take and pass a thorough medical examination.
- PSOs must successfully complete the Field Training Program.
- PSOs that do not successfully complete the Field Training Program are subject to termination.

### **Selection Process (specific order of the process is subject to change)**

- Application
- Personal History Questionnaire (PHQ)
- Interview with Department and University personnel
- Background investigation
- Medical Examination
- Personal Interview with the Director of Public Safety

*\*The Stanford Department of Public Safety does not pay the candidate for travel expenses associated with testing/interviewing, unless otherwise indicated by the department at the time of call for interview.*

**Equal Opportunity Employer**

*\* Stanford University does not discriminate on the basis of race, religious creed, color, national origin, ancestry, physical or mental disability, medical condition, marital status, sex, age, sexual orientation, gender identity, veteran status, or any other characteristics protected by law, in connection with any aspect of employment at Stanford*