



Special Events Patrol Officer: Casual (non-benefits eligible) employment

Starting salary: \$16.54 per hour (non-sworn, unarmed)

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

For additional information and an application, please visit our department website at <https://police.stanford.edu> or e-mail Recruiter Robert Contreras at robertc2@stanford.edu

The special events patrol officer (SEP) is a non-sworn, unarmed, uniformed position that supports the Public Safety mission of the Stanford Department of Public Safety during special events, critical incidents, and day to day operations by performing a variety of security and public safety functions on a casual, on-call basis. SEP's are expected to work no less than 80 hours and no more than 980 hours per year. Strong customer service and interpersonal skills, enthusiasm and schedule flexibility are key characteristics of the successful incumbent. This position is exceptionally attractive to students and retirees based on the flexibility of the schedule including graveyard shifts and weekend work!

Special Events Patrol 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!

SEPs wear a uniform and a duty belt with limited gear. The position requires moderate to strenuous activity including walking, standing, climbing, pushing, pulling and lifting. Assignments will vary. Shifts include evenings, weekends and holidays. Outdoor work is required throughout the year. SEPs are expected to work no less than 80 hours and no more than 980 hours per tax year (hours worked between December 16 one year and December 15 the following year).

Essential Functions

General Safety and Security

- Patrol designated areas of the campus looking and listening for suspicious and/or illegal behavior, safety hazards, unlocked doors, and opportunities to assist the public, etc.; notify the appropriate personnel of issues that need to be addressed.
- Provide information, directions and assistance to persons needing assistance.
- Provide physical security at Stanford buildings and property.
- Clearly report hazardous conditions, medical emergencies and/or suspicious circumstances via a two-way radio and/or mobile phone.
- Maintain a daily activity log of activities.
- Other duties, as assigned.

Special Event Security

- Provide safety, security, traffic control and other public safety services for events taking place on campus including, but not limited to: student parties, athletic events (basketball, football, etc), concerts, conferences, VIP and dignitary visits, and other campus events.
- Monitor assigned post/beat for security and public safety concerns.
- Provide crowd management and security during emergencies and special events.
- Resolve problems to provide the best experience for event attendees while also ensuring public safety.
- Drive various size vehicles to transport personnel and equipment.
- Provide logistical support during emergencies and critical incidents, including setting up and removing traffic control equipment: barricades, flares, cones, etc.
- Provide building security during major incidents on campus.
- Prepare and post "No Parking" signs and other parking space reservations for special events on campus as directed by a full-time DPS employee. Remove signs and other equipment after the event has concluded as directed.
- Using best safety practices deploy barricades, cones and other traffic control equipment per directions as part of event setup. Remove barricades and other safety equipment after the event.

Parking Enforcement

- Observe and enforce University parking regulations on campus by issuing 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).
- Assist PSOs with meter collection.
- Assist with enforcement concerns in the Pedestrian Zone.
- Perform other parking and traffic related duties, as assigned.

Foothills

- Open and close the “Dish Open Space” walking/running trail.
- Patrol the Dish Open Space area for potential hazards, persons in need of assistance and persons who are not complying with the posted regulations.
- Provide assistance to the visiting public.
- Obtain compliance with posted regulations through verbal requests; request assistance from sworn personnel for persons who refuse to abide with posted regulations upon being asked.
- Staff assigned posts within the Open Space area.
- Maintain a daily log of events and/or incidents occurring during one’s assigned shift.
- Report emergencies via a two-way radio.
- Enforce parking regulations on Stanford Ave and the surrounding neighborhoods
- Perform other safety and security functions in the Foothills, as assigned.

Qualifications

- Ability to assimilate and understand information in a manner consistent with the essential job functions.
- Ability to 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.
- 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 even under stressful conditions.
- 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.
- Maintain a professional appearance and demeanor.
- Familiarity and/or ability to learn the Stanford Campus.
- Ability to work independently as well as part of a team.
- 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.
- Ability to push, pull and move up to 75 pounds; ability to repeatedly lift 25 lbs to a height of 18-24 inches. Ability to walk and climb stairs, step up onto the back of a barricade trailer, move traffic cones, etc...
- Be 18 years of age or older.
- Minimum education required: High School diploma or GED.

Special Requirements

- Live Scan fingerprint check. (NOTE: Individuals who have been convicted of a felony crime will not be eligible for hire. Persons who have been convicted of a misdemeanor crime will be evaluated on a case-by-case basis.)
- Complete a Stanford University application and a Background Application Packet. Submitted information is subject to verification. Omissions and deliberate misstatements are grounds for non-selection.
- Social Security number verification by Stanford's vendor HireRight.
- Must provide written verification from a physician licensed to practice medicine in the State of California that you can perform the duties of this position.
- Personal interview to determine suitability.
- E-mail: Recruiter, Robert Contreras @ robertc2@stanford.edu for application.