



**Deputy Sheriff Lateral / Academy Graduate / Cadet Trainee (entry level)**

**Salary Range: \$7,588 to \$9,689 per month (plus 20% retirement incentive)**

The Stanford University Department of Public Safety is currently accepting applications for the position of Deputy Sheriff Lateral, Academy Graduate, and Cadet Trainee.

Interested candidates should apply online at <http://stanfordcareers.stanford.edu> Job search: deputy sheriff

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 Deputy Sheriff'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	Deputy Sheriff - Academy Graduate / Lateral
Status	Non- Exempt, 100% FTE
Reporting	Reports to Chief of Police and Lieutenant/Sergeant
	Apply online at <a href="http://stanfordcareers.stanford.edu">http://stanfordcareers.stanford.edu</a>

### Position Description

Under general supervision, a Stanford University Department of Public Safety deputy sheriff provides all aspects of general law enforcement and public safety services to the community.

Principal duties include responding to emergencies, general and directed patrol, investigation of crimes and other non-criminal incidents, traffic / bicycle enforcement and control, assisting in crime prevention activities, and other law enforcement/public safety services and duties as required. A significant degree of initiative, independent judgment, and discretion is required of incumbents to develop, maintain, and successfully perform in a community oriented, problem solving approach to policing.

A Stanford Department of Public Safety deputy must possess, maintain proficiency, and exercise the knowledge, skills and abilities necessary to perform law enforcement functions. The knowledge base and skills required for this position include, but are not limited to: an understanding of pertinent federal, state, and local laws, codes and regulations, including laws governing the apprehension, arrest, and custody of persons who are believed to have committed violations of the law; rules of evidence pertaining to search and seizure and preservation of evidence in traffic and criminal cases; techniques and applications of self defense and proper use of force; operation and maintenance of police equipment (including, for example, a police radio system), vehicles and tools (including a variety of firearms) ; department policies and procedures; and institutional policies and procedures.

Deputies have the opportunity to participate in a number of assignments such as patrol, investigations, special events, traffic, K-9, off-road motorcycle / bicycle patrol, range master, field training officer, and various lead officer positions and potential promotional opportunities. Deputies will be assigned to rotate between units and / or other units, as appropriate, at the discretion of the Director of Public Safety.

During the course of their work, deputies will be exposed to potentially dangerous and adverse conditions. Deputies must be willing and able to work in emergency situations, confined spaces, and intense life-threatening conditions. Deputies will be exposed to persons whose actions may place them in harm's way. Deputies will be exposed to bodily fluids, fumes, moving objects, and noise. Deputies must be physically able to work in circumstances requiring running, jumping, walking, crawling, kneeling, climbing, stooping, pulling and moderate lifting.

Deputies must be willing and able to work in inclement weather conditions and able to work irregular work hours and able to work all shifts. SUDPS personnel are considered "essential" or "required" University personnel and shall respond to campus when directed to do so, even with little advanced notification.

Recognizing that Public Safety is an evolving profession, persons holding the rank of deputy must be able to respond to technological, political and social changes. Accordingly, the job responsibilities will change over time. As such, the job responsibilities of a deputy and this job description are subject to modification. Absent a higher ranking officer, the responsibility to assure shift operational efficiency shall be the primary responsibility of a deputy.

Stanford Deputy Sheriffs derive their peace officer authority through a Memorandum of Understanding between Stanford University and the Sheriff of Santa Clara County. This agreement provides for the deputization of Stanford Deputies as sworn peace officers, having full law enforcement powers to make arrest and enforce state laws and county ordinances pursuant to section 830.6 of the California Penal Code.

## **JOB RESPONSIBILITIES**

### **Leadership**

- Promote and model the department's Core Values, R.O.O.T.S. philosophies and department/university performance and behavioral standards.
- Motivate and inspire others to model the department's Core Values, R.O.O.T.S. philosophies and department/university performance and behavioral standards.
- Motivate, inspire and collaborate with others to accomplish departmental and individual objectives.
- Work ethically and collaboratively with others to accomplish the fundamental public safety mission of the department.

### **Law Enforcement**

- Maintain the peace through the effective use of diplomacy, affecting arrests and issuing citations, and controlling violent persons in accordance with the law.
- Exercise sound judgment and rational thinking under dangerous and stressful conditions; think clearly and act quickly in a variety of situations.
- Interpret, apply, and make decisions in accordance with applicable federal, state and local policies, laws and regulations.
- Properly and effectively use firearms and other police equipment and vehicles; meet weapons qualifications for pistol, shotgun, rifle, baton and other weapons as required; meet emergency vehicle operations qualifications; meet department, county and state requirements for peace officer training and general university employment conditions.
- Maintain contact and preserve good relations with the public; respond to calls for service from students, staff, and visitors regarding criminal and non-criminal matters relating to the safety of the community.
- Assist community members, give directions and promote community relations; establish and maintain effective working relationships with those contacted in the course of work.
- Keep sensitive information strictly confidential at all times.
- Gather, assemble, analyze, evaluate, and use facts and evidence.
- Obtain information through observation, investigation, and the interviewing of victims, complainants, witnesses, and suspects.
- Conduct a variety of criminal and special investigations and effectively document information into written form.
- Monitor traffic to prevent accidents, enforce California Vehicle Code laws and promote safe traffic movement throughout the university; make traffic stops, issue warnings, and write traffic citations; investigate traffic accidents.
- Recover lost or stolen property.
- Decide between alternative courses of enforcement action while under routine or stressful conditions.
- Appear in court to testify, as required.
- Implement the Incident Command System as appropriate.
- Engage tactfully and courteously with the public and law enforcement personnel; demonstrate a high ability to interact with the public courteously, with patience and a positive attitude.
- Perform peace officer duties on the Stanford University Campus either by car, motorcycle, bicycle, or by foot to protect students, faculty, staff, and property of Stanford University.

- Knowledge and / or ability to learn and apply a variety of university and departmental policies; familiarity and / or ability to learn the Stanford Campus.
- Interact with other agencies in the collection of information, identification of criminal offenses and recovery of stolen property.
- Conduct or assist in conducting meetings, staff briefings, training classes, and may make public presentations.
- Assess the severity of medical emergencies, provide first aid, summon medical assistance, as required.
- Provide protective security for dignitary visits and / or high level visitors who do not have government support staff.
- Wear protective gear including a utility/duty belt (*approximately 40 pounds*); during special operations wear or carry other police equipment weighing up to an additional 40 pounds.
- Work irregular and on-call hours, including weekends, evenings, and holidays.
- Performs other related duties as assigned.

### **Additional Duties and Responsibilities :**

- Participate in the selection and hiring of department personnel.
- Assist with training and orientation of new employees.
- Teach training classes and make public presentations before various groups.
- Represent the department and university at meetings and conferences.
- Provide support to other departmental divisions, as needed.
- Identify risks to individuals, the department and the university, develop and implement mitigation steps and strategies.
- Ensure the workplace promotes equal employment opportunities.
- Respond to critical situations, sometimes with little advanced notice.
- **\*\*Weekend, shift and holiday work is required.\*\***
- Other duties as assigned.

### **Employment Standards**

Successful candidates for the position of Deputy Sheriff must possess the following qualifications and/or skills:

#### **Knowledge of:**

- Federal, State, and local laws and ordinances including those pertaining to search and seizure, rules of evidence, interviewing of suspects, court procedure, criminal law, laws of arrest, and laws governing the care, custody and control of prisoners.
- Investigative procedures, methods and techniques, including preserving crime scenes, identifying the elements of a crime, preserving evidence, obtaining statements.
- Ability and willingness to learn and promote department policies and procedures, including the General Orders; university policies and procedures, including the Administrative Guide; and the provisions outlined in the MOA between Stanford University and the Stanford Deputy Sheriff's Association.
- Self defense, officer safety and crowd control tactics.

### Ability to:

- Interpret, convey and ensure implementation of agency policies, procedures and methods.
- Establish and maintain effective community and public relations within a culturally diverse population.
- Communicate effectively both orally and in writing with a variety of people of various educational and socio-cultural backgrounds.
- Work both independently and as part of a group, maintaining effective interpersonal working relationships both within and external to the department.
- Carry out law enforcement functions such as investigating crimes, apprehending individuals, issuing citations, and managing crowds.
- Investigate complaints, infractions, violations of department or university policies, procedures and standards.
- Demonstrate sound judgment, tact, and integrity act with courtesy, resourcefulness, and initiative.
- Identify, adopt, and exhibit appropriate demeanor and behaviors (interpersonal abilities) in order to deal effectively with a variety of people.
- Comply with departmental grooming standards; wear a uniform.
- Assimilate and understand information in a manner consistent with the essential job functions.
- Work in fast-paced environment and complete work in a timely and accurate manner.
- Take appropriate actions in emergency and stressful situations.
- Perform assigned duties and responsibilities which may include effecting arrests, subduing resisting individuals, chasing fleeing subjects, running, walking, crouching or crawling during emergency operations moving equipment and injured/deceased persons, climbing stairs/ladders, performing life-saving and rescue procedures, walking, standing or sitting for extended periods of time, and operating assigned equipment and vehicles.
- Use computers and supporting applications.

### Personal Characteristics

- Desire and ability to motivate and inspire others.
- Willingness to promote and personally model high ethical standards, integrity, dependability and the department's Core Values and ROOTS philosophy.
- Conscientiousness, emotional control, dependability, integrity and initiative.
- Be of good moral character set by the standards set by P.O.S.T. job dimensions.
- Commitment to the development of one's personal career.
- Ability to effectively deal with personal danger which may include exposure to armed/dangerous persons, dangerous animals, communicable diseases, hazards of emergency driving, hazards associated with traffic control and working in and near traffic, and natural and man-made disasters.
- Receptive to feedback; flexible and adaptable.
- Ability to maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading and writing, and operating assigned equipment and vehicles.
- Ability to maintain mental capacity which allows the capability to exercise sound judgment and rational thinking under dangerous circumstances, evaluate various options and alternatives and choose an appropriate and reasonable course of action, and demonstrate intellectual capabilities during training and testing processes.
- Acceptance that one's behavior off-duty impacts one's on-duty credibility and ability to function effectively; in the event an officer's off-duty conduct is determined through a

department investigation to have violated department policies and procedures governing behavior, the officer may be subject to discipline, up to and including termination.

### **Minimum Requirements**

- Satisfactory completion of a basic CA police academy or proof of satisfactory completion of the CA waiver.
- U.S. citizenship at the time of appointment.
- 21 years of age or older.
- Vision not less than 20/100 in each eye; correctable to no less than 20/30 in each eye; without functional color blindness or impairment.
- Normal hearing in each ear.
- Ability to pass an extensive background investigation.
- Ability to pass a medical examination.
- Graduation from High School or possession of a General Education Development (G.E.D.) certificate.
- Certificate and the completion of 45 college semester units or 60 quarter units from an accredited college.
- Not be in violation of Brady v. Maryland 373 U.S. 83 (1963).
- Ability to pass a physical demands test relevant to the job requirements.
- Ability to wear and breathe through a full face piece, negative pressure, air-purifying respirator (per Cal/OSHA 8 CCR Sec. 5144, a medical clearance, fit-testing and training are required for personnel who are required to wear such respirator) and the ability to wear and breathe through a particulate mask (currently a N-95 mask).
- Ability to accommodate schedule adjustments in order to meet staffing needs.
- Willingness to work special events on scheduled days off or after regular shift hours, sometimes with little or no advance notice.
- Willingness and ability to respond to emergency and critical conditions with short notice.
- Possess and maintain a valid California Driver's License and an acceptable driving record.

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

- On-line application submission at <http://jobs.stanford.edu>
- Stanford Application
- Written Examination
- Physical Agility Examination
- Oral Board Interview
- Personal History Questionnaire and interview with Background Investigator
- Live Scan fingerprinting
- Interview with the Director of Public Safety
- Polygraph Examination
- Background packet review by the Santa Clara County Sheriff's Office
- Medical Examination with a licensed physician
- Physical Demands Examination with a licensed physical therapist
- Written psychological examination
- Interview with a licensed psychologist

- Offer of employment
- Deputization by the Sheriff of Santa Clara County or his/her designee

*\* 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.*

*\*Stanford University is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, age, national origin, veteran status, physical or mental disability, or sexual orientation.*

### **Field Training Program:**

- Incumbent deputies must successfully complete a field training program (approximately 16 weeks). Deputies who do not successfully complete the field training program are subject to termination.

### **Probationary Period:**

- Deputies who are not successful in completing their probationary period evaluation period are subject to termination.

### **How to begin the selection process:**

Please apply on-line at <http://stanfordcareers.stanford.edu> Job search: Deputy Sheriff Academy Graduate / Lateral

If you experience any problems applying on-line, feel free to contact Recruiter Robert Contreras via e-mail at [robertc2@stanford.edu](mailto:robertc2@stanford.edu)

Thank you for expressing your interest in the position. Our goal is to identify those persons who will be best suited to operate in a fast-paced organization that maintains high expectations of its employees. Should you decide to you are up to the challenge of working in the position of a Deputy Sheriff at Stanford University, then we thank you for the time and energy you will invest in the selection process and wish you well in your endeavor.





## Stanford University Department of Public Safety

### Position Description

Position Title	Deputy Sheriff Cadet (trainee)
Status	Non- Exempt; 100% FTE
	Apply online at <a href="http://stanfordcareers.stanford.edu">http://stanfordcareers.stanford.edu</a>

### Position Description

Employees hired into the entry level, non-sworn Deputy Sheriff Cadet (trainee) position will be assigned to attend a California P.O.S.T. certified basic police training academy or a regular basic academy requalification course, if applicable. Candidates who meet department performance expectations and successfully pass the basic police academy or meet the requalification criteria will be sworn in as a Reserve Deputy Sheriff for Santa Clara County in accordance with the Memorandum of Understanding between the University and the Sheriff of Santa Clara County. This agreement provides for the deputization of Stanford Deputies as sworn peace officers, having full law enforcement powers to make arrest and enforce state laws and county ordinances pursuant to section 830.6 of the California Penal Code. Upon deputization, the incumbent will enter the Field Training program as a probationary Deputy Sheriff.

At the academy, the Deputy Sheriff Cadet will receive basic training that complies with the standards set by the California Commission of Peace Officer Standards and Training (P.O.S.T). The basic training program includes approximately 920 hours of academic classes, hands-on training and physical conditioning. Knowledge-based training includes, but is not limited to: Criminal Law, Patrol Procedures, Cultural Diversity, Investigative Procedures, Report Writing, Defensive Tactics, Firearms, Leadership, Ethics, Community Policing, Police Vehicle Operations, Traffic Enforcement, Accident Investigation, Handling Emotional Situations and First Aid/CPR. Hands-on training includes, but not limited to: weapons training, role playing scenarios, patrol procedures, emergency vehicle operations, and arrest and control techniques. Recruits are required to complete 80 hours of instruction in defensive tactics which includes ground control, baton training, control holds and take downs. The physical conditioning program consists of specific performance tests and a program of physical training. The training includes running (distance and speed), push-ups, sit-ups, weight training and calisthenics.

During the course of their work, the Deputy Sheriff Cadet will be exposed to potentially dangerous and adverse conditions. The Deputy Sheriff Cadet must be willing and able to work in emergency situations, confined spaces, and intense life-threatening conditions. Cadets will

be exposed to persons whose actions may place them in harm's way. Cadets will be exposed to bodily fluids, fumes, moving objects, and noise. Candidates must be physically able to work in circumstances requiring running, jumping, walking, crawling, kneeling, climbing, stooping, pulling and moderate lifting.

The Deputy Sheriff Cadet must be willing and able to work in inclement weather conditions and able to work irregular work hours and able to work all shifts. SUDPS personnel are considered "essential" or "required" University personnel and shall respond to campus when directed to do so, even with little advanced notification.

**Failure to complete the Academy or meet performance expectations will result in termination of employment.**

## **EMPLOYMENT STANDARDS**

Candidates for the position of Deputy Sheriff Cadet must possess the following qualifications and/or skills:

### **Leadership**

- Promote and model the department's Core Values, R.O.O.T.S. philosophies and department/university performance and behavioral standards.
- Motivate and inspire others to model the department's Core Values, R.O.O.T.S. philosophies and department/university performance and behavioral standards.
- Motivate, inspire and mentor others to accomplish departmental and individual objectives.
- Work ethically and collaboratively with others to accomplish the fundamental public safety mission of the department.

### **Ability to:**

- Adhere to academy / agency policies, procedures and methods.
- Establish and maintain effective community and public relations within a culturally diverse population visiting or working special details on the Stanford University campus.
- Communicate effectively both orally and in writing.
- Work both independently and as part of a group, maintaining effective interpersonal working relationships both within and external to the department.
- Use sound judgment and independence in determining priorities.
- Assimilate and understand information in a manner consistent with the essential job functions.
- Work in fast-paced environment and complete work in a timely and accurate manner.
- Take appropriate actions in emergency and stressful situations.
- Perform assigned duties and responsibilities while attending the basic academy which may include test taking, physical training, defensive tactics, weapons, scenario, etc. training and examinations.

- Use computers and supporting applications.

### **Personal Characteristics**

- Honesty, conscientiousness, dependability, integrity and initiative.
- Ability to maintain emotional control.
- Ability to effectively deal with personal danger which may include exposure to hazards of emergency driving, chemical exposure, fire arms training, etc.
- Ability to maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading and writing, and operating assigned equipment and vehicles.
- Ability to maintain mental capacity which allows the capability to exercise sound judgment and rational thinking under dangerous circumstances, evaluate various options and alternatives and choose an appropriate and reasonable course of action, and demonstrate intellectual capabilities during training and testing processes.
- Acceptance that one's behavior off-duty impacts one's on-duty credibility and ability to function effectively; in the event an officer's off-duty conduct is determined through an academy inquiry or department investigation to have violated academy / department policies and procedures governing behavior, the Deputy Sheriff Cadet may be subject to discipline, up to and including termination.

### **Academy Requirements**

*As entry level law enforcement candidates attending a basic police academy, recruits (cadets / trainees) are expected to demonstrate total commitment towards successfully meeting the academic and physical requirements set by the academy. Throughout the academy, recruits will be expected to adopt a demeanor that encompasses pride, professionalism, maturity, and self-discipline. Work ethic will be defined and serve as a guide to each new recruits's professional conduct.*

- Ability to prepare self mentally / physically to approach the basic academy with an eagerness to learn and develop the discipline and skills required to become a peace officer for the State of California.
- Meet or exceed the expectations set by the Academy.
- Ability to understand and accept the Academy chain of command.
- Successfully pass approximately 41 Learning Domains and practical exercises with a score established by the California Commission on Peace Officer Standards and Training.
- In addition to P.O.S.T. testing requirements, the Deputy Sheriff Cadet must successfully pass numerous additional academy specific objectives in order for the recruit to graduate from the basic academy.
- Recruits are required to attain an acceptable level of physical fitness during the basic academy. In accordance with P.O.S.T. regulations, recruits who are unable to complete 30 hours of physical training during the first twelve to fourteen weeks of the basic academy must be recommended for removal from the basic academy.

- Maintain a mature and professional attitude.
- Engage tactfully and courteously with the academy staff and classmates.
- Establish and maintain effective working relationships with those contacted in the course of attending the academy.
- While attending the academy, the incumbent may be required to attend additional training outside of the academy at the Stanford Department of Public Safety.
- While attending the academy, the incumbent may be required to work special events as a Deputy Sheriff Cadet on the Stanford University campus.
- Wear a uniform issued by the academy and the Stanford Department of Public Safety.
- Upon approval by the academy coordinator, wear a utility / duty belt (approximately 40 pounds) during training, other police equipment weighing up to an additional 40 pounds during special training.
- Attend the academy during irregular hours set by the academy curriculum, including weekends, evenings, and holidays.
- The Deputy Sheriff Cadet must meet or exceed written performance evaluations from the Recruit Training Officer at the academy in the following areas:

1. Appearance
2. Integrity / Credibility
3. Acceptance of criticism
4. Ability to follow directions
5. Promptness / Dependability
6. Class demeanor / compatibility
7. Bearing / officer presence
8. Interest in people / interpersonal sensitivity
9. Self confidence
10. Learning ability / judgment / adaptability
11. Ability to communicate / report writing
12. Knowledge – Test / Learning ability
13. Officer Safety / Observations skills
14. Scenario testing
15. Firearms / Range
16. Control of Conflict
17. Arrest / Control Techniques
18. Operation of Motor Vehicle
19. Physical Training
20. Overall Evaluation

**General Requirements:**

- Possess of a valid California Class C Driver's License prior to appointment.
- Be a U.S. citizen at time of appointment.
- Be 21 years of age or older.
- Possess a U.S. high school diploma or general education diploma (GED).
- Have completed forty – five (45) semester units or sixty (60) quarter units from an accredited college or university.

- Be free of any **felony** conviction or certain **misdemeanor** convictions that are disqualifying.
- Ability to pass an extensive background investigation including medical and psychological examinations.
- Be of good moral character as determined by a thorough background investigation.
- Be free of any physical, emotional, or mental conditions that might adversely affect the exercise of the powers of a peace officer.
- Ability to accommodate and schedule adjustments in order to meet academy and SUDPS training and special details.
- Willingness to work special events on scheduled days off or after regular academy shift hours, sometimes with little or no advance notice.
- Ability to wear and breathe through a respirator.
- At the discretion of the Chief of Police, Deputy Sheriff Cadets may be issued a department / university cell phone and are expected to answer this phone while off-duty at the basic academy.
- 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.
- Vision not less than 20/100 in each eye; correctable to no less than 20/30 in each eye; without functional color blindness or impairment
- Normal hearing in each ear

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Thank you for expressing your interest in the position. Our goal is to identify those persons who will be best suited to operate in a fast-paced organization that maintains high expectations of its employees. Should you decide to you are up to the challenge of working in the position of a Deputy Sheriff Cadet Trainee attending the basic academy, then we thank you for the time and energy you will invest in the selection process and wish you well in your endeavor.