

Job Title: Public Safety Officer (PSO)

Summary: The Indian Community of the Trinidad Rancheria (Trinidad Rancheria) Public Safety Officer (PSO) is an armed position responsible for monitoring and enforcing compliance with Governmental and Tribal regulations, codes, ordinances and procedures pertaining COVID-19 and any other similar future emergencies that may arise. Reports all violations to Tribal Administration and takes immediate corrective action. Patrols assigned beat and responds to emergency calls to protect persons and Tribal property from crimes, fires, COVID-19 or other hazards by performing the following duties.

Essential Duties and Responsibilities:

Continuously monitors and takes corrective action when becoming aware of violations of any COVID-19 Pandemic safety practices or procedures.

Coordinates with local law enforcement agencies and the roads department for data collection and related matters.

Ensures the Tribal Rancheria and its facilities and properties are protected at all times by providing security of all persons, buildings, and assets through a variety of security techniques and methods.

Responds to requests for assistance and information in a helpful and courteous manner.

Patrols and observes all Tribal facilities and grounds in a manner consistent with guidelines and applicable Tribal policies and procedures, local, state and federal laws.

Enforces applicable laws, rules and regulations of the state of California, Federal and Tribal Governments. Secures assigned area, conducts investigations, collects evidence and prepares appropriate reports.

Patrols and observes, while assigned to an area, whether in a vehicle, or on foot; buildings, offices, or streets to determine whether conditions appear in order or if suspected violations of applicable laws are present.

The PSO determines whether to initiate an investigation based on observations and locates, collects, handles and preserves physical evidence as needed; arrests and searches based on the observation, within the guidelines of applicable laws, policies and procedures.

Checks interior of all premises for unusual signs, which might indicate illegal entry and/or activity, and speaks to occupants/visitors to assure that everything is in order.

Identifies locations and times when incidents or criminal activities may have occurred.

Responds to emergencies such as fires, injuries, accidents, robberies, intrusion alarms, bomb and other threats, and initiates immediate action to control the threat, provide first responder aid or render appropriate assistance.

Interviews victims, witnesses and suspects as needed. Completes preliminary investigations by analyzing and verifying information through various investigative techniques and conversations with persons during the course of their duties.

Completes written reports in compliance with departmental procedures, and makes oral reports as needed.

Uses a variety of quality customer service-oriented communication skills, and special techniques to interact formally and informally with Tribal members, community groups, employees and customers of all backgrounds.

Provides information about policies, procedures and ordinances as they affect the visiting public and maintains good public relations with internal customers, vendors and responding law enforcement agencies.

Directs and controls pedestrian movement and ensures that walkways, entrances/exits and fire lanes are open.

Directs patrons and guests at an incident scene, conducts an investigation as to its cause, photographs and sketches diagrams of incidents, and takes appropriate enforcement action.

Provides various other services as delegated or required, such as securing an assigned area, conducting investigations, collecting evidence, and preparing appropriate reports.

Patrols assigned area on foot or using vehicle to regulate traffic, control crowds, prevent crime, or arrest violators.

Responds to crimes in progress, initiating actions such as aid to victims and interrogation of suspects.

Attends public gatherings to maintain order.

Responds to fire alarms or other emergency calls.

Forces openings in buildings for ventilation of fire or for entry.

Controls and extinguishes fires.

Administers first aid and artificial respiration to injured persons.

Participates in drills and emergency precautionary demonstrations.

Inspects establishments for compliance with local regulations.

Performs animal control duties as necessary to include watching for stray dogs or other animals providing temporary kennel care; observes areas of alleged violations of penned or chained dogs, and interviews witnesses to determine if laws are being violated; attempts to contact owners of stray dogs.

Perform other duties as assigned to support the efficient operation of the department.

Supervisory Responsibilities:

This position has no supervisory responsibilities.

Competencies

To perform the job successfully, an individual should demonstrate the following competencies:

Analytical - Synthesizes complex or diverse information; Collects and researches data; Uses intuition and experience to complement data.

Problem Solving - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Uses reason even when dealing with emotional topics.

Customer Service - Manages difficult or emotional customer situations; Responds promptly to customer needs; Solicits customer feedback to improve service; Responds to requests for service and assistance; Meets commitments.

Interpersonal Skills - Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control; Remains open to others' ideas and tries new things.

Oral Communication - Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Participates in meetings.

Written Communication - Writes clearly and informatively; Able to read and interpret written information.

Teamwork - Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Supports everyone's efforts to succeed.

Diversity - Demonstrates knowledge of EEO policy; Shows respect and sensitivity for cultural differences; Promotes a harassment-free environment.

Ethics - Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values.

Organizational Support - Follows policies and procedures; Completes administrative tasks correctly and on time; Supports organization's goals and values; Supports affirmative action and respects diversity.

Strategic Thinking - Develops strategies to achieve organizational goals; Understands organization's strengths & weaknesses; Identifies external threats and opportunities; Adapts strategy to changing conditions.

Judgement - Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.

Motivation - Sets and achieves challenging goals; Demonstrates persistence and overcomes obstacles; Measures self against standard of excellence.

Planning/Organizing - Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Sets goals and objectives; Develops realistic action plans.

Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.

Quality - Demonstrates accuracy and thoroughness; Applies feedback to improve performance.

Safety and Security - Observes safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions.

Adaptability - Adapts to changes in the work environment; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.

Attendance/Punctuality - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.

Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals.; Completes tasks on time or notifies appropriate person with an alternate plan.

Initiative - Volunteers readily; Undertakes self-development activities; Asks for and offers help when needed.

Innovation - Meets challenges with resourcefulness; Develops innovative approaches and ideas.

Qualifications To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge and Experience

Prior experience with a licensed Public Safety or Security company performing officer or guard duties; or prior military service performing military law enforcement or military security related duties; a college degree in an administration of justice, related field of study, or Public Safety related degree program preferred. Prior law enforcement experience, or gaming agency experience is welcomed. Must be knowledgeable of local, state and federal regulations pertaining to the COVID-19 Pandemic.

Language Skills

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

Mathematical Skills

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Ability

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Computer Skills

To perform this job successfully, an individual should have knowledge of Spreadsheet software and Word Processing software.

Certificates, Licenses, Registrations

Current CA State Driver's license.

Must be able to comply with all current requirements set forth by the California Bureau of Security and Investigative Services (BSIS) for Armed Security Officers within 90 days of employment. Must successfully pass BSIS courses in Powers of Arrest and Firearms Certification. Responsible for maintaining a valid BSIS Guard Card and Firearms Permit. Pass drug test
Pass Tribal background investigation and be insurable under Tribal Insurance.

Other Skills and Abilities

Must have strong reasoning and guest relations skills.

Other Qualifications

Must be able to establish and maintain productive working relationship with Tribal members, employees, co-workers and management and prioritize multiple tasks in a fast-paced environment.

Must have strong reasoning and guest relations skills.

Physical Demands The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel and talk or hear. The employee is frequently required to climb or balance and taste or smell. The employee is occasionally required to sit and stoop, kneel, crouch, or crawl. The employee must regularly lift and /or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. There may an occasion where the PSO will encounter a potentially combative individual, and must be able to effectively avoid harm to themselves or the other person.

Work Environment The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is frequently exposed to wet and/or humid conditions and outside weather conditions. The employee is occasionally exposed to moving mechanical parts; high, precarious places; fumes or airborne particles and extreme cold. The noise level in the work environment is usually moderate.