

**THE CHER-AE HEIGHTS INDIAN COMMUNITY  
OF THE TRINIDAD RANCHERIA**  
Job Description

**Job Title:** Public Safety Officer  
**Department:** Public Safety Department  
**Reports to:** CEO  
**FLSA Status:** Full Time  
**Prepared By:** Human Resources Department  
**Prepared Date:** Revised: 7/28/2023  
**Approved By:** CEO  
**Approved Date:** 11/08/2023

**Summary:** The Public Safety Officer (PSO) is a dual role position and is responsible for guiding the Trinidad Rancheria to achieve a secure and resilient Tribal community to prevent, protect against, mitigate, respond to, and recover from threats to the well-being of the Tribal community, as well as meeting the needs of the Tribe by promoting compliance in regulating safety through animal control and treatment. The PSO is an armed position responsible for monitoring and enforcing compliance with Governmental and Tribal regulations and procedures. The PSO reports all violations to Tribal Administration and takes immediate corrective action. The PSO patrols assigned beat and responds to emergency calls to protect persons and Tribal property from crimes, fires, domestic or wild animals or other hazards by performing the following duties.

**Essential Duties and Responsibilities:**

- Ensures the Trinidad Rancheria and its facilities, and member properties are protected at all times by providing security of persons, buildings, and assets of the organization through a variety of security techniques and methods.
- Coordinates with the security departments of Trinidad Rancheria's economic enterprises as needed.
- 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.
- Determines whether to initiate an investigation based on observations, and locates, collects, handles and preserves physical evidence as needed; arrests / detains persons, and searches based on the observation, within the guidelines of applicable laws, policies and procedures.
- Checks interior of 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, and calls for necessary back up.
- Administers minor first aid and CPR when needed.

- 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.
- Enforces laws, rules and regulations applicable to the State of California, Federal and Tribal Government.
- Uses a variety of quality customer service-oriented communication skills, and special techniques to interact formally and informally with Tribal and community members, 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, provides 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 / detains violators.
- Responds to crimes in progress, initiating actions such as aid to victims and interrogation of suspects.
- Attends public gatherings to maintain order.
- Assesses fire alarm and other emergency calls for need to request fire department or ambulance.
- Respond to requests for health and well-being assistance and information.
- Participates in drills and emergency precautionary demonstrations.
- Inspects establishments for compliance with local regulations and reports any violation concerns to Safety Compliance Officer.
- Addresses Animal Control duties by conducting patrols throughout all three Rancheria properties. Responsibilities include: watching for stray dogs, observing areas of alleged violations of penned or chained dogs, interviewing available witnesses to determine if laws are being violated, attempting to contact owner(s) of stray dogs, temporary kenneling and care for stray dogs, and providing transportation to animal shelter if needed.
- Assists Tribal Court proceedings by supplying documents, reports, and evidence related to violations, investigations, or arrests; and stands witness on behalf of the Tribe for such proceedings.
- Assist Emergency Operations Systems (EOS) management team.
- Assists in building and sustaining tribal preparedness and response capacity.
- Assists in developing partnerships with relevant institutions and agencies and coordinate with local law enforcement agencies and other partners, including emergency management consultants.
- Patrols and observes the grounds and facilities of the organization, including economic enterprises and members' properties, in a manner consistent with guidelines and applicable laws, policies and procedures.
- Other duties as assigned to support efficient safety operations and animal control.

### **Animal Control Duties Include:**

- Answer and investigate complaints received from the Community or Tribal Office.
- Conducts patrols throughout all Rancheria properties to watch for stray dogs.
- Observes areas of alleged violations of penned or chained dogs, and interviews available witnesses to determine if laws are being violated.
- Attempts to contact owner(s) of stray dogs.
- Temporarily kennel and care for stray dogs.
- Provide transportation to animal shelter if needed.
- Removes animals from inhumane conditions and drives vehicle to transport animals to shelter.
- Writes reports of activities.
- Acts within Animal Control Ordinance, and is responsible for filing and prosecuting citations for violations of the Animal Control Ordinance in Tribal Court.

**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.
- 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.

**Education and/or Experience:**

Bachelor’s Degree in Public Safety, Public Administration, Emergency Management, Health Care Administration, Criminal Justice or related field.

Prior law enforcement experience, or gaming agency experience is welcomed.

A combination of education and/or experience in military or law enforcement fields may be considered.

Three to six months experience and/or training in humane animal care or willing to obtain.

Knowledgeable of local, state and federal regulations pertaining to pandemic health and safety.

CPR/First Aid certified or willing to be certified.

**Language and Communication Skills:**

Ability to communicate information accurately, clearly, and as intended, speaking appropriately with a wide variety of people. Must be proficient in oral and written communication and public speaking capabilities. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence.

**Reasoning Ability:**

Ability to analyze, assess and 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.

**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 construct and interpret graphs.

**Computer Skills:**

Working knowledge of common software including spreadsheet and word processing capabilities.

**Other Skills and Abilities:**

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

Must have strong reasoning and guest relations skills.

Must have the ability to deal effectively with animals.

**Certificates, Licenses, Registrations:**

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.

**Other Qualifications:**

Must possess a valid CA State Driver’s License and be insurable under Tribal insurance.

Must pass pre-employment drug screening.

Pass Tribal background investigation.

Indian preference to qualified applicants.

**Physical Demands:**

The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job are sitting, standing, walking, and lifting 10 to 25 pounds.

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 required to sit and talk or hear, stand; walk; use hands to finger, handle, or feel; reach with hands and arms and stoop, kneel, crouch, or crawl. During animal control duties, the employee may occasionally lift and/or move up to 25-100 pounds.

**Work Environment** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the employee is occasionally 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 employee will at times be exposed to people who may be injured or unruly, and to domestic and wild animals. The noise level in the work environment is usually moderate.

Signature \_\_\_\_\_

Date \_\_\_\_\_