



Job Title: Security Officer
Department: Police Department
Reports to: Chief of Police
FLSA Status: Non-Exempt
Salary Grade: \$18.70 - \$24.31
Location: Coos Bay/North Bend

This position is a covered position as defined in the Coquille Indian Tribe Chapter 185 Child Protection Ordinance. Candidate must pass a pre-employment drug screen and Criminal and Character Background Check.

SUMMARY OF MAJOR FUNCTIONS

Performs duties which promote the safety and well-being of the community, utilizing established policies and procedures and in accordance with the Oregon DPSST Private Security Professional standards. Provides patrol services on CIT lands to ensure the safety and security of staff, guests, clients, patients, and students. Observes, reports, and safely intervenes when appropriate and reports criminal or illegal acts and fire or medical emergencies to outside partner agencies, such as police, fire and EMS.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Promotes a safe and secure environment for the Tribal government facilities, its guests, and employees.
2. Conducts self in a courteous and professional manner, strictly adhering to policies and procedures.
3. Provides information and assistance to guests, staff, and the general public.
4. Meets and greets guests with enthusiasm, demonstrating to every person that they are a valued guest and their presence is appreciated.
5. Reports safety issues and hazards to Supervisor and/or Maintenance Superintendent.
6. Reports violations of Tribal law, unsafe conditions, and illegal criminal acts to police agencies as appropriate.
7. Provides guests and employees escorts to and from Tribal government facilities when requested or as needed to ensure their safety and protection.
8. Unlocks buildings and gates as requested by authorized personnel. Ensures buildings are secured upon departure of authorized personnel.
9. Provides patrols of all Tribal government facilities and surrounding Tribal property as assigned. Surveys and notes unsafe conditions, taking discretionary measures when necessary.
10. Maintains a working knowledge of guests and/or employees banned from re-entering the property, and advises appropriate individuals and departments when observing trespassers on property.
11. Provides appropriate verbal or physical interventions to stop altercations or other disruptions on property.
12. Observes and reports any suspicious activity or drug use to supervisors.
13. Responds to and/or assists with medical emergencies.
14. Maintains daily activity reports and head counts.
15. Completes daily activity logs and prepares computer-generated reports for incidents occurring on Tribal lands.
16. Operates company vehicles as directed.
17. Operates security surveillance system.
18. Responds to building alarms/alarm company calls.
19. Contacts and cooperates with police and/or emergency service agencies in matters relating to the apprehension of offenders and the investigation of offenses as necessary.

20. Performs other related duties as assigned.

PHYSICAL REQUIREMENTS

While performing the duties of this job, the employee is frequently required to stand, walk, sit, talk, and hear. May be required to sit for extended periods of time. The employee is required to use hands and fingers to feel; handle or operate objects, controls or tools. The employee occasionally is required to climb and balance, stoop, kneel, crouch and crawl. Occasional lifting of objects from 10 to 50 pounds and infrequent lifting of objects over 50 pounds. Work is generally performed in an outdoor environment and occasionally in an office setting. Requires ability to work outside in changing weather conditions. Evening and weekend work are required. Work may take place near moving equipment/machinery and require the use of protective clothing, equipment, devices, and materials.

The individual must perform the essential duties and responsibilities with or without reasonable accommodation efficiently and accurately without causing a significant safety threat to self or others. The above statements are intended to describe the general nature and level of work being performed by employee. They are not intended to be construed as an exhaustive list of all responsibilities, duties and/or skills required.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Individuals must possess the following knowledge, skills and abilities or be able to explain and demonstrate that they can perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skills and abilities.

1. Excellent oral and written communication skills with strengths in team building, and cooperative problem solving.
2. Ability to consistently convey a pleasant and helpful attitude by using excellent interpersonal and communication skills to control sometimes stressful and emotional situations.
3. Ability to foster an inclusive workplace where diversity and individual differences are valued and leveraged to achieve the vision and mission of the Coquille Indian Tribe.
4. Ability to make decisions independently in accordance with established policy and procedures.
5. Maintain an excellent working knowledge of the Tribe's values and mission and ensure all communication is aligned with the values and mission.
6. Requires a working knowledge of the methods and practices of professional security procedures including those used in patrol, crime prevention, traffic control, investigation, and identification of incidents, and safety, fire and intrusion alarm systems.
7. Requires a working knowledge and understanding of relevant safety laws, regulations, and procedures, including blood borne pathogen procedures and self-defense tactics.
8. Able to ensure good public relations by maintaining a cooperative and considerate attitude toward others.
9. Ability to maintain confidentiality; a breach of confidentiality is grounds for immediate dismissal.
10. Ability to work cooperatively with other departments to accomplish assigned tasks; ability to develop good working relationships with other departments in the organization.
11. Ability to safely operate a motor vehicle, 2-way radio, phone, and cell phone.
12. Knowledge and ability to administer first aid in emergency situations.
13. Ability to work independently while exercising judgment during interactions with residents, staff, and the public on Tribal lands after hours.
14. Ability to use prudent judgment in dealing with sensitive or emergency situations to avoid dangerous or unpleasant results.
15. Must observe chain of command and follow verbal and written orders.
16. Ability to effectively handle possible hostile contacts with individuals on issues of safety and security, parking, alcohol and drugs, etc. Ability to effectively communicate and handle contacts with individuals who may be emotionally distressed and/or are exhibiting symptoms of mental illness.
17. Ability to accurately identify, report, and in some instances correct safety hazards on campus.

18. Knowledge and demonstrated ability to use MS Word and incident reporting software to complete reports and other documents.

QUALIFICATIONS

1. High School Diploma or GED.
2. Three (3) years of experience in Law Enforcement (military or civilian), or Public Security in a professional capacity.
3. Certification as an unarmed private security professional through the Oregon Department of Public Safety Standards and Training (DPSST) within 90 days of employment.
4. Current first aid card with CPR/AED certification or ability to obtain within 90 days of employment.
5. Current and valid Oregon driver's license in good standing is required with no insurability restrictions from the Tribe's insurance carrier.