

BLACKFEET HOUSING JOB DESCRIPTION

Job Title: Security Officer
Department: Security
Reports to: Security Division Manager

Summary of Work:

This position performs the duties required for handling the Blackfeet Housing Security functions. Provide preventive patrol to Blackfeet Housing (units, offices, employees, etc.). Protecting and enhancing the participants' relations and communication is vital to the best interest of Blackfeet Housing. To guard, patrol, or monitor premises to prevent theft, violence, or infractions of rules.

NOTE: The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Essential Duties and Responsibilities: Include the following, but not limited or inclusive.

- Answer alarms and investigate disturbances.
- Call police or fire departments in case of emergency, such as fire or presence of authorized persons.
- Circulate among visitors, patrons, and employees to preserve order and protect property. Patrol industrial and community premises to prevent and detect signs of intrusion and ensure security of doors, windows, and gates.
- Write reports of daily activities and irregularities, such as equipment or property damage, theft, presence of unauthorized persons, or unusual occurrences.
- Enforce laws, ordinances, policies, or regulations.
- Investigate complaints, disturbances, or violations.
- Must adhere to Blackfeet Housing Vehicle Policy.
- Observe work hours.
- Performs assigned duties.
- Demonstrates punctuality.
- Maintains accurate and timely records.
- Deals courteously with the public.
- Adheres to strict confidentiality.
- Other duties as assigned.

Education/Experience:

- High School Diploma or GED equivalent required
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- Education and experience equivalent to related field.

Certificates, Licenses, Registrations:

- Must have a valid Montana Driver's License.
- Must be insurable for operation of a departmental vehicle.

Human Contact:

-Daily contact with:

- Security Supervisor
- Occupancy department
- Maintenance department
- Rental/Mutual tenants
- Law enforcement
- Child protection services
- Family services
- Domestic Abuse Program
- Community/Public

Language skills:

This position requires the ability to: communicate effectively orally and in writing; follow verbal and written instructions.

Mathematical skills:

-Must possess basic mathematical skills.

Responsibility for equipment, records, or facilities:

- Vehicle maintenance program to include Blackfeet Housing equipment.
- Responsible for maintaining security equipment.
- Responsible for securing all property of the Blackfeet Housing (offices, vehicles, units, etc.).

Financial Responsibilities:**Responsibility for safety of Others:**

- Warn people of rule. infractions or violations.
- Ensuring compliance with the Blackfeet Housing Policies.
- Secure all property of the Blackfeet Housing (offices, employees, tenants, etc.).

Work of Other/Supervisory Responsibilities:

- Daily contact with all departments to ensure safety:.

Job environment/ hoards:

- Deals with irate individuals- tenants, employees, public

Physical demands:

- Apprehend or evict violators from premises, using force when necessary.
- Moderate physical demands occasionally involve conflict or possible violent eruptions of tenants/public.
- Work physical required

Mental Demands

-Must be able to maintain sound judgement under stressful conditions

Employee _____ Date _____

Supervisor _____ Date _____

DUTIES AND RESPONSIBILITIES OF SECURITY OFFICERS:

1. Distribute crime prevention information to all BH Housing project tenants. Educate and inform tenants on crime prevention methods and techniques. Assist the BH Staff in establishing Neighborhood Watch Programs.
2. Engrave personal belongings of BH tenants.
3. Protect and Enhance the tenant's relations and communications with Blackfeet Housing Staff and the BH Security.
4. Refer inappropriate incidents and lease violations to the BH Security Supervisor.
5. Assist in the activities of the NWTP and Community Policing Programs.
6. Report any drug trafficking or any drug related incidents to the BH Investigator.
7. Patrol inside and outside of BH buildings (Ware houses, Offices, etc.,) call in vandalism and break-ins to local Law Enforcement.
8. Patrol BH Low Rents and Renovated units, new construction and units when a tenant Request a house watch.
9. Perform foot patrol and spotlight checks throughout the projects, vacant units, renovations, new construction, ware houses and offices.
10. Report all disturbances within BH projects.
11. Call in traffic violations to local Law Enforcement.
12. Prepare and turn in after every shift all data, such as: daily logs, incident reports, Housing security block watch reporting and house watch logs.
13. Record mileage, purchase order number, amount of purchase and quantity of purchase On patrol logs, when fueling vehicles. Turn in all Purchase receipts with logs at the end of each shift.
14. Any other duties assigned by the BH Security Supervisor.
15. In town response time shall be immediate and not to exceed 15 minutes.

GENERAL POLICIES AND PROCEDURES:

CONFORMITY TO Policies AND PROCEDURES:

It is the duty of every Security Officer to learn BH policies and procedures and to Abide by them.

Security Officers shall also be familiar with the contents of any policy and procedure manuals governing the work place.

PROVIDING EXCELLENT TENANT SERVICE:

Security Officers should treat BH clients with friendliness, warmth and understanding, Security officers should build good relationships with BH's clients by Assisting them in a courteous and efficient manner.

COOPERATION AND COMMUNICATION:

SECURITY Officers should cooperate and communicate not only with each other, But also with personnel in other departments within BH Housing. All employees Should be treated with respect. Officers should keep dispatch informed of their Location and activity and pass information on to the supervisor and to the on

coming shift.

A POSITION OF TRUST:

The Security Officer holds a position of trust within Blackfeet Housing. The security officers may be the first line of protection available for BH clients, their personal property and BH property.

The security Officer's loyalty should be to Blackfeet Nation, Blackfeet Housing and The enforcement of the law. The security officer is in a trusted position and BH must be able to rely on the Security Officer's honesty.

CONFIDENTIALITY OF BH SECURITY PROCEDURES:

A Security Officer should keep confidential any information obtained during the Course of their job. They should not disclose privileged information, even to close friends or family members. Security practices themselves are privileged and confidential.

CARE OF BH COMPANY PROPERTY:

Security Officers should take care of Blackfeet Housing property and must Report promptly to the Security supervisor any loss, damage or unserviceable Condition of such property. Abuse or carelessness in the handling of such property Will not be tolerated. Any security officer who willfully or negligently destroys or Damages BH property may be required to pay all costs of repairs or replacement Thereof. Such events may negatively affect his/her job status and could be grounds for termination. Those items of equipment or materials which are the property of BH must be surrendered immediately, in good condition, before an extended leave of absence or termination.

USE OF BH VEHICLES:

The security vehicles will only be used for prescribed security use and no family Members, or any unauthorized person will be allowed to ride in or along with Security personnel.

PERSONAL APPEARANCE:

All officers will wear the prescribed security uniforms at all times while on duty.

REPORTING FOR DUTY:

Each officer will be at his/her post 10 minutes prior to his/her shift, ready to Perform their assigned duties. If an officer's relief is late or any other problems Arise, the supervisor should be notified immediately. Officers who are not able to Make their shifts or who will be late must call the supervisor. A log entry will be Made indicating date, time and reason for the call.

SICK LEAVE:

A Security Officer who is unable to report to work because of illness or injury should telephone the supervisor within four (4) hours of the starting time of their shift, explain their absence and estimate when they will be able to return to work.

MEALS AND BREAKS:

A short period of time will be set aside for a meal break. Officers may be called off their break for emergencies.

ALCOHOLIC BEVERAGES AND DRUGS:

NO Security Officers will appear for or be at work under the influence of liquor or drugs, or be unfit for work because of their excessive use, nor shall they drink Any kind of intoxicating beverage while at work, or take any drugs not duly prescribed and necessary for health. Security officers violating this provision will be suspended immediately and may be terminated. BH operates an alcohol/drug free Work place. Security Officers should also refrain from drinking intoxicating Beverages for a reasonable period before going to work.

CHAIN OF COMMAND:

All Employees and supervisors must recognize and follow the Chain of Command.

RESIDENCE AND TELEPHONE:

Security Officers should keep the department informed of their residential address and telephone number and should promptly advise their supervisor or the office of any changes.

UNACCEPTABLE BEHAVIOR:

Immoral conduct or any conduct unbecoming a Security Officer.
Omission or neglect of duty, which includes not reporting criminal acts or other required incidents.
Violations of any criminal law, ordinance, or breach of a rule or regulation. Lounging, inattention to duty or sleeping while on duty.
Direct disobedience of orders or disorderly conduct.
Leaving your job without permission while on assigned duty. Using coarse, profane or insulting language to any person.
Making a false official report or giving false information to mislead anyone when Discussing an on-duty incident or problem.
Failure to wear the correct uniform when properly notified. Neglecting to keep the uniform clean.
Failure to submit a written report on any incident when force is used, an arrest is made or when required.
Falsifying time sheets or any other payroll records.

PROCEDURE AND INCIDENT REPORTS:

All logs and reports must be completed and turned in after each shift.
Purchase order numbers for gas and oil, etc. must be written on patrol logs and receipts.
All equipment must be checked out when being used and back in after each shift. All vacant unit and house watch requests must be signed, dated and put on patrol

log.

KEY CONTROL:

All Security Officers are responsible for all keys issued for Blackfeet Housing buildings and units.

BADGE AND IDENTIFICATION:

All Security Officers will possess an identification card and badge.

DAILY LOG:

Each security officer will maintain a daily log which will be legible and understandable.

DIFFERENCE BETWEEN THE POLICE AND SECURITY OFFICER:

The Police Officer's duty is to the general public. His/her role is to enforce all laws. A Security Officer's duty is to Blackfeet Housing.

DUTY OF THE SECURITY OFFICER:

The Security Officer's duty is to patrol and report incidents that occur in the BH units.

IMPERSONATING A POLICE OFFICER:

Impersonating a police officer is not allowed.

ASSISTING THE POLICE:

Security Officers work closely with the Police and should develop a good cooperative working relationship with the police.

SECURITY OFFICER'S LIABILITY:

The Security Officer should consider the prospect of liability to BH for their acts.

UNSAFE PRACTICE OR CONDITIONS:

The safety and wellbeing of tenants and the general public must always be of prime importance to the Security Officer. If any injury occurs the Security Officer should immediately log and report the situation to the Security Supervisor.

PRESERVING THE PEACE:

The Security Officer should strive for peace and order within and on BH property and units.

PROTECTING THE CRIME SCENE:

If a crime occurs, the Security Officer should protect the crime scene until responding Police Officers arrive. Witnesses should remain at the scene. If

a firearm or weapon is dropped, leave it undisturbed until the police arrive.

ROBBERY PROCEDURES:

Do not confront the suspects. The suspects should be allowed to exit without being confronted.

EMERGENCY SITUATIONS:

All Security Officers will be trained and certified in basic first aid and CPR.

COMMUNICATION WITH POLICE; EMERGENCIES:

To perform duties effectively it is important that Security Officers perform two primary tasks: recognize an emergency and communicate with the police and other appropriate personnel. Know and identify the area and location of the emergency, give correct directions and descriptions of the suspect or circumstances and the scene.

COMMUNICATION WITH FIRE DEPARTMENT:

When Security Officers are confronted with a fire they should call dispatch to inform the Fire Department.

INVESTIGATIVE RESPONSIBILITIES:

After injured persons received medical attention it is the Security Officer's responsibility to immediately conduct an investigation into the cause of the incident and prepare the necessary reports.

WEAPONS POLICY:

A Security Officer will receive training from qualified agencies for the use of any equipment needed for a Security Officer's self-defense or other job requirements.

ACKNOWLEDGEMENT

_____ Hereby agree that I have read and fully understand the above policy.

Employee signature_____

Supervisor Signature_____

Date:_____