

## **PUBLIC SAFETY OFFICER**

**JOB SUMMARY:** Public Safety Officers are primarily tasked with the enforcement of HAKC regulations and policies related to the enhancement of safety within or upon HAKC facilities, pertinent to Low-Income Public Housing, Housing Choice Vouchers, as well as work areas controlled by HAKC staff. This function includes but is not limited to facilitating the enforcement of laws, statutes, and ordinances, by sworn-official, Federal, State, and Local Law Enforcement personnel that legally perform law enforcement functions within the physical areas of the HAKC span of control. The overriding goal is to work in partnership with residents, staff, and stakeholders to promote a safe and harmonious environment within and upon HAKC facilities and properties.

### **JOB COMPETENCIES**

- Must be a prior law enforcement officer in good standing with prior employers
- Must not be convicted of a felony crime or a domestic violence related charge.
- Must be no less than 21 years of age.
- Must be willing to submit to and pass a background investigation.
- As a condition of employment, must pass, obtain, and maintain the annual firearms qualification required by the KCPD, pertinent to investigatory or security licensing; Qualifying and carrying a self-purchased firearm (Glock 9mm) is required for this position.
- Must maintain a valid State issued driver's license. Must have the proficient ability to safely operate HAKC vehicles. Candidate must be willing to respond to incidents of concern occurring on HAKC properties as directed.
- As a preference, must have familiarity of the President's task force on 21 century policing report, as well as community policing, de-escalation, and Crisis Intervention (CIT) protocols.
- Must be able to maintain the confidentiality of sensitive duty related information and communications.
- Must be skilled in organization, time management, multi-tasking, and emotional intelligence.
- Must have proficient computer skills and have a working knowledge of Microsoft Office and pertinent associated programs and data bases.
- Must be willing to positively work collaboratively with others to accomplish legal goals and objectives. Must be results driven and service oriented.
- Must be skilled in excellent verbal, interpersonal, reading and writing ability; to include the ability to positively interact with various ethnicities, religions, cultures, persuasions, and the developmentally challenged, without regard to socioeconomic status or societal beliefs.
- Must have the ability to work closely with stakeholders in the goal of facilitating a safe and harmonious environment for residents, employees, and guest of the HAKC.
- Must maintain a high level of ethical and moral integrity both on and off duty.
- Must possess skills that reflect sound judgement and decision making.
- Must be willing to work a flexible schedule as necessary or directed.
- The ability to demonstrate knowledge, competence, professionalism, equity, impartiality, courage, selflessness, and poise, as it pertains to the positive performance of work-related duties that are essential to job functions.

### **EDUCATION / AND OR EXPERIENCE**

- Candidates must, at a minimum, possess a high school diploma/GED.

**Housing Authority of Kansas City, MO  
(HAKC)  
Job Description**

**Job Title:** PUBLIC SAFETY OFFICER (*Armed*)  
**Department:** Public Safety  
**Reports To:** Director of Public Safety  
**FLSA Status:** Exempt  
**Classification:** At-Will  
**Approved By:** Edwin Lowndes  
**Approved Date:** 2020

**JOB SUMMARY:**

Public Safety Officers are primarily tasked with the enforcement of HAKC regulations and policies related to the enhancement of safety within or upon HAKC facilities, pertinent to Low-Income Public Housing, Housing Choice Vouchers, as well as work areas controlled by HAKC staff. This function includes but is not limited to facilitating the enforcement of laws, statutes, and ordinances, by sworn-official, Federal, State, and Local Law Enforcement personnel that legally perform law enforcement functions within the physical areas of the HAKC span of control. The overriding goal is to work in partnership with residents, staff, and stakeholders to promote a safe and harmonious environment within and upon HAKC facilities and properties.

**ESSENTIAL JOB FUNCTIONS:**

**Essential Duties and Responsibilities**

*The position duties and responsibilities listed below describe, but are not limited to, the general nature and scope of work. Other responsibilities, duties, and skills may be required and assigned, as needed. Candidates must be willing to cooperate and subscribe to a rigorous screening process to include but not limited to, drug screens and criminal backgrounds checks.*

1. Conduct follow up investigations into allegations of illegal activity, HAKC lease violations, Housing Choice Voucher violations, disturbances, trespass, as well as the enforcement of civil / administrative HAKC policy violations or directives pertinent to safety-security occurring upon HAKC property that involve HAKC residents, employees, guest-visitors, etc.; specific to safety and security concerns, provide assistance to HAKC employees as necessary upon request.
2. Legally provide safety and security related services, to include, but not limited to, its residents, employees, visitors-guest, as well as all physical assets.
3. Advocate and promote safety within the HAKC; identify / evaluate security and safety dynamics within and upon HAKC properties; formulate safety and security plans; formulate risk management plans; regularly conduct safety and security inspections, evaluations, and plan reviews of properties and physical assets; forward security and safety recommendations / plans to the Public Safety Director for implementation approval.
4. Perform security and crime prevention surveys; Organize and conduct regular safety meetings

with managers and residents of public housing; attend HAKC staff or resident sponsored meetings; attend adjacent neighboring, neighborhood community meetings; develop and grow resident based crime watch initiatives; conduct mediation sessions when requested by management or as needed; in collaboration with HAKC property management, make decisions to ban violators of both HAKC policies or relevant governmental ordinances, statutes, and laws from HAKC properties; develop and host resident assigned adult and youth safety-security advisory committees.

5. Sponsor or facilitate public safety relevant community events with residents and staff; monitor and facilitate safety and security on HAKC properties at HAKC sanctioned events; Support and provide security for any events of interest that occur on HAKC properties; respond as necessary, to incidents of concern that occur on or within HAKC properties.
6. Work closely with the legal department, HAKC staff, and state courts during the eviction process, to include legally aiding assigned law enforcement officials during court ordered evictions; Work closely with property management on problem solving as well as maintaining and disseminating information relative to criminal activity, banned violators, safety plans, CPTED, risk management, and trespass issues.
7. Respond to requests for assistance to any safety or security incidents or concerns that occur on or within HAKC properties; establish positive problem-solving partnerships with residents, HAKC staff, law enforcement, and any stakeholders of interest.
8. Analyze information regarding crime statistics, intelligence, and security concerns provided by sources such as local, state, federal law enforcement agencies, and or other reliable sources; prepare and forward a comprehensive monthly and annual report of those details, as well as assigned activity, findings, recommendations, actions, and dispositions of all assigned investigations.
9. Complete and forward daily activity and investigative reports relative to duty related activity; document all complaints and duty activity in incidents reports within the record management program system; maintain statistical information pertinent to identified problems and forward dispositions of same to management.
10. Legally conduct thorough criminal history background investigations on every applicant for federal housing benefits, as well as special assigned investigations as directed by a superior authority; legally assist Law Enforcement as necessary with information sharing relative to criminal investigations, criminal activity, criminal identification, and any other matters of a public safety concern. This will include aiding law enforcement and development managers in legally banning law and non-resident HAKC policy violators from HAKC properties.
11. Maintain a consistent high level of visibility, to include proactively and routinely patrolling (via vehicle / foot) upon the public housing facilities and properties, specifically as a means to legally identify HAKC regulatory violations, address quality of life concerns, problem solve, promote crime prevention, legally investigate safety concerns, promote safety, partner with law enforcement, address parking issues, abate blight, assist HAKC staff, provide training, build positive community relationships, provide resident / guest assistance, and promote positive resident and property management interactions.
12. Legally assist local, state, and federal agencies as needed to identify, prevent, reduce, eradicate, and solve crimes upon and within HAKC properties; proactively work with law enforcement

on crime and quality of life issues pertinent to HAKC residents and properties; as legally necessary, seek legal action against violators of governmental laws upon or within HAKC properties; appear in court as necessary to further the criminal justice process for those individuals associated with crimes committed on or within HAKC properties of control.

13. Work to improve and enhance the quality of life for all HAKC residents; sponsor public safety activities designed to build trust, positive rapport, and increased cooperation between residents and public safety; identify and collaborate with stakeholders that can provide non for profit community-based resources, services, programs, assistance, grant and training opportunities to the staff and residents of HAKC.
14. In partnership with stakeholders, implement proven safety and security protocols at assigned facilities. Embrace problem oriented, Crime Prevention Through Environmental Design, Community oriented, and 21 Century Policing models as a guide to build positive relationships and proactively work towards solutions to problems. Work with KCPD on crime free multifamily housing initiatives and training programs.
15. Identify, facilitate, and coordinate safety and security related training opportunities for residents and staff; regularly provide safety informationals for HAKC residents and staff.
16. Obtain and maintain KCPD private officer licensing unit license to perform armed security (*patrol agent*) and investigatory (*proprietary private investigator*) related functions upon and within HAKC properties; identify and request job enhancement training that may be available for professional development; attend training programs / seminars that are relevant to public safety and security; identify and seek approval to be assigned to committees pertinent to safety and security protocols; partner and legally collaborate with other security and safety agencies within the HAKC service area.
17. Must maintain familiarity and knowledge of all HAKC, HUD/governmental related polices, directives, and guidelines associated or relevant to HAKC public safety and security.
18. Be available for event call out during times beyond normal duty hours (*to include weekends, holidays*). Be willing to work occasional flexible hours as directed by superior authorities.
19. Other duties as directed by the Director of Public Safety, or his/her Superiors.

### **QUALIFICATIONS AND COMPETENCIES: Behavioral Competencies**

*This position requires the incumbent to exhibit the following behavioral skills or attributes:*

*Job Knowledge:* Exhibits requisite knowledge, skills, education, and abilities to perform the position effectively. Demonstrates knowledge of policies, procedures, goals, objectives, operational entities, requirements, and activities as they apply to the assigned organizational entity of the Authority. Uses appropriate judgment & decision making in accordance with level of responsibility.

*Commitment:* Sets high standards of performance; pursues aggressive goals and works hard/smart to achieve them; strives for results and success; conveys a sense of urgency and brings issues to closure; persists despite obstacles and opposition. Commits to excellence in work and behavior.

Customer Service: Meets/exceeds the expectations and requirements of internal and external customers; identifies, understands, monitors and measures the needs of both internal and external stakeholders; talks and acts with the stakeholder in mind. Recognizes co-workers, residents, and guest as valued stakeholders. Understands and demonstrates professionalism, with an attitude indicative of service above self. Is willing to help others without hesitation or resistance. Displays a high degree of professional maturity and emotional intelligence.

Effective Communication: Ensures important information is passed to those who need to know; conveys necessary information clearly and effectively orally or in writing. Demonstrates attention to, and conveys understanding of, the comments and questions of others; listens effectively, and can follow lawful instructions from superiors in a manner that is free of behavior that displays hostility, negativity, or insubordination. Can interact with others professionally and impartially.

Initiative: Proactively seeks solutions to resolve unexpected challenges. Actively assists others without formal/informal direction. Possesses the capacity to learn and actively seeks developmental feedback. Applies feedback for continued growth by mastering concepts needed to perform work. Seeks positive solutions to problems and is results driven. If in doubt as to duty related activities, will respectfully seek clarity from their superior director.

Responsiveness and Accountability: Demonstrates a high level of conscientiousness; holds oneself personally responsible for one's own work; does fair share of work. Is willing to assist others as necessary to meet and exceed organizational expectations. Can work positively, responsibly, and legally with minimal supervision. Respects ones self and others.

Teamwork: Balances team and individual responsibilities; exhibits objectivity and openness to others' views; gives and welcomes feedback; contributes to building a positive team spirit; puts success of team above own interests; supports everyone's efforts to succeed. Is committed to working collaboratively with others to accomplish positive outcomes. Is willing to promote and share in the success of others. Displays a pleasant demeanor and positive disposition.

## **JOB COMPETENCIES**

- Must be a prior law enforcement officer in good standing with prior employers
- Before or after employment with HAKC, must not be convicted of a felony crime or a domestic violence related charge.
- Must be no less than 21 years of age.
- Must be willing to submit to and pass a background investigation.
- As a condition of employment, must pass, obtain, and maintain the annual firearms qualification required by the KCPD, pertinent to investigatory or security licensing; Qualifying and carrying a self-purchased firearm (Glock 9mm) is required for this position.
- Must maintain an official valid State issued driver's license. Must have the proficient ability to safely operate HAKC vehicles in all weather conditions. Candidate must have the ability to safely respond in vehicles to incidents of concern occurring on HAKC properties.

- As a preference; must have familiarity of *the President's task force on 21 century policing report*, as well as community policing, de-escalation, and Crisis Intervention (CIT) protocols.
- Must be able to maintain the confidentiality of sensitive duty related information and communications. Must maintain positive social media interactions.
- Must be skilled in organization, time management, multi-tasking, and expeditious assignment completion.
- Must have proficient computer skills and have a working knowledge of Microsoft Office and pertinent associated programs and data bases.
- Must be willing to positively work collaboratively with others to accomplish legal goals and objectives. Must be results driven and service oriented.
- Must possess professional maturity, poise, and emotional intelligence.
- Must be a proactive self-starter requiring minimal direction or consistent oversight.
- Must be proficient in utilizing electronic resources to include but not limited to computers, cellphones, and visual aids.
- Must be skilled in excellent verbal, interpersonal, reading and writing ability; to include the ability to positively interact with various ethnicities, religions, cultures, persuasions, and the developmentally challenged, without regard to socioeconomic status, societal, or cultural beliefs.
- Must be willing and able to follow legal directives from superior authorities within HAKC.
- Must have the ability to work closely with stakeholders in the goal of facilitating a safe and harmonious environment for residents, employees, and guest of the HAKC.
- Must maintain a high level of ethical and moral integrity both on and off duty.
- Must possess skills that reflect sound judgement, decision making, attention to detail, and positive professional discretion.
- Must be willing to work a flexible schedule as necessary or directed.
- The ability to demonstrate knowledge, competence, professionalism, equity, impartiality, courage, positive disposition, positive temperament, and selflessness as it pertains to the legal performance of work-related duties that are essential to public safety job functions.
- Must have the ability and willingness to conduct foot patrols, traffic control activities, knock and talks, building checks, staff sponsored residential inspections, and person of interest interactions.
- Must have the ability and willingness to attend meet and greets, screening, hearings, interviews, community meetings, and grievances.
- Must maintain a proficient knowledge of all job-related functions and activities.
- Must have the ability and willingness to understand and positively follow all verbal and written directives, to include performing all legally necessary functions that further the HAKC mission goals and directives.

**EDUCATION / AND OR EXPERIENCE**

- Candidates must, at a minimum, possess a high school diploma/GED; Must have attended and successfully completed a “POST” or equivalent federal/state certified law enforcement training academy; some additional advanced training and or certification is preferred.

**CONTACTS:**

Work requires frequent internal and external contact, communication, and collaboration with residents, employees, guest, community stakeholders, and law enforcement.

**WORK ENVIRONMENT AND PHYSICAL DEMANDS:**

- *Incumbent(s) must be able to meet the physical requirements of the classification and have mobility, balance, range of motion, coordination, vision, hearing, speech, and dexterity levels appropriate to the essential functions that may be performed. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*
- Work is performed in both an office and non-office environment, that may include exposure to variances of climate conditions, as well as other natural, un-natural, or unpredictable events or conditions. Employee awareness and preparedness are essential in meeting the demands and conditions that may exist relative to the essential job functions. The noise level in the work environment may also vary based on varying factors and conditions.
- The employee will be required to frequently use duty related equipment including personal computers, telephone, phones faxes, copiers; as well as vehicles, safety protective equipment, and must have a mental and physical working ability pertinent to these or other resources necessary to accomplish job-related task or goals.
- The personal safety of a HAKC employee should always be priority and all reasonable and legal steps should be taken by said employee to insure the employee’s personal safety / wellness, as well as that of others pursuant to the essential functions of the job.

The descriptive characteristics described herein are a general representation of those an employee may encounter while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Read and Acknowledged**

---

**Employee Signature**

---

**Date**

---

**Employee Name [printed]**