

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.

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.

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 service for the HAKC, 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 KCPD 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; maintain statistical information pertinent to identified problems and dispositions of same.
10. Legally conduct thorough criminal history background investigations on every applicant for federal housing benefits, as well as special assignments as directed by a superior authority; assist Law Enforcement as necessary with information sharing relative to criminal activity, criminal identification, and trespass related issues. This will include aiding development management in the eviction process of residents who violate lease agreements.
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, enhance safety, partner with law enforcement, address parking issues, assist HAKC staff, legally interact and provide resident or 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; facilitate providing safety informationals for HAKC residents, staff, and guest.

16. Obtain and maintain KCPD license for armed security and investigatory related functions upon and within HAKC properties; identify and request job enhancement training that may be available for attendance; 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. Other duties as directed by the Director of Public Safety, or his/her Superiors.

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;

Interested applicants should submit their resume or application to:

The Housing Authority of Kansas City, Missouri
Administrative Services Department
920 Main Street, Suite 701
Kansas City, Missouri 64105
Fax: 816-968-4225 or email: tgumbel@hakc.org

POSITION IS OPEN UNTIL FILLED.

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