

## **PUBLIC SAFETY SUPERVISOR**

The Housing Authority of Kansas City, Missouri is seeking qualified candidates for the position of Public Safety Supervisor. The Public Safety Supervisor is responsible for a team of Public Safety Officers (armed and unarmed) who enforce all Housing Authority rules and regulations, applicable laws and performs a variety of security and safety-related functions. The supervisor must be well versed in Title 17 authority and restrictions for security officers.

### **EXAMPLES OF ESSENTIAL DUTIES AND RESPONSIBILITIES** *(full job description on website)*

1. Review and remain current on all relevant rules and regulations concerning Public Safety and maintain all departmental policies and procedures.
2. Supervise staff, providing ongoing assistance to support a positive and productive working environment. Approve and oversee the selection, employment, training, direction, supervision, utilization, evaluation, and discipline of public safety officers and makes recommendations for other personnel-related activities. Set standards, framework, performance indications and protocols. Identify necessary responses to overcome performance issues and take appropriate action where required.
3. Conduct daily roll calls and monthly strategy meetings with subordinates to maintain consistency in all operations.
4. Formulate safety and security plans and risk management plans as necessary. Regularly conduct safety and security inspections, evaluations, and review all HAKC properties and physical assets. Forward security and safety recommendations to the Director of Public Safety for implementation approval.
5. Conduct follow-up investigations of reports of suspected criminal activity, lease violations and safety standards occurring on Housing Authority properties. Ensure appropriate action is taken and applicable reporting procedures are followed in a timely and accurate manner.
6. Review and assign all Police and Fire reports for emergency and non-emergency calls involving Housing Authority properties, employees, and residents. Report all problems or emergency situations to proper authorities. Review and discuss reports with the Director of Public Safety to determine the final disposition.

### **EDUCATION AND EXPERIENCE**

Associate degree in criminal justice, risk management or related field or successful completion of a police academy program; two (2) years of experience in public safety, law enforcement or a criminal justice program; a minimum of three (2) years risk management experience; and a minimum of two (2) years of supervisory experience.

The following Certifications must be obtained within ninety (90) days of employment or other allowable period of hire as authorized by the Executive Director or his/her designee:

- Class A Armed Private Officer License through the Kansas City Police Department (KCPD) or other equivalent license required.
- Possession of or ability to be trained in CPR and First Aid (employer provided training)