



**Job Title:** Tribal Security Officer  
**Department:** Police Department  
**Reports to:** Public Safety Director/Police Chief  
**FLSA Status:** Non-Exempt, Full time  
**Salary Grade:** \$19.26 - \$25.04

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.

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### **JOB SUMMARY OF MAJOR FUNCTIONS**

Perform duties, which promote the safety and well-being of the Tribal community, utilizing established policies and procedures while working in accordance with the Oregon DPSST Private Security Professional standards. Provide patrol services on Tribal lands to ensure the safety and security of staff, guests, clients, patients, and students. Observe, report, and safely intervene when appropriate and report criminal or illegal acts, fire or medical emergencies to outside partner agencies, such as police, fire and EMS.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. The primary function of this position is to promote a safe and secure environment for the Tribal Government facilities, its guests, and employees.
2. At all times, conduct self in a courteous and professional manner, strictly adhering to policies and procedures.
3. Promote a clean, safe, healthy, and friendly environment for employees and guests.
4. Provide information and assistance to guests, staff, and the general public.
5. Meet and greet guests with enthusiasm, demonstrating to every person that they are a valued guest, and their presence is appreciated.
6. Report safety issues and hazards to Supervisor and/or Maintenance Superintendent.
7. Report violations of Tribal Law, unsafe conditions, and illegal criminal acts to police agencies as appropriate
8. Provide guests and employees escorts to and from Tribal Government facilities when requested or as needed to ensure their safety and protection.
9. Unlock buildings and gates as requested by authorized personnel. Ensure that buildings are secured upon departure of authorized personnel.
10. Provide patrols of all Tribal government facilities and surrounding Tribal property as assigned. While patrolling Tribal buildings and grounds, survey and note unsafe conditions, taking discretionary measures when necessary.
11. Maintains a working knowledge of those guests and/or employees who have been banned from re-entering the property and advises appropriate individuals and departments when observing trespassers on property.
12. Provide appropriate verbal or physical interventions in order to stop altercations or other disruptions on property.
13. Observe and report any suspicious activity or drug use to supervisors.
14. Observe and use proper chain of command.
15. Respond to and/or assist with medical emergencies.
16. Maintain daily activity reports and head counts.
17. Accurately complete daily activity logs and prepare computer-generated reports for incidents occurring on Tribal Lands.
18. Operates company vehicles as directed.

19. Generate necessary written reports regarding security related incidents involving guests, employees and/or the facility.
20. Operate security surveillance system.
21. Respond to building alarms/alarm company calls.
22. Contact and cooperate with police and/or emergency service agencies in matters relating to the apprehension of offenders and the investigation of offenses as necessary.
23. Conduct targeted patrols in response to specific request for possible prevention of workplace violence.
24. Conduct loss prevention patrols and notifications to individuals on Tribal Lands for asset protection.
25. Assist in threat management identification, response, and de-escalation as necessary.
26. Assist with coordinating solutions or providing guidance to guests and employees during drills or emergency situations.
27. Deliver emergency messages to guests and staff as needed.
28. Assist with emergencies such as medical, bomb threats, and fire; gives emergency first aid which may include CPR and use of an AED; determines if an ambulance or other medical assistance is needed and calls appropriate agency for assistance.
29. Collect and process lost and found items.
30. Provide or assist in providing security at Tribal events to maintain peace and safety for those attending.
31. Treat employees with respect, dignity and courtesy and will refrain from any negativity and gossip which could result in lowering morale.
32. Exhibit the highest level of standards and professionalism at all times and will never, by word or action, cause dishonor to The Coquille Indian Tribe.
33. Make decisions under pressure.
34. Manage anger, stress, fear, violence, and hostility of others.
35. Perform other related duties as assigned or directed.

#### **PHYSICAL REQUIREMENTS**

1. Ability to work inside and outside in changing weather conditions.
2. Ability to sit for long periods of time if the situation dictates.
3. Ability to work any shift as assigned, including rotating shifts and holidays as required by the Public Safety Director
4. Ability to safely operate a motor vehicle, walk, reach, bend, climb, and pull self upward, kneel, stoop, crawl, couch, and perform similar functions while patrolling campus.
5. Ability to report to work when campus is closed or opening delayed due to varying weather and/or emergency conditions.
6. Occasional lifting of objects from 10 to 50 pounds and infrequent lifting of objects over 50 pounds.
7. Requires visual acuity to read words and numbers.
8. Requires speaking and hearing ability sufficient to hear over 2-way radio, phone, and cell phone, and carry-on routine conversations.

#### **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. Knowledge and ability to administer first aid in emergency situations.
12. Ability to work independently while exercising judgment during interactions with residents, staff, and the public on Tribal Lands after hours.
13. Ability to use prudent judgment in dealing with sensitive or emergency situations to avoid dangerous or unpleasant results.
14. Must observe chain of command and follow verbal and written orders.
15. 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.
16. Ability to accurately identify, report, and in some instances correct safety hazards on campus.
17. Knowledge and demonstrated ability to use MS Word and incident reporting software to complete reports and other documents.

#### **REQUIRED QUALIFICATIONS**

1. High school diploma or equivalent
2. Three 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.