



JOB DESCRIPTION

POSITION TITLE:	Public Safety Officer	REPORTS TO:	Director of Public Safety
DEPARTMENT/DIVISION:	Public Safety	FLSA STATUS:	Non-Exempt
DATE:	March 21, 2024	EMPLOYMENT STATUS:	Full-Time

BRIEF DESCRIPTION:

Public Safety Officers work in partnership with the residents, KCKHA staff, community stakeholders, the Kansas City Kansas Police Department, Wyco Sheriff’s Department, and other local law enforcement agencies, to enforce all KCKHA lease agreements, housing choice voucher agreements, and personal policies as it pertains to its tenants and employees. This function includes but is not limited to facilitating the enforcement of civil laws, state statutes, and city ordinances. Officers will be responsible to carry out these duties at and on all KCKHA properties, and on properties KCKHA has an interest in (House Choice Voucher) which includes investigating matters of interest to KCKHA not on KCKHA property. Officers will always perform their duties in compliance with the rules and regulations set out by the CEO, Director of the Public Safety Officer, local and state laws and the KCKHA personnel manual.

ESSENTIAL FUNCTIONS:

The duties listed below illustrate of the various types of work that may be performed. The omission of specific statements regarding duties does not exclude them from the position if the work is similar, related, or a logical assignment in association with this position. Undertakes and performs the following and all other work-related duties as assigned.

(S) Sedentary	(L) Light	(M) Medium	(H) Heavy	(V) Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally; 10 lbs. frequently; or negligible amounts constantly; OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally; 10-25 lbs. frequently; or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally; 10-25 lbs. frequently; or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally; 50-100 lbs. frequently; or up to 20-50 lbs. constantly.

#	Code	Essential Functions	% of Time
1	S	Conduct follow up investigations into crimes, lease violations, Housing Choice Voucher violations, disturbances, trespass complaints, employee policy violations and other matters that concern KCKHA residents, employees, guests, visitors, etc. Generate complete, accurate, and timely incident and investigative reports.	
2	S	Officers will be proficient in report writing. Reports must be articulate, appropriately formatted, contain relevant facts, grammatically correct, and in chronological order.	
3	S	Officers will conduct criminal background checks on KCKHA housing applicants, new employees, recertifications, and family additions to current lease and voucher agreements.	
4	S	Legally provide security related services for all KCKHA properties, employees, tenants, clients, guests, and vendors.	
5	S	Regularly conduct safety and security inspections, evaluations, and plan reviews of properties and physical assets; Forward security and safety recommendations plans	



#	Code	Essential Functions	% of Time
		to the Public Safety Director for implementation approval. Complete and forward daily activity and investigative reports relative to duty related activity.	
6	S	Perform security and crime prevention surveys; Organize and conduct regular safety meetings with managers and residents of public housing; attend KCKHA staff or resident sponsored meetings; conduct mediation sessions when requested by management.	
7	S	Support and provide security for KCKHA sanctioned community events that occur on housing authority properties.	
8	S	Work closely with the legal department 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 trespass issues (Ban List).	
9	S	Respond to requests for assistance to any safety or security incidents or concerns that occur on KCKHA properties. Establish positive problem-solving partnerships with residents, management, law enforcement, community groups, and stakeholders	
10	S	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 report of those details, findings, recommendations, actions, and dispositions.	
11	L	Assist Law Enforcement as necessary with information sharing relative to criminal activity and trespass related issues. Maintain a consistent high level of visibility, to include routinely patrolling (via vehicle / foot) upon the public housing facilities and properties, specifically as a means to identify KCKHA regulatory/lease violations.	
12	S	Address quality of life concerns, promote crime prevention, investigate safety concerns, enhance safety, partner with local law enforcement. Address parking issues, legally interact and provide resident or guest assistance, and promote positive property management interactions.	
13	S	Legally assist local, state, and federal agencies as needed to prevent, reduce, and solve crimes. In partnership with stakeholders, property managers, and residents, establish and implement proven safety and security protocols at assigned facilities. Monitor security cameras to be alert of criminal activity or lease violations in progress.	
14	S	Officers will be trained in first aid and CPR. Officers are expected to give aid and perform life saving measures in emergency situations. Identify and collaborate with stakeholders that can provide free community-based resources, services, programs, assistance, and training opportunities to the residents of KCKHA properties.	
15	S	Other duties as directed by the Director of Public Safety, or their designee.	



JOB REQUIREMENTS:

-Description of Minimum Job Requirements-	
Formal Education	Required High School Diploma/GED. Prefer Associates/bachelor's degree.
Experience	Prefer 2 years of experience working as a state/ federal certified (I.E.-POST) law enforcement official/ correction officer.
Supervision	The employee has no supervisory duties.
Human Collaboration Skills	Most of the employee's contacts are with Agency employees, business firms, residents, vendors, and the general public. Contact is made to verify, give, obtain, clarify, provide information, coordinate, advise, motivate, influence, justify, defend, negotiate, or resolve matters or issues.
Freedom to Act	Receives instructions from the Director of Public Safety Officer and Executive Director. Methods of accomplishing work are generally at the discretion of the employee and the employee may determine priorities within established deadlines. Instructions to the Public Safety Officer may be general or specific in nature. The employee keeps the supervisor informed of work progress and finished work is closely reviewed and spot-checked for accuracy, completion, and compliance with policies and procedures.
Technical Skills	Performs a moderate number of routine tasks. The course of action is determined by established procedure, the supervisor, or the employee. Tasks frequently have to be coordinated, integrated, and/or prioritized. Some computer applications may be difficult to accomplish and require resourcefulness and extra research by the employee. Decisions regarding unusual circumstances may be made by the employee within his or her area of expertise
Fiscal Responsibility	Position has no fiscal responsibility.
Reading	Intermediate – Ability to read papers, periodicals, journals, manuals, dictionaries, thesauruses, and encyclopedias. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.
Math	Intermediate – Ability to deal with system of real numbers; practical application of fractions, percentages, ratios/proportions, and measurement. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.
Writing	Intermediate – Ability to write reports, prepare business letters, expositions, and summaries with proper format, punctuation, spelling, and grammar, using all parts of speech. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.
Knowledge & Skills	General knowledge of appropriate Agency policies, procedures, and practices pertaining position requirements.
	Thorough knowledge of generally accepted business principles, practices, and techniques.
	Thorough knowledge of general office procedures, and practices, including Business English and math.
	Considerable skills in operating computer equipment, applicable software packages, and general office machines.
	Ability to manage multiple priorities and multiple demands to accomplish tasks in accordance with established requirements.
	Ability to communicate clearly, concisely, orally, and in writing.
	Ability to establish and maintain effective working relationships with co-workers and persons outside the Agency.
	Ability to deal effectively with situations that require tact and diplomacy, yet firmness.



-Description of Minimum Job Requirements-	
	Ability to deal effectively with sensitive and confidential information.
Certification & Other Requirements	Must possess a High School Diploma/GED, Prefer: Associates/bachelor's degree Must possess a valid driver's license and maintain a good driving record. Prefer 2 years of experience working as a state/ federal certified (I.E.-POST) law enforcement official/ correction officer At least 2 years as a licensed Armed Private Security Officer or Private Investigator. Must pass employment drug screening and criminal background check.



OVERALL PHYSICAL STRENGTH DEMANDS:

-Physical strength for this position is indicated below with "X" -					
Sedentary	Light	X	Medium	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	X	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C	F	O	R	N
Constantly <small>2/3 or more of the time.</small>	Frequently <small>From 1/3 to 2/3 of the time.</small>	Occasionally <small>Up to 1/3 of the time.</small>	Rarely <small>Less than 1 hour per week.</small>	Never <small>Never occurs.</small>

Note: This is intended as a description of the way the job is currently performed. It does not address the potential for accommodation.

-Physical Demand-	-Frequency-	-Brief Description-
Standing	F	observing work duties and properties, communicating with co-workers
Sitting	F	desk work
Walking	F	to other departments/offices/office equipment
Lifting	F	supplies
Carrying	O	supplies
Pushing/Pulling	O	equipment
Reaching	O	supplies and equipment
Handling	F	paperwork
Fine Dexterity	F	computer keyboard, calculator
Kneeling	O	filing in lower drawers, retrieving items from lower shelves/ground
Crouching	R	retrieving items from lower shelves/ground
Crawling	R	
Bending	R	filing in lower drawers, retrieving items from lower shelves/ground
Twisting	R	
Climbing	R	step stool
Balancing	R	
Vision	C	reading, computer screen
Hearing	C	communicating via telephone/radio, to co-workers/public, listening to equipment
Talking	C	communicating via telephone/radio, to co-workers/public
Foot Controls	C	
Other (specified if applicable)		



MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:

Computer hardware and software, printer, scanner, fax machine, telephone, calculator, Microsoft Office Suite

ENVIRONMENTAL FACTORS:

C Continuously	F Frequently	O Occasionally	R Rarely	N Never
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D Daily	W Several Times Per Week	M Several Times Per Month	S Seasonally	N Never
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-Health and Safety Factors-	
Mechanical Hazards	R
Chemical Hazards	R
Electrical Hazards	R
Fire Hazards	R
Explosives	R
Communicable Diseases	R
Physical Danger or Abuse	R
Other (see 1 below)	

-Environmental Factors-	
Respiratory Hazards	M
Extreme Temperatures	S
Noise and Vibration	M
Wetness/Humidity	N
Physical Hazards	M

(1) N/A

PROTECTIVE EQUIPMENT REQUIRED:

None

NON-PHYSICAL DEMANDS:

F Frequently From 1/3 to 2/3 of the time	O Occasionally Up to 1/3 of the time	R Rarely Less than 1 hour per week	N Never Never occurs
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-Description of Non-Physical Demands-	-Frequency-
Time Pressure	O
Emergency Situation	F
Frequent Change of Tasks	O
Irregular Work Schedule/Overtime	R
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	O
Noisy/Distracting Environment	O
Other (see 2 below)	

(2) N/A

KANSAS CITY, KANSAS HOUSING AUTHORITY



PRIMARY WORK LOCATION:

Office Environment	X	Vehicle	X
Warehouse		Outdoors	X
Shop		Other (see 3 below)	
Recreation/Neighborhood Center			

(3)N/A

SIGNATURE – REVIEW AND COMMENTS:

The Kansas City, Kansas Housing Authority is an Equal Opportunity Employer. This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed. The duties herein are representative of the essential functions of this job. This job description reflects management's assignment of functions; however, it does not prescribe or restrict tasks that may be assigned. Nothing in this document restricts management's right to assign or reassign duties and responsibilities at any time. The qualifications listed above are guidelines, other combinations of education and experience that could provide the necessary knowledge, skills, and abilities to perform the job may be considered at the discretion of the Executive Director.

Employment with the Kansas City, Kansas Housing Authority is on an "at-will" basis. Nothing in this document is intended to create an employment contract, implied or otherwise, and does not constitute a promise of continued employment.

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions

READ AND ACKNOWLEDGED

EMPLOYEE NAME: (printed)			
EMPLOYEE SIGNATURE		DATE	
AUTHORIZED AGENCY REPRESENTATIVE SIGNATURE		DATE	