

Position: Capitol Security Officer  
Department: Department of Public Safety  
Supervisor: Capitol Security Supervisor  
Supervises: No-One  
FLSA Status: Non-Exempt

**Position Summary:**

Under immediate supervision of the Capitol Security Supervisor, enforces tribal, state and federal law and regulation. Safeguards life and property of the Sac and Fox Nation against violators and violations of law, maintains efficient security and police services through mandatory training, knowledge of laws and adherence to supervision.

**Duties and Responsibilities:**

- Patrols buildings and tribal grounds, examining doors and windows to determine that they are secure, checking electrical office equipment, appliances and lights in offices, which were not turned off.
- Prevents and discourages criminal activity, warning violators of rule infractions and if necessary contact the Tribal Police Department, documenting by means of a report and logging the incident.
- Watches for and reports irregular activities, notifies supervisor and/or police or fire department by police radio or telephone for assistance or in case of emergency.
- Answers inquiries and gives directions to employees and the general public, allows authorized persons in or out of buildings and property, through proper procedures and coordination of all committees, employees and/or groups that have meetings within the grounds or facilities, this in writing.
- Prepares Capitol Security reports daily
- Transports daily mail to local post office and deposits to the local bank as security officers.
- Adheres to the Policy Manuals.
- Performs related work as required.

**Knowledge, Skills, and Abilities:**

- General knowledge of the methods and objectives of security work, knowledge to include tribal, state and federal laws.
- Knowledge of emergency procedures (EMS, CPR, First Aid, etc.)
- Effective in oral and written communications, executing both while in capacity of being a Capitol *Security* officer.
- Skilled in establishing and maintaining effective working relationships with others, in following written and oral instructions, and in evaluating and adopting effective courses of action.

**Education and Experience:**

- High School Diploma or GED
- Three (3) years experience as a security guard and/or one (1) year experience as a police officer, with completion of a security training program, police academy or reserve police academy training program; or any equivalent combination of education and experience.
- Must be at least 21 years of age
- Must reside in or near the tribal jurisdictional area
- Must pass a background investigation (has not been convicted of a felony, a crime or moral turpitude, or who has been dishonorably discharged from the Armed Forces of the United States)
- Must be in good to excellent general health; free from any mental or physical problems
- Height must be in proportion with weight
- Eyesight must be 20/20 or corrected to 20/20 (contact lenses and glasses are acceptable)
- Hearing must be normal in both ears (no hearing aid devices)

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Employee's Signature

Date

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Supervisor's Signature

Date