

**Spotlight 29 Casino  
Job Description**



**Job Title:** Public Safety Officer  
**Department:** Public Safety  
**Reports To:** Shift Sergeant  
**FLSA Status:** Non-Exempt  
**Prepared By:** Sharon Marshall  
**Prepared Date:** January 18, 2013  
**Approved/HR:** Sharon Marshall  
**Approved/GM:** Tom Sedlock  
**Approved Date:**

**SUMMARY:**

Protect Spotlight 29 Casino and other Tribal property against fire, theft, vandalism, and illegal entry by performing standby and security functions.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Upon request, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Provide outstanding customer service to guests and all other employees by exceeding our mission statement to be the premier entertainment experience in the Coachella Valley and the high desert.
- Provide general security services for the protection of tribal members, employees, guests and tribal property.
- Document suspicious persons and/or activities on prescribed departmental forms.
- Perform gaming related standbys, carries out chip transfers, and stands security posts.
- Inspect assigned areas for security and/or safety breaches and reports any potential situations to supervisor.
- Sound alarm or call police or fire department by telephone in case of fire or presence of unauthorized persons.
- Record data such as property damage, unusual occurrences, and malfunctioning of machinery or equipment, for use of supervisory staff.
- Regulate vehicle and pedestrian traffic at Casino to maintain orderly flow.

- Possess knowledge of Casino services and promotions and the location thereof.
- Ensure compliance with all Minimum Internal Control Standards (MICS) as well as all Tribal Internal Control Standards (TICS)
- Present a positive image of the Casino to its guests and vendors and to assist them as required.
- Must follow all safety policies and procedures and attend all scheduled safety meetings and training as a condition of employment.
- Perform any other duties that may be assigned from time to time.

**SUPERVISORY RESPONSIBILITIES:**

This job requires no supervisory responsibilities.

**EDUCATION AND EXPERIENCE (MUST BE DOCUMENTED):**

- Must possess a high school diploma or equivalent.
- Should possess 1-3 months related experience and/or training; or equivalent combination of education and experience.

**CERTIFICATION, LICENSES AND ANY ADDITIONAL REQUIREMENTS:**

- Must pass pre-employment and periodic random drug screens
- Must pass pre-employment physical
- Must be able to pass background suitability investigation
- Must obtain a Tribal Gaming License
- Must provide proof of eligibility to work in the United States within 72 hours of employment
- Must obtain and maintain CPR First Aid Certification
- Must possess and maintain obtain a current CA guard card
- Must possess a Baton permit
- Must possess a Pepper Spray permit

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Upon request, reasonable

accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand, walk and talk or hear. The employee is occasionally required to run. The employee must occasionally lift up to 75 pounds and move up to 150 pounds. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus.

### **WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

- While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts, motor vehicles, and extreme variations in temperature.
- The employee will be exposed to extreme variations in noise level in the work environment.
- The Casino is open 24 hours per day, seven (7) days a week; therefore, the employee must be flexible to work any and all shifts.
- The Casino is a gaming facility.
- The Casino is not a smoke-free environment.
- Be aware that surveillance cameras and audio equipment monitor the premises recording activity throughout the facility on a 24-hour, 7 – day per week basis

### **INDIAN PREFERENCE ACT:**

The Twenty Nine Palms Band of Mission Indians has a resolution on file with Human Resources to ensure that Indian Preference will be adhered to in the following order in accordance with IPA:

1. Tribal Members
2. Other Native Americans
3. All other ethnic groups

**I have read and understand all of the elements of the above Public Safety Officer Job Description.**

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**Signature**

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**Date**