

# CENTRAL AID AGENCY

POSITION APPLICATION				
POSITION NAME	POSITION DESIGNATION	OCCUPATIONAL SPECIALTY CODE	OPEN TO	
<b>Director / Deputy Director of United Security Operations &amp; ERF 1 Security Detachment Leader / Second-In-Command</b>	<b>USO-A12 (Director) USO-A11 (Deputy)</b>	<b>DUSO (Director) DDUSO (Deputy)</b>	<b>Rated Personnel</b>	
DETAILS				
HAZARDOUS ROLE STATUS	POSITION COMMAND	POSITION LOCATION	SERVICE POINTS REQUIRED	
<b>Yes</b>	<b>United Security Operations</b>	<b>Sector 2 Junction City, OR</b>	<b>100</b> <small>(Or equivalent experience)</small>	
TYPE OF POSTING	OPEN DATE RANGE	RATING LEVEL	POSITION RANK	RANK SYSTEM DESIGNATOR
<b>Internal and External</b>	<b>Open Until Closed</b>	<b>BO-1 Board Officer</b>	<b>C1 Captain and above</b>	<b>100</b>
POSITION DESCRIPTION				
<ul style="list-style-type: none"> <li>The Director and Deputy Director of United Security Operations serve as the most senior leadership of USO and are responsible for representing the Command on the C.A.A. Board of Directors. They are also responsible for the strategic direction and development of USO as an organization within the Central Aid Agency, and for overseeing the standards of conduct and training for USO personnel. The Director is assisted by the Deputy Director, who can take over in emergency situations. These roles are also currently responsible for filling the unit Leader and Second-In-Command positions of Emergency Response Force 1, Detachment D (Security), and overseeing the operations of elements and personnel assigned to that unit.</li> </ul>				
TYPE OF ASSIGNMENT				
<ul style="list-style-type: none"> <li>This is a <b>Primary Duty Assignment</b>. Personnel assigned to this position carry out the related duties as their main role within the Central Aid Agency.</li> <li>This position may be armed or unarmed.</li> <li><b>Please select the position you are applying for (Choose all that apply):</b></li> </ul> <p><input type="checkbox"/> Director of United Security Operations</p> <p><input type="checkbox"/> Deputy Director of United Security Operations</p> <ul style="list-style-type: none"> <li><b>PLEASE NOTE: Because this role is critical to the function of the organization, personnel are required to prioritize it over any other volunteer commitments, especially when the unit is activated.</b></li> </ul>				

## DESCRIPTION OF DUTIES

- Manage and oversee United Security Operations from a senior management level
- Develop and implement strategic planning to grow operations and create partnerships
- Carry out the duties of a senior USO Commanding Officer
- Manage personnel
- Oversee finances
- Manage administrative duties
- Develop operational policies and directives
- Attend and participate in C.A.A. Board Meetings.

---Currently, these roles are paired with the Emergency Response Force 1, Security Detachment (Det. D) leadership roles; the Director of USO will also serve in the tactical role of ERF 1 Security Detachment Leader, and the Deputy Director of USO will also serve in the tactical role of ERF 1 Security Detachment Second-In-Command. The following responsibilities have been added with respect to this requirement, and these roles will be cross trained in emergency / disaster response---

- Carry out the duties and responsibilities of a supervisory Security Agent.
- Oversee and manage the operations of the Security Detachment and assigned Agents.
- Manage certifications and standards for the unit.
- Develop and oversee training for the unit.
- Be the primary point of contact for the unit.
- Represent the unit and be responsible for its operation and wellbeing.
- Oversee the conduct and assignment of unit personnel.
- Oversee tasks and duty assignments for unit personnel.
- Attend training and USO related activities and events.
- Respond to emergency situations.
- Help educate the public about security, disaster response, and preparedness.
- Participate in regular training and disaster response related activities.
- Other related duties as assigned.

## MEMBERSHIP REQUIREMENT

- United Security Operations (USO) personnel are required to be members of the Central Aid Agency in a Rated capacity.

**FAITH REQUIREMENT**

**Devoted Follower of Jesus**

Devoted Follower of Jesus means someone that has accepted Jesus Christ as their Lord and Savior into their life, is engaged in an active relationship with Him, and must demonstrate on a regular basis at least four or more of the below:

- Seeks to honor God in their words and actions.
- Makes decisions prayerfully with wisdom and critical thinking based on objective and verifiable facts, rather than emotion or baseless ideology.
- Seeks to live according to Christ's teachings as best they can.
- Acts with wisdom, humbleness, and uses introspection in consultation with God to guide self-improvement.
- Is knowledgeable about matters of faith and the Bible.
- Does not blatantly engage in activities, behavior, or lifestyle that is sinful.
- Values faith, goodness, truth, honesty, and honor.

**HOURS / ACTIVENESS REQUIREMENTS**

- Personnel must maintain the minimum activeness standards required by their level of Rating.

**PAYSCALE**

- This is a volunteer position; however, there is opportunity to build it into a paid position for enterprising individuals.

**BENEFITS**

- No benefits are currently offered for this position

## HYGIENE AND APPEARANCE REQUIREMENTS

### Type 2 (When in full uniform)

- Male hair may not be longer than 2 inches from the scalp when in full uniform, must be worn in an authorized professional style, and well groomed.
- Facial hair is restricted to a mustache that can extend no further than the corners of the mouth. Sideburns may not extend below the bottom of the ear opening and must have a straight front and bottom edge so that they are rectangular in appearance. The rest of the face must be clean shaven when in full uniform.
- Exemptions to this rule may be authorized on a limited basis for specific purposes or field environments, citing necessary medical, security, or operational reasons.
- Female hair may be of any length, but may have to be worn up in a military bun, or other authorized hair style, in some instances for safety reasons if it is longer than shoulder length.
- Hair color must be a natural looking if colored; off color highlights are not permitted without specific authorization. Corn rows and partially shaved hairstyles must be uniform in appearance and professional looking; and must not interfere with proper equipment fit. Dreadlocks, matted, or unkempt hair is not permitted without specific authorization. Hair must be clean and well maintained.
- Tattoos are not restricted below the neckline or above the wrists, but placement on the hands, neck, or face is not permitted. Pre-existing tattoos in these locations require special authorization. One band tattoo is authorized on the ring finger of the left or right hand between the knuckle and first joint, as long as it is ½ inch or less wide. Visible tattoos may be required to be covered while in full uniform.
- Piercings are not permitted if they are impractical or leave obvious marks when not worn. Piercings that cannot be removed, gouges, gauges, or bodily disfigurement is not permitted. Only small stud type ear piercings with dull backings should be worn on duty for safety reasons. All piercings may be required to be removed for safety or security reasons while on duty.
- Personnel must keep good personal hygiene.

### UNIFORM

- USO personnel typically wear full uniforms (Class C or greater)

### EQUIPMENT

- Equipment personally purchased by USO personnel is their property and they may keep it upon leaving the program.
- All other equipment is issued to USO personnel and must be returned upon leaving the program.

DESCRIPTION OF SELECTION PROCESS

- Application Submission
- Interview (Conducted by panel of Board Members)
- Accepted to the position
- Confirmation and deduction of points, and promotion
- Orientation
- Assuming of duties / required training / equipment outfitting.
- Personnel will be on probation for up to one (1) year after initial assignment.

ELIGIBILITY

- **Preference will be given to personnel who are Rapid Response Team members.**

EDUCATION/WORK EXPERIENCE:

- Must have at least 100 Service Points, or equivalent experience
- Must have at least 3 years of consecutive experience, at least 2 of which must be in a management role; in either Law Enforcement or Security (Security experience must be from a hands-on setting where officers had enforcement authority and/or were armed)
- Some limited alternative experience accepted.
- Must not be currently involved in any disciplinary or remedial processes.
- Must have, or be actively working toward, a 4 year Bachelor degree or higher. (Criminal Justice is preferred, but any degree is acceptable)
- Or-
- Must have, or be actively working toward, a 2 year Associate degree. (Criminal Justice is preferred, but any degree is acceptable.
- At least 5 consecutive years of work experience in Law Enforcement or Security; with at least 3 being in a management position. (Security experience must be from a hands-on setting where officers had enforcement authority and/or were armed.)
- Some alternative experience accepted.
- Or-
- Equivalent work experience: 7 years of consecutive experience in Law Enforcement or Security; with at least 5 being in a management position. (Security experience must be from a hands-on setting where officers had enforcement authority and/or were armed.)
- Some alternative experience accepted.
- **Please submit a complete resume with all related experience and certifications along with this application.**

CERTIFICATIONS:

- Must get DPSST Certified as a DPSST Supervisory or Executive Manager before assuming duties (If not already certified).
- Must Complete ICS 100, 200, 700, and 800 within one month of assuming duties (if not already certified); and ICS 300, and 400 as soon as reasonably possible.
- Must have or get a valid armed or unarmed DPSST provider certification.
- Please list current DPSST provider level (select all that apply):

- Unarmed Provider Only
- Armed / Unarmed Provider
- Supervisory Manager
- Executive Manager
- None – Will need to be trained

#### ABILITY/BACKGROUND:

- Must be self-organized, a self-starter, self-disciplined, and self-motivated.
- Must be visionary and able to think strategically.
- Must be detail-oriented.
- Must be able to innovate.
- Must be passionate and knowledgeable about security and serving others.
- Must understand the Central Aid Agency organization, mission, and culture.
- Must be comfortable supervising and taking responsibility for others.
- Must be able to lead effectively.
- Must be able to manage finances.
- Must be able to manage personnel of differing skillsets and qualifications.
- Must be responsible and responsive to communications.
- Must be able to prioritize and manage projects and assignments.
- Must be comfortable in confrontational situations.
- Must treat others with kindness and compassion.
- Must be able to de-escalate situations whenever possible.
- Must only use force as a last resource, and only when necessary.
- Must be willing and able to take enforcement action when necessary.
- Must be comfortable facing and overcoming difficult physical challenges.
- Must be comfortable wearing a full uniform.
- Must be comfortable operating during stressful situations.
- Must be willing to meet the scheduling and training requirements.
- Must be comfortable around blood, first aid and/or medical emergencies.
- Must understand that deployments can happen at any time, with little notice.
- Must be comfortable operating outside usual comfort zones.
- Must be comfortable operating as part of a team within a highly organized unit.

**PLEASE PROVIDE OR ATTACH A DETAILED EXPLANATION ABOUT WHY YOU ARE INTERESTED IN / THINK YOU WOULD BE A GOOD FIT FOR THE POSITION**



APPLICATION	
LAST NAME	FIRST NAME
DATE OF BIRTH	LEGAL GENDER
	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Other
CONTACT PHONE	CONTACT EMAIL
SIGNATURE	DATE
<b>BELOW FOR C.A.A. PERSONNEL APPLICANTS ONLY</b>	
CURRENT COMMAND OR BRANCH	CURRENT UNIT
CURRENT COMMANDING OFFICER	YOUR C.A.A. ID NUMBER
<b>BELOW FOR AUTHORIZING OFFICER ONLY</b>	
APPLICATION APPROVED	DATE
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Hold	
SIGNATURE	ID NUMBER

# ASSIGNMENT ORDERS

(FILLED OUT BY FILING OFFICER)

<input type="checkbox"/> New Assignment	<input type="checkbox"/> Transfer	<input type="checkbox"/> Re-Assignment	<input type="checkbox"/> Attachment	<input type="checkbox"/> Change Duty Status
<b>Name (Last, First)</b>		<b>Number</b>		
<b>PREVIOUS ASSIGNMENT</b>				<input type="checkbox"/> Check if none
<b>COMMAND</b>				
<b>UNIT</b>				
<b>NEW ASSIGNMENT</b>				<input type="checkbox"/> Check if same as above
<b>COMMAND</b>				
<b>UNIT</b>				<input type="checkbox"/> Check if same as above
<b>DATE END PREVIOUS</b>		<b>DATE START NEW</b>		
<input type="checkbox"/> Check if all below remaining unchanged				
<b>PREVIOUS SECURITY CLEARANCE</b>		<b>NEW SECURITY CLEARANCE</b>		
<b>PREVIOUS RANK</b>	<b>RSD#</b>	<b>NEW RANK</b>	<b>RSD#</b>	
<b>PREVIOUS DUTY STATUS</b>		<b>NEW DUTY STATUS</b>		
<b>COMMENTS</b>				
<b>AUTHORIZING OFFICER</b>			<b>DATE</b>	
<b>NUMBER</b>				