

Appendix 6—A

Sample Job Description—Security Officer

JOB TITLE: Security Officer

DEPARTMENT: Security services

CLASSIFICATION:

JOB SUMMARY

Performs general security work in the protection of persons and property and the enforcement of all applicable policies, rules, and regulations of _____ and applicable federal, state, and local laws to prevent losses due to accidents and incidents.

JOB RELATIONSHIPS

- Responsible to: Director of security services
- Assignments received from: Shift coordinator or security officer II
- Nature of supervision received: General supervision from the assistant security director. Immediate supervision from the shift coordinator. With the exception of hiring and termination, which must come from the director. Director is responsible for hiring and promoting the security officer.
- Positions supervised and nature of supervision given: None
- Interaction with: All other departments, both medical and nonmedical, within the hospital, as well as patients, visitors, and occasionally other persons outside the hospital

MAJOR JOB FUNCTIONS

The following list summarizes the major functions of this individual's job. He or she may perform other duties, both major and minor, that are not mentioned below. Specific functions may change from time to time.

- Provides for the safety and security of all persons (patients, visitors, and staff) and for property of the facility.
- Enforces all federal, state, and local laws as well as all hospital policies and procedures.
- Maintains professional competency by staying up-to-date on the changing trends of security procedures and practices.
- Understands and demonstrates the proper guidelines for the use of force.
- Complies with organization and department policies and procedures.

JOB QUALIFICATIONS

The following qualifications are the minimum requirements necessary to perform this job adequately. However, any equivalent combination of experience, education, and training that provides the necessary knowledge, skills, and abilities would be acceptable, subject to any legal or regulatory requirements. Must be certified in cardiopulmonary resuscitation (CPR) to be released from probation.

Education:	One year of college training from an accredited college in law enforcement, security, or a related field or completion of basic law enforcement training and six months of college training. Successful completion of the following or will complete within six months: • International Association for Healthcare Security and Safety basic certification • International Association for Healthcare Security and Safety basic safety certification program • Professional Security Television Network basic certification program, and the hospital's basic security training program
Work experience:	Six months' prior experience as a noncontract security officer or law enforcement officer, one year preferred.
Knowledge, skills, and abilities:	Some knowledge of security and law enforcement practices. Ability to produce a concise, accurate, well-written report. Ability to solve problems on an independent basis. Possession of a valid driver's license. Ability to work independently or as part of a team.
Special conditions:	Be able to work outside in all types of weather. Be able to stand and walk for long periods of time. Cognizant that the possibility of physical confrontation increases the likelihood of injury. May be required to do light to heavy lifting. Requires walking up and down stairs during routine patrols. May require running up and down stairs and climbing ladders in emergency situations. Requires stooping, kneeling, crouching, twisting, bending, and reaching overhead. Must possess manual dexterity. Must be able to listen and hear machinery sound changes, whistles, cries for help, screams, alarms, and traffic

noises. Must be able to distinguish basic colors and have excellent depth perception and side vision. Free of night blindness. May be required to rotate and work long, irregular shifts. May be exposed to infectious diseases and hazardous materials.