



Job Code: 2418

Grade: 16

HCWR: N

Job Title

Hospital Security Officer III

Department

Security

Job Summary

The Hospital Security Officer III (Lieutenant) serves as Watch Commander in the Field Services Division. Responsible for watch operations and the supervision, direction and coordination of Public Safety Officers I & II. Promotes and maintains security and protection programs for Cook County Health Hospital (CCH) grounds and the entire campus.

Typical Duties

- Schedules personnel to provide adequate staffing on respective watches, including relief supervisors.
- Prepares written requests through the chain of command for on-the-job training programs for line personnel in all aspects of hospital security, law enforcement and fire extinguishment. This includes responses to medical emergencies with the appropriate equipment and vehicle(s). Requests will be driven by State mandated training needs as well as identified needs by a member's supervisors, Hospital and Department policies in compliance with existing guidelines, or other communications.
- Responsible for ensuring the safety, security, and issuance of all weapons and radios with batteries, weapons and radios at the start of the watch and signs in equipment returned by officers going off duty.
- Assists Department Head in establishing and setting goals for employee performance.
- Completes paperwork for site surveys, government agencies, and daily operations' documentation.
- Conducts final review of all written communications, reports and other documents for accuracy and completeness, before signing acknowledging approval, when the watch commander's signature is required.
- Contacts and observes each subordinate working on the watch daily. Documents the contact or observation on the Supervisor's Management Log in accordance with existing department policy.
- Contributes to team effort, by ensuring all reports, functions and other responsibilities on the watch are conducted, and they are performed in a timely manner.
- Responsible for the day-to-day operation of their assigned watch.
- When functioning as a relief watch commander, provide the designated watch commander with an update on the actions during their absence.
- Incidental or regular contact with visitors, vendors, staff and tenants occupying space at Cook County Health.

Minimum Qualifications

- Completion of Basic Supervisory Training course, and when available attend a certified training facility.
- Must possess a current valid Illinois Driver's License, Firearms Owner Identification card and Certification in Basic Training Course for Cardiac Pulmonary Resuscitation (CPR)



Minimum Qualifications

- Good physical condition required to withstand extensive walking, standing, occasional physical exertion, and exposure to frequent stressful situations. May be required to work weekends and holidays, other shifts as assigned by the Chief of Police, will also be cross trained with other supervisors in the Field Services Division.

Preferred Qualifications

- NA

Knowledge, Skills, Abilities and Other Characteristics

- Knowledge of police and fire management techniques, Illinois Criminal Code and Procedures, County Ordinances.
- Knowledge of all Hospital and Department policies and procedures and Labor agreements between the County and OFH for Public Safety Department, Field Services Division personnel.
- Experience and knowledge of police and fire management techniques, Illinois Criminal Code and Procedures, County Ordinances, laws regarding fire safety in health care facilities and a working knowledge of firefighting techniques.
- Ability to supervise and coordinate activities of subordinates, as well as the ability to make sound judgments relating to police and fire emergencies and general hospital security situations that may arise during his or her tour of duty.

Physical and Environmental Demands

This position is functioning within a healthcare environment. The incumbent is responsible for adherence to all hospital and department specific safety requirements. This includes but is not limited to the following policies and procedures: complying with Personal Protective Equipment requirements, hand washing and sanitizing practices, complying with department specific engineering and work practice controls and any other work area safety precautions as specified by hospital wide policy and departmental procedures.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of the personnel so classified.

For purposes of the American with Disabilities Act, “Typical Duties” are essential job functions.