



Job Code: 2455
Grade: 16
HCWR: N

Job Title
Hospital Police Officer II CCH

Department
Security

Job Summary

Under immediate supervision of the Watch Commander, Security Officer III (Lieutenant) or the Acting Watch Commander, promotes and maintains the protection and safety of patients, visitors, staff, equipment and facilities of the Hospital. Supervises and directs subordinate personnel and assists in implementing the security policies and procedures of the Hospital.

Typical Duties

- Maintains proper protection of persons and property in and around the Hospital complex; prepares and submits case reports.
- Supervises, directs and coordinates the activities of subordinate personnel, conducts roll call, inspects Officers for proper appearance, ensures that all assignment are filled. Observes the posts to assure they are covered and guarded properly. Responds to crime investigations, complaints, and emergencies. May participate in fire drills, respond to fire calls and direct line personnel in fire extinguishments activities.
- Collects, reviews and examines reports submitted by personnel under his/her supervision to determine accuracy and adequacy.
- Attends departmental staff meetings, seminars, in-service training and other related activities.
- May provide escort service of persons and property when needed.

Minimum Qualifications

- High School Diploma or GED Certificate
- Must be a Certified Police Officer
- One year (1) experience as a Hospital Police Officer I
- Valid Driver's License

Preferred Qualifications

- NA

Knowledge, Skills, Abilities and Other Characteristics

- Knowledge of Federal and State Statutes, City Ordinances, security law enforcement, firefighting policies and procedures.
- Ability to supervise and coordinate activities of security personnel.



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.