



**Job Code:** 8192  
**Grade:** 24  
**HCWR:** N

**Job Title**  
Superintendent of Police and Security

**Department**  
Administration

This position is exempt from Career Service under the CCH Personnel Rules.

**Job Summary**

The Superintendent of Police and Security develops the overall security strategy, policies, and standards for Cook County Health (CCH) to ensure the physical safety of all visitors, employees, or patients to CCH facilities. The Superintendent is responsible for securing CCH facilities, high value and high impact systems, and property. The Superintendent will be responsible for the planning and training of police, security, and staff to prepare for crisis response, disaster recovery, evacuation, workplace violence, and other emergencies. Routinely assesses systems and security measures to ensure effectiveness, operability, and design. Leads and directs major investigations and critical event responses in coordination with CCH Leadership and law enforcement agencies.

**General Administrative Responsibilities**

*Collective Bargaining*

- Review applicable Collective Bargaining Agreements and consult with Labor Relations to generate management proposals
- Participate in collective bargaining negotiations, caucus discussions and working meetings

*Discipline*

- Document, recommend and effectuate discipline at all levels
- Work closely with labor relations and/or labor counsel to effectuate and enforce applicable Collective Bargaining Agreements
- Initiate, authorize and complete disciplinary action pursuant to CCH system rules, policies, procedures and provision of applicable collective bargaining agreements

*Supervision*

- Direct and effectuate CCH management policies and practices
- Access and proficiently navigate CCH records system to obtain and review information necessary to execute provisions of applicable collective bargaining agreements



### **General Administrative Responsibilities**

#### *Management*

- Contribute to the management of CCH staff and CCH' systemic development and success
- Discuss and develop CCH system policies and procedures
- Consistently use independent judgment to identify operational staffing issues and needs and perform the following functions as necessary; hire, transfer, suspend, layoff, recall, promote, discharge, assign, direct or discipline employees pursuant to applicable Collective Bargaining Agreements
- Work with Labor Relations to discern past practice when necessary

### **Typical Duties**

- Directs and manages the overall police, security, and public safety functions at CCH.
- Ensures the establishment of policies and procedures to guide safety and security efforts in protecting and assisting staff, visitors, and patients as they go about their activities throughout CCH in compliance with police and security guidelines and standards of governing bodies and accreditation authorities.
- Works with Leadership to develop and coordinate a consistent security approach across the system while optimizing CCH's resources.
- Collaborates with senior leadership and the operations team to plan, organize, and direct a comprehensive public safety and security operation ensuring public safety objectives are met in accordance with CCH goals.
- Designs and implements training programs on security measures to ensure staff are informed and can readily respond to handle a potential security event.
- Builds relationships and coordinates with City of Chicago, Cook County, municipal and federal law enforcement officers where activities of public peace and safety are involved.
- Engages with community services and resources, including local Police Departments, behavioral health services, and nearby healthcare providers.
- Assesses, plans, and implements a list of community priorities.
- Enforces a safe environment and healthy work conditions for staff, patients, and visitors.
- Provides direction to facility police and security leadership to ensure all staff act in accordance with professional standards and protocols of safety with respect to incident prevention, investigations, parking enforcement, emergency response actions, and all related standards of public and patient safety.
- Ensures all incidents and arrest activities are thoroughly and appropriately investigated, documented, and communicated to appropriate stake holders in a timely manner.
- Works in cooperation with Director of Life Safety to prepare CCH for emergency response in conjunction with facility level leadership.
- Attends and participates in safety meetings and participates on committees as appropriate.
- Performs other duties as assigned.

### **Reporting Relationship**

Reports to Chief Administrative Officer, Operations and Development



**Minimum Qualifications**

- Bachelor's degree from an accredited college or university
- Seven (7) years of experience in law enforcement or healthcare security
- Five (5) years of experience developing, launching, and leading police and/or security programs
- Experience developing and maintaining policies and procedures to meet standards of law enforcement and security accreditation
- Familiarity with Hospital Incident Command Systems (HICS)
- Budget management experience
- Successful completion of National Incident Management System (NIMS) training program

**Preferred Qualifications**

- Bachelor's degree in Criminal Justice from an accredited college or university
- Professional certification through IAHS or ASIS

**Knowledge, Skills, Abilities and Other Characteristics**

- Knowledge of security operations, applicable laws, and familiarity with Occupational Safety and Health Administration (OSHA) regulations
- Excellent written and verbal communication skills necessary to communicate clearly to work with all levels of staff composed of diverse cultures and age groups
- Ability to multi-task and meet deadlines in a fast paced and stressful environment
- Ability to maintain a professional demeanor and composure when challenged
- Ability to function autonomously and as a team member in a multidisciplinary team
- Ability to train by presenting concepts and demonstrating tasks
- Ability to lead a team of police, safety, and security officers to safely implement all policies and procedures with dignity and respect
- Effective communication skills for interactions with staff, patients, visitors, the public, and outside agencies

**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.**