

 <p><b>STATE OF INDIANA</b> CLASSIFICATION SPECIFICATION</p>	<b>Class Title:</b> Security Officer 4		<b>Class Code:</b> 005AB4
	<b>FLSA Status:</b> Non-Exempt	<b>Salary Schedule:</b> POLE 4	<b>Effective Date:</b> 10-25-13
	<b>Summary:</b> This position is responsible for ensuring security and safety of patients, clients, student's staff, and/or visitors on the grounds of a state facility.		

**Duties:**

- Patrols the facility building and grounds in order to provide a visible deterrence to crime and to identify potential security and safety issues (e.g., monitors security of sensitive areas);
- Communicates security, safety and building maintenance issues to appropriate management staff in a timely manner;
- Responds to reports of and/or identifies potentially illegal activity and takes necessary action (e.g., resolves situation if appropriate or calls proper authorities or personnel as required);
- Enforces policies and procedures related to the security of the facility property and the safety of patients, clients, students, staff and visitors;
- Provides oral and written reports of identified issues and investigations (e.g., unsecured sensitive area doors, unusual activities on grounds);
- Establishes and maintains the security of the facility in the event of a disaster or major disruption of facility services. Takes a lead role in disaster response in the absence of the Supervisor;
- Maintains a presence at entrances to the facility in order to monitor access to and from the facility building;
- Conducts investigations in response to reports of missing or damaged personal property, damage to building or grounds and unauthorized persons or activities in facility buildings or grounds;
- Conducts Fire Drills as required by facility policy;
- Provides assistance in dealing with aggressive or combative patients, visitors, the public and/or staff;
- Transports patients (including those that are high risk or criminally involved) and/or staff off grounds as required (e.g., to doctors' appointments, court hearings or hospital transfers);
- Controls parking and/or traffic flow on hospital grounds;
- Assists nursing and other management staff with searches on the premises (e.g., search of a patient's locker for unauthorized items);
- Assists external law enforcement or emergency response agencies as needed;
- Makes daily runs to the bank (e.g., to make deposits or withdrawals) and post office;
- Utilizes computers, radios, phones and other communications or electronic devices in the completion of job duties;
- Keeps abreast of facility policies and procedures especially as they relate to security and safety, as well as accepted industry practices (e.g., "chain of custody" for potential evidence);
- Performs related duties as required.

**Job Requirements:**

- Ability to maintain a valid driver's license;
- Require all security officers to report for work in a corporate-style uniform approved by the facility;
- Security officers shall not be permitted to be armed with or use firearms within the scope of their work;
- Knowledge of hospital property lines, buildings and grounds;
- Specialized knowledge of proper crisis prevention and CPR methods and techniques;
- Specialized knowledge of security and safety policies, practices and procedures, as well as the hospital's security plan;
- Working knowledge of hospital policies and procedures;
- Working knowledge of computer software and electronic communication devices;
- Working knowledge of the fire alarm system checks and resets as necessary;
- Working knowledge of basic investigative methods;
- Working knowledge of hospital security systems;

- Working knowledge of current trends in the security industry (e.g., changes in constitution law regarding searches);
- Ability to effectively communicate both orally and in writing;
- Ability to recognize and respond to potential security and safety issues and/or unlawful activity in an appropriate manner and to notify management staff as necessary;
- Ability to effectively prioritize job assignments and apply time management techniques;
- Ability to follow oral or written instructions and utilize appropriate guidelines.

**Difficulty of Work:**

Performs a variety of security functions, most of which are routine in nature. Some situations require a quick analysis and response to a situation. Requires the ability to make practical application of local, agency and state policies and procedures in the completion of assigned duties.

**Responsibility:**

Incumbent functions with a significant degree of independence when patrolling the facility. The incumbent must be able to make critical decisions promptly in potentially volatile or emergency situations if there is not an opportunity to first consult with supervisor or management staff. These situations would be rare and limited to incidents that occur while patrolling the grounds. Otherwise, the supervisor is available to provide technical supervision as needed or requested. Incident reports, door check logs and other activities are reviewed on a routine basis.

**Personal Work Relationships:**

Frequently interacts with the public, visitors, patients, staff and representatives of other companies/governmental entities (e.g., bank, post office, tow companies, contractors). Contacts are for the purpose of exchanging information, conducting state business and providing guidance or assistance. Occasionally, may escort unauthorized or disruptive persons from the facility and/or grounds. Also interacts with law enforcement and emergency response agencies as needed to provide needed information and render assistance.

**Physical Effort:**

Requires walking, standing or sitting in a restrictive position (patrol vehicle) for extended periods of time. Assists in dealing with aggressive or combative patients, visitors, the public (e.g., may be the first responder to the scene of a domestic dispute on the hospital grounds) and or staff. Requires above average visual and hearing acuity and perceptive skills.

**Working Conditions:**

Positions are frequently required to be outdoors or in patient, students or clients areas, in a vehicle while patrolling grounds or transporting patients and clients or students, or monitoring the employee/visitor entrances to the building. Spend minimal time in an office setting. May be exposed to hazardous materials or body fluids