

 <p>STATE OF INDIANA CLASSIFICATION SPECIFICATION</p>	Class Title: Security and Safety Officer		Class Code: 005AC1
	FLSA Status: Exempt	Salary Schedule: POLE 1	Effective Date: 10-25-13
	Summary: Incumbent performs a variety of duties to assure security and fire protection are provided for patients, staff and visitors at the facility. Provides guidance and consultation to facility management.		

Duties:

- Develops and implements procedures for the security of buildings and grounds to meet the needs of the State Operated Facility;
- Gives advice on the implementation of rules and regulations pertaining to parking and traffic, including markings and signage;
- Develops short and long-range training programs for security staff;
- Reports status of security and safety to facility management;
- Develops and continually reviews the standard operation of the security and safety program;
- Supervises subordinate security officers;
- Develops professional standards for subordinate staff;
- Reviews all policies and procedures and provides updates to those policies that specifically refer to safety and security;
- Provides orientation to all new members of the security staff and assists in providing training for them in minor plumbing, electrical and other system repairs for temporary safety measures;
- Provides continued education to the entire staff in regards to their role in the security and safety program;
- Works with local, state, county, federal and other law enforcement personnel to assure a good working relationship between the State Operated Facilities and these organizations;
- Works with other law enforcement agencies to recover runaway residents and to assure security of the grounds against vandalism and crime;
- Performs related duties as required.

Job Requirements:

- Have extensive knowledge of and ability to apply new developments in security and safety fields and ability to adapt work procedures accordingly;
- Specialized knowledge of law enforcement and security principles that relate to the Homeland Security Law and all safety regulations including Infection Control, Accreditation agencies, OSHA, FEMA and any and all agencies of the state, federal and local agencies as pertains to Safety and Security of employees, patients and visitors on grounds;
- Ability to develop effective working relationships with staff and other departments;
- Must possess a valid Indiana driver's license;
- Ability to coordinate and supervise the work of others;
- Ability to protect self using physical skills of self defense as taught by hospital personnel.

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:

Responsible for the supervision of security officers within the department. Work involves considerable judgment in the integration of knowledge from a variety of sources into program standards and relationships of these standards to the needs of the agency. The work assignments are broad in scope requiring the ability to organize and plan effectively. This requires an analysis of the hospitals requirements, including the interrelationships of functions and needs, size, location and community acceptance. Incumbent is responsible for quality security procedures and to ensure that the agency is

professionally staffed. Incumbent works under guidelines, as well as state and federal laws and regulations. Unusual problems encountered may be discussed with Supervisor.

Personal Work Relationships:

Contacts are maintained with facility staff, law enforcement agencies and the public to solve problems which often involves the community and gains cooperation of all involved.

Physical Effort:

Incumbent generally works in an office environment. There may be some exposures to extremes of temperatures but not for long periods of time. May be required to use force to quiet or apprehend intruders or law violators. Other demands will require walking or standing for long periods of time.