

PART I	HAWAII HEALTH SYSTEMS CORPORATION	8.770
	STATE OF HAWAII	8.771
		8.772

Class Specification
for the Classes

HOSPITAL SECURITY OFFICER I, II, III
SR-14; SR-16 SR-18
BU:03; BU:04

HOSPITAL SECURITY OFFICER I 8.770

Duties Summary:

Patrols the hospital buildings and grounds and other assigned areas to enforce laws, rules and regulations for the protection and security of personnel and property and to maintain a safe environment; conducts investigation of violations, may apprehend violators, issues citations, makes citizen arrests and reports unusual or irregular conditions; and performs other related duties as assigned.

Distinguishing Characteristics:

This class is distinguished by its responsibility for patrolling the hospital buildings and grounds including offsite facilities, to enforce pertinent laws, rules and regulations for the protection and security of personnel and property, and to maintain a safe environment for patients, staff, and others in the assigned area. Positions in this class do not exercise police powers. However, positions are trained in relevant areas such as patrol techniques; crisis intervention; infant abduction; restraint of patients and other; search and seizure; hazmat team responder; fire response team; activation of the foam fire suppression system in the event of a helicopter crash; interviewing techniques; laws of arrest; etc., and positions exercise such knowledge and training when investigating violations and/or unusual incidents, apprehending violator (s), issuing citations, making citizen's arrests, and responding to emergency calls. The work also involves directing and controlling vehicular traffic for disasters; lockdowns; large hospital events; deliveries; etc. and may represent the hospital whenever they appear in court to testify.

Positions in this class are uniformed and receive supervision from a higher level position in this series.

Examples of Duties:

Patrols the hospital buildings and grounds and other assigned areas including offsite facilities, to enforce pertinent laws, rules and regulations for the protection and security of

personnel and property ; reports fire hazards, trespassers or other irregularities; prevents acts of theft or vandalism; investigates suspicious persons or unusual incidents; maintains law and order on premises patrolled; checks the security of buildings, materials and equipment; responds to complaints and takes appropriate action; prevents the entry of unauthorized persons to restricted areas; takes into custody persons who violate laws, rules and regulations and detains them for military or civil police authorities and/or effectuates a citizen's arrest if necessary; directs traffic within and near parking zones in the assigned patrol area and enforces traffic rules and regulations; issues citations for violations of traffic rules and regulations; recommends changes in traffic rules and regulations when necessary; summons the fire, Police Department, etc., when requested or as required and escorts emergency units to the scene; prepares activity and investigation reports; acts as representative of the hospital when appearing in a court of law to testify; checks and secures unlocked or broken doors and windows; answers inquiries from patients, visitors, and others regarding hospital policies and procedures, and provides directions and other general information regarding the hospital; in case of a reported bomb threat or other emergency situation, evacuates and searches buildings or other areas in the hospital as appropriate; may provide escort services for staff, patients, and others; and renders Cardio Pulmonary Resuscitation (CPR) as required.

Knowledges and Abilities Required:

Knowledge of: Law enforcement methods, techniques and procedures pertaining to the protection and security of personnel and property; methods of maintaining law and order within premises patrolled; techniques and procedures involved in a security operation; and oral and written communication.

Ability to: Learn, during the initial orientation period, hospital rules and regulations pertaining to security; law enforcement techniques pertaining to the protection and security of personnel and property; understand and carry out oral and written instructions; write clear and concise reports of investigations and incidents; explain to others and apply laws, rules and regulations concerning the protection and security of personnel and property; establish rapport with others; exercise courtesy and firmness in enforcing laws and regulations; learn and give first aid and CPR; and operate a motor vehicle.

HOSPITAL SECURITY OFFICER II

8.771

Duties Summary:

Oversees the work of a group of hospital security officers; patrols the hospital buildings and grounds and other assigned areas including offsite facilities to enforces laws, rules and regulations for the protection and security of personnel and property and to maintain

a safe environment; conducts investigations of violations, prepares reports and takes appropriate action; and performs other related duties as assigned.

Distinguishing Characteristics:

This class is distinguished by its responsibility for performing the work of a hospital security officer and also having regular and continuous responsibility for supervising the work of a group of lower level hospital security officers on an assigned watch. The supervisory work involves assigning work tasks, providing instructions and continuing guidance and support, receiving and reviewing reports, conducting investigations of suspicious or unusual incidents and taking appropriate action, and preparing and submitting operational reports.

Positions in this class are uniformed.

Examples of Duties:

Supervises a group of hospital security officers on an assigned watch; prepares schedules and assigns work tasks; conducts inspection of watch personnel for uniforms and equipment cleanliness and completeness; provides instruction to new personnel in duties to be performed; relays or transmits general and special orders to subordinates; assures that all areas are properly patrolled and that all regulations pertaining to the hospital are properly enforced; keeps the superior informed of activities and work performance of watch personnel; patrols the hospital buildings and grounds and other assigned areas to enforce laws, rules and regulations for the protection and security of personnel and property and to maintain a safe environment; guards property and equipment against fire, theft, vandalism and other irregularities; prevents trespassing and loitering; investigates and reports suspicious persons or unusual incidents; apprehends violators; directs traffic and enforces traffic rules and regulations; issues citations for violations of traffic regulations; makes citizen arrests when necessary;; summons the fire, Police Department, etc., when requested or as required and escorts emergency units to the scene; acts as representative of the hospital when appearing in a court of law to testify; checks and secures unlocked or broken doors and windows; answers inquiries from patients, visitors, and others regarding hospital policies and procedures, and provides directions and other general information regarding the hospital; in case of a reported bomb threat or other emergency situation, evacuates and searches buildings or other areas in the hospital as appropriate; may provide escort services for staff, patients, and others; renders Cardio Pulmonary Resuscitation (CPR) as required; may assist the supervisor in staff training, development and evaluation and other operational areas involving security and investigation; and prepares activity and investigation reports.

Knowledges and Abilities Required:

In addition to those knowledge and abilities required at the lower level:

Knowledge of: Hospital rules and regulations pertaining to security; knowledge of Joint Commission Standards, Federal Emergency Management Agency (FEMA) procedures; Fire evaluation procedures; Health Information Portability and Accountability Act (HIPAA); first aid and CPR; record-keeping practices pertaining to work assignments of subordinates; and principles and practices of supervision.

Ability to: Assign and oversee the work of a group of officers on an assigned watch; use judgment and initiative when confronted with new and/or unexpected situations; issue oral and written instructions; and prepare and submit security reports for an assigned watch.

HOSPITAL SECURITY OFFICER III

8.772

Duties Summary:

Supervises several crews of hospital security officers through subordinate supervisors, in the enforcement of laws, rules and regulations for the protection and security of personnel and property for a hospital and offsite facilities; and performs other duties as required.

Distinguishing Characteristics:

This class is distinguished by its responsible for supervising a hospital security force, through subordinate officers in charge of assigned watch, in the maintenance of law and order related to the protection and security of personnel and property for a major complex of government buildings and property, including offsite facilities. The one position in this class is responsible for planning, developing and making recommendations regarding policy and procedural matters pertaining to the security of the hospital buildings and grounds, reviewing operational procedures and implementing changes, updating and/or preparing new/special orders, instructions and memoranda affecting the overall operations of the hospital.

A position in this class works under general supervision but is expected to notify higher level personnel of unusual or potentially dangerous situations.

Examples of Duties:

Supervises hospital security officers through subordinate supervisors; schedules work shifts for a sizeable hospital security force including makes assignments and reassignments, reviews the work of subordinates , receives sick calls and

determine/obtains additional coverage as needed, and evaluates subordinates work performance ; conducts periodic shift inspections to insure that the security program is carried out in accordance with departmental policies, laws, rules and regulations; conducts inspection of watch personnel for appearance and checks equipment for readiness; reviews daily reports of shift supervisors; as necessary, investigates complex cases which may have serious effects on the safety of persons or on the property of the hospital; reports fire hazards; requests assistance of and/or cooperates with the police or other law agencies during special functions; supervises training of hospital security officers in the proper use of equipment, in the techniques and procedures of apprehension, detention and confinement, and in security procedures; makes periodic review of hospital security procedures and recommends changes for improvement; prepares and submits written reports; in case of a reported bomb threat or other emergency situation, evacuates and searches buildings and grounds or other areas in the hospital as appropriate; may provide escort services for staff, patients, and others; establishes and maintains appropriate files and record; s attends and participates in meetings and conferences; acts as representative of the hospital when appearing in a court of law to testify or on committees/meetings involving the hospital, local police and other governmental officials; renders CPR as needed.

Knowledges and Abilities Required:

In addition to those knowledge and abilities required at the lower levels:

Knowledge of: Thorough knowledge of Hospital rules and regulations pertaining to security; thorough knowledge of Joint Commission Standards, Federal Emergency Management Agency (FEMA) procedures; Fire evaluation procedures; Health Information Portability and Accountability Act (HIPAA); first aid and CPR; and principles and practices of supervision.

Ability to: Understand, carry out and issue oral and written instructions; assign and oversee the work of others; explain and apply laws, rules and regulations concerning the protection of personnel and property; act quickly and effectively in emergencies; get along well with others; use and care for equipment utilized in a security program; prepare clear and concise reports. Ability to make decisions, fosters a positive and progressive environment, and handles multiple tasks. Ability to write policies and procedures and train and work with others to assure appropriate performance standards are met.

This is the first class specification for the classes, HOSPITAL SECURITY OFFICER I – III effective December 20, 2013.

APPROVED: December 20, 2013

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