

**BOARD OF REGENTS
STATE OF IOWA
REGENTS MERIT SYSTEM**

Class Title: Hospital Security Officer

Class Code: 7581

Pay Grade: 307

GENERAL CLASS DESCRIPTION: Under general supervision, performs duties needed to maintain a safe and secure environment for patients, visitors, and staff in the buildings and grounds of the University of Iowa Hospitals and Clinics.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

1. Regularly checks equipment in order to provide fire safety reporting repairs or refills which may be necessary. Maintains open access to fire exits, hose cabinets and extinguishers. Operates fire computer on daily basis and other fire equipment as assigned. Provides fire safety training as directed and responds to all fire alarms.
2. Exercises control over main entrance and Emergency Treatment Center (ETC) entrances to the UIHC as well as the main registration area by providing: general assistance to patients, information, parking, traffic control, wheelchair assistance, observation of potential trouble situations.
3. Maintains safety of patients, visitors, and staff by reporting all safety hazards for repair or removal. Posts signs for safety and directional information. Provides instructions in safety practices to hospital staff and directions to patients and visitors during any internal or external disasters.
4. Executes surveillance of all suspicious and possibly unsafe actions or conditions and assists staff when necessary with unruly patients or visitors. Complete appropriate reports on thefts and unusual incidents.

KNOWLEDGES, SKILLS, AND ABILITIES:

1. Knowledge of department-specific, hospital and University of Iowa policies and procedures regarding emergency and operational plans.
2. Knowledge of applicable criminal and civil laws and policies pertaining to the administration of security at the UIHC.

The tasks listed under the heading of Characteristic Duties and Responsibilities are examples of the variety and general nature of duties performed by employees in positions allocated in the class. The list is descriptive only and should be used for no other purpose. It is not intended that any position include every duty listed, nor is it intended that related duties cannot be required.

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3. Knowledge of fire safety and general safety concepts pertaining to a health care setting.
4. Knowledge of hazardous materials, right-to-know law and spill response.
5. Ability to operate sophisticated electronic communication, surveillance and operational equipment.
6. Ability to comprehend numerous policies, procedures, concepts and to be able to respond using discretion and interpretive judgment based on general and specific policies.
7. Ability to operate computers and programs.
8. Ability to retain knowledge, information, and directions on an on-going basis.
9. Ability to lift and carry fifty pounds.
10. Ability to receive general direction, both verbal and written.
11. Ability to communicate effectively with patients, visitors, medical, nursing, and other staff.
12. Ability to respond in emergency situations effectively and be able to make quick and appropriate decisions.
13. Ability to intervene in crisis management situations which may pose physical harm to those involved.
14. Ability to physically restrain persons when necessary and intervene in life threatening situations.
15. Ability to understand certain legal concepts involving restraining/retaining patients, visitors and staff.

MINIMUM ELIGIBILITY REQUIREMENTS:

Two years experience in safety/fire safety/security or law enforcement.

REVISION EFFECTIVE: July 1, 2009