# City of Grand Rapids
# Job Description

**Job Title:** **Security Officer/Guard**
**Department:** Police
**FLSA Status:** Non-exempt
**Approved By:** City Council
**Approved Date:** April 14, 2014

**Summary:** Performs intermediate protective service work maintaining hospital security, and related work as apparent or assigned. Work is performed under the limited supervision of the Assistant Chief of Police.

**Essential Duties and Responsibilities** include the following. Other duties may be assigned.

- Maintains security at the Grand Itasca Clinic and Hospital on foot or in a vehicle to preserve law and order, to prevent and discover the commission of crime; receives complaints and solves problems/issues in assigned areas.
- Responds to calls and complaints involving the Grand Itasca staff, facilities and grounds; provides first aid for injured persons; takes precautions to minimize disruptions; prepares written reports to document activities; provides supplementary or miscellaneous reports as required.
- Responds to emergencies affecting patients, staff and members of the public; coordinates activities with police officers and fire department personnel in response to emergencies on hospital/clinic grounds or facilities.
- Provides escort services to hospital/clinic employees during shift changes; provides escort services to visitors upon request.
- Reports activities/situations that require the attention of Grand Itasca officials including safety hazards and property damage.
- Responds to questions, provides information and gives directions or aid as requested by the public.
- Provides after hours security checks to Grand Itasca Clinic and Health facilities.
- Directs traffic as required.
- Conducts tours and makes informational appearances as required.
- Prepares information and reports for evidentiary purposes; provides testimony in court as required.
- Performs related duties as required.

**Knowledge, Skills, Abilities and Competencies Required:** The requirements listed below are representative of the knowledge, skill, ability and/or competency sets required to complete the essential functions at a satisfactory level.

- Thorough knowledge of City of Grand Rapids City Policies, Police Department Policies, Grand Itasca Clinic/Hospital Policies;
- Thorough knowledge of Officer Reports and daily logs; comprehensive knowledge of security systems and cameras, Taser operation;

- Thorough knowledge of 800 MHz radio communication and hospital communication equipment; ability to apply handcuffs;
- Thorough knowledge of Police Department records management and computer aided dispatch systems;
- Ability to assist with patient restraints;
- Ability to operate standard office equipment and software;
- Ability to operate audio/visual recording equipment;
- Must be able to work rotating shifts, on-call and on-duty emergencies;
- Ability to establish and maintain effective working relationships with co-workers, supervisors and members of the public.

**Education and/or Experience**
High school diploma or GED, or equivalent combination of education and experience.

**Physical Demands**

This work requires the regular exertion of up to 10 pounds of force and occasional exertion of up to 50 pounds of force; work regularly requires standing and walking, frequently requires sitting, speaking or hearing and using hands to finger, handle or feel and occasionally requires stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling, lifting and repetitive motions; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work frequently requires exposure to outdoor weather conditions and occasionally requires exposure to blood borne pathogens and may be required to wear specialized personal protective equipment; work is generally in a moderately noisy location (e.g. business office, light traffic).

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

**Special Requirements**

CPR/First Aid.
Taser Training.
Use of Force Training.
Defensive Tactics Training.
Valid driver's license in the State of Minnesota.