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Apply by Monday, April 19, 2021

<b>TITLE</b>	PART TIME SECURITY OFFICER/HOSPITAL SECURITY GUARD
<b>DEPARTMENT</b>	POLICE
<b>SUPERVISED BY</b>	POLICE LIEUTENANT and POLICE SERGEANT
<b>SUMMARY</b>	THIS IS CONTRACTED GENERAL SECURITY WORK FOR THE HUTCHINSON HEALTH FACILITY

**DUTIES AND RESPONSIBILITIES**

1. Maintain Security at Hutchinson Health on foot or in a vehicle to preserve law and order, to prevent and discover the commission of crime. Be assigned to a specified area for the purpose of receiving and solving complaint/problems in that area.
2. Respond to calls and complaints involving the Hutchinson Health staff, facilities, and grounds, providing first aid for injured persons and taking safeguards to minimize disruptions. Written reports may be required.
3. Respond to emergencies to provide security for the Hutchinson Health staff, patients and facilities. Provides coordination with police officers and/or fire department personnel responding to emergencies located on hospital grounds.
4. Provides escort services to hospital employees during shift changes. Provides escort service to visitors upon request.
5. Take fingerprints, gather evidence, and locate witnesses, as directed.
6. Reports matters which require the attention of Hutchinson Health and other municipal departments, including safety hazards and property damage.
7. Answer questions and give directions, information or aid as requested by the public.
8. Check Hutchinson Health facilities after closing hours.
9. Direct traffic as required.

10. Provide services as required for high school activities, county fair, Water Carnival, Arts and Crafts Fair, Event Center, and other community events.
11. Conduct tours and make appearances for informative purposes at meetings as requested.
12. Prepare information and reports for evidence and provide testimony in court.
13. Prepare reports daily or as required for supplementary and miscellaneous reports.
14. Perform related duties as required.

### **EQUIPMENT**

Motor vehicles, security equipment (baton, handcuffs, etc.), testing equipment, radio, computerized information system, printer, copier, telephones, camera, evidence equipment, and fingerprint equipment, audio and visual recording equipment.

### **REQUIRED QUALIFICATIONS**

High school diploma or GED one year of work experience in customer service. Associates Degree in police/criminal justice or related field or relevant experience may be substituted at the discretion of the employer. General knowledge of the principles/practices of security work. Adaptability, emotional maturity, objectivity, and skill in dealing with people are required. Ability to understand and carry out oral and written directions and to independently initiate and complete work activities. Valid Minnesota driver's license.

A security officer must successfully complete the department's field training program. A security officer must pass the department physical fitness test twice each year.

### **DESIRED QUALIFICATIONS**

Associated Degree in police/criminal justice or related field or GED. Three to five years of relevant work experience. Ability to deal courteously, tactfully and diplomatically with persons at all levels. Adaptability and the ability to deal with people in difficult emergency or medical situations. Demonstrated knowledge of and the ability to adhere to federal and state requirements governing patient confidentiality issues. Computer proficiency. 44 Training, First Responder/CPR, Taser, Defensive Tactics Training.

### **WORKING CONDITIONS**

Security officers working conditions include rotating shifts on a 24 hour basis, on-call and on-duty in emergencies, and an element of personal danger in performance of some duties. Considerable public contact. Inside and outside work in all weather conditions.

**NOTE: Positions subject to the terms and conditions of the contractual services arrangement between the City of Hutchinson and Hutchinson Health. Termination of the contract by either party will result in the immediate elimination of the security positions, resulting in a layoff of any existing personnel.**

Minimum Starting Pay Rate: \$21.14/hour

**CITY OF HUTCHINSON  
ADDENDUM TO JOB DESCRIPTIONS 1995  
TO COMPLY WITH THE AMERICANS WITH DISABILITIES ACT (ADA)**

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***FOR POSITION: Licensed Police Officer, Security Guard.***

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is frequently required to stand, walk and use hands to finger, handle, or feel objects, tools or controls, reach with hands and arms, climb or balance, stoop, kneel, crouch or crawl, and taste or smell.

The employee must occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee frequently works in outside weather conditions. The employee occasionally works near moving mechanical parts, in high, precarious places and with explosives, and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, and vibration.

The noise level in the work environment is occasionally loud.

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The duties listed in job descriptions 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 employee and is subject to change by the employer as the needs of the employer and requirements of the job change.