



Job/Position Description

Position Title: Public Safety Officer	Department Name: Methodist College
UPH Affiliate: Methodist College	Department Number: 4060000
Effective Date: 02/2019	Review Date(s): 02/2022
Prepared By: Human Resources	Approved By: Vice Chancellor for Finance and Administration/CFO
Position Reports To: Chief of Public Safety	

Description of Position:
Provide a "snapshot" or the principal purpose or focus of the position, consisting of no more than three to five sentences. This summary should provide enough information to differentiate the major function and activities of the position from those of other positions.
Maintains a safe and secure environment by promoting lawful behavior among students, faculty and staff as a uniformed presence on campus. Monitor the physical safety of the campus buildings by locking and unlocking doors and controlling who is able to enter the building. Monitors the surveillance system for any odd behavior or irregularities inside and around the campus. Patrols the parking lot and maintains a safe traffic atmosphere.

Essential Functions/Responsibilities:	% of Time (annually)
Essential functions are the duties and responsibilities that are essential to the position (not a task list). Do not include if less than 5% of work time is spent on this duty. Be specific without giving explicit instructions on how to perform the task. Do not include duties that are to be performed in the future. Duties should be action oriented and avoid vague or general statements.	
Maintain safe and secure environment <ul style="list-style-type: none"> • Maintain control of all doors • Monitor cameras • Issues keys and badges • Open doors to designated areas for staff and students 	60%
Patrol buildings and campus	20%
Documentation of incidents <ul style="list-style-type: none"> • Record and document incidents • Issue parking tickets and warnings 	10%
Basic UPH Methodist College Performance Criteria <ul style="list-style-type: none"> • Demonstrates the UnityPoint Health Values and Standards of Behaviors as well as adheres to policies and procedures and safety guidelines. • Demonstrates the Methodist College Values and Standards of Behaviors as well as adheres to policies and procedures. • Demonstrates ability to meet business needs of department with regular, reliable attendance. • Employee maintains current licenses and/or certifications required for the position. • Practices and reflects knowledge of HIPAA, TJC, DNV, OSHA and other federal/state regulatory agencies guiding healthcare. • Practices and reflects knowledge of FERPA with respect to protecting the privacy of student education records. • Completes all annual education and competency requirements within the calendar year. 	10%

<ul style="list-style-type: none"> Is knowledgeable of college compliance requirements. Brings any questions or concerns regarding compliance to the immediate attention of leaders. Takes appropriate action on concerns related to compliance. 	
<p>Disclaimer: This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that required of the employee. Other duties, responsibilities and activities may change or be assigned at any time with or without notice.</p>	
<p>Demonstration of UPH Values and Standards of Behaviors Consistently demonstrates UnityPoint Health's values in the performance of job duties and responsibilities</p>	
Foster Unity:	<ul style="list-style-type: none"> Leverage the skills and abilities of each person to enable great teams. Collaborate across departments, facilities, business units and regions. Seek to understand and are open to diverse thoughts and perspectives.
Own The Moment:	<ul style="list-style-type: none"> Connect with each person treating them with courtesy, compassion, empathy and respect Enthusiastically engage in our work. Accountable for our individual actions and our team performance. Responsible for solving problems regardless of the origin.
Champion Excellence:	<ul style="list-style-type: none"> Commit to the best outcomes and highest quality. Have a relentless focus on exceeding expectations. Believe in sharing our results, learning from our mistakes and celebrating our successes.
Seize Opportunities:	<ul style="list-style-type: none"> Embrace and promote innovation and transformation. Create partnerships that improve care delivery in our communities. Have the courage to challenge the status quo.

<p>Demonstration of Methodist College Values and Standards of Behaviors Consistently demonstrates Methodist College's values in the performance of job duties and responsibilities</p>	
Human Dignity:	<ul style="list-style-type: none"> Unconditional respect for the inherent worth, uniqueness, and autonomy of individuals.
Integrity:	<ul style="list-style-type: none"> Displaying strong moral character and acting in accordance with accepted standards of behavior and an appropriate code of ethics.
Inquiry:	<ul style="list-style-type: none"> An active process of exploration and investigation that leads to understanding and construction of knowledge throughout one's life.
Social Justice:	<ul style="list-style-type: none"> Acting in accordance with fair treatment regardless of gender, economic status, race, religion, ethnicity, age, citizenship, disability, or sexual orientation.

QUALIFICATIONS:

	Minimum Requirements Identify items that are minimally required to perform the essential functions of this position.	Preferred or Specialized Not required to perform the essential functions of the position.
Education:	High school diploma or equivalent	Associates degree or bachelor's degree in Criminal Justice, Law Enforcement or Corrections
Experience:	Three years of security related experience	Five years of security, law enforcement, or corrections experience
License(s)/Certification(s):	<ul style="list-style-type: none"> Valid driver's license when driving any vehicle for work-related reasons. CPR certified or obtained within 30 days of hire Defibrillator training certificate or obtained within 30 days of hire 	

	<ul style="list-style-type: none"> • Basic First Aid certificate or obtained within 30 days of hire 	
Knowledge/Skills/Abilities:	<ul style="list-style-type: none"> • Basic law enforcement/security knowledge • Crisis management skills • Strong interpersonal skills, flexibility, and customer service orientation • Skill in performing building security and lock procedures • Familiar in Word and Excel as well as the proprietary computer systems required to manage the tasks included in this job description. 	<ul style="list-style-type: none"> • Clery Act knowledge • Fire Safety • First Responder training • Hazardous Material Course • Incident Command knowledge
Other:	Use of usual and customary equipment used to perform essential functions of the position.	

SCOPE: Position has supervisory responsibilities? Yes or No If yes, complete below.

Number of Employees Supervised (Complete if position has supervisory responsibilities of individuals)			
	Direct	Indirect	Total
Exempt			
Non-Exempt			
Total			

Mental/Cognitive Demands:
(List any special mental and cognitive abilities required by the position in your specific environment)
<ul style="list-style-type: none"> • Ability to communicate effectively, both orally and in writing • Ability to complete routine paperwork • Ability to safely operate a motor vehicle • Ability to understand and follow specific instructions and procedures • Ability to react calmly and effectively in emergency situations • Ability to detect problems and report information to appropriate personnel • Ability to maintain strict confidentiality related to sensitive information • Ability to exercise sound judgement, seeking advice when appropriate • Ability to relate to a diverse population

WORKING CONDITIONS:

Physical Requirements	
(Check all that apply if essential to perform job – with or without accommodations)	
<input checked="" type="checkbox"/>	Talk/Hear (communicate, detect, converse with, discern, convey, express oneself, exchange information)
<input checked="" type="checkbox"/>	See (detect, determine, perceive, identify, recognize, judge, observe, inspect, estimate, assess)
<input checked="" type="checkbox"/>	Stand or Sit (stationary position)
<input checked="" type="checkbox"/>	Walk (move, traverse)
<input checked="" type="checkbox"/>	Use hands/fingers to handle or feel (operate, activate, use, prepare, inspect, place, detect, position)
<input checked="" type="checkbox"/>	Climb (stairs/ladders) or Balance (ascent/descent, work stop, traverse)
<input checked="" type="checkbox"/>	Bend/Stoop/Kneel
<input type="checkbox"/>	Squat/Crouch/Crawl
<input checked="" type="checkbox"/>	Reaching/Twisting
<input type="checkbox"/>	Taste/Smell (detect, distinguish, determine)
<input checked="" type="checkbox"/>	Pushing/Pulling

Lifting Requirements

(Check appropriate category to perform job – with or without accommodations)

- Level 1; Sedentary Work:** Exerting up to 10 pounds of force occasionally, and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally, and all other sedentary criteria are met.
- Level 2; Light Work:** Exerting up to 20 pounds of force occasionally or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. Requires walking or standing to a significant degree, pushing or pulling arm or leg controls or maintaining a production rate pace. Light work requires physical exertion of forces greater than that of sedentary work.
- Level 3; Medium Work:** Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
- Level 4; Heavy Work:** Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.
- Level 5; Very Heavy Work:** Exerting in excess of 100 pounds of forces occasionally, and/or in excess of 50 pounds of force constantly to move objects.

Hazards and Atmospheric Conditions

(check all that apply)

- | | |
|--|---|
| <input checked="" type="checkbox"/> Normal Office Surroundings | <input type="checkbox"/> Vibration |
| <input type="checkbox"/> Exposure to Fumes | <input type="checkbox"/> Mechanical Hazards |
| <input type="checkbox"/> Exposure to Dust | <input type="checkbox"/> Chemical Hazards |
| <input type="checkbox"/> Exposure to Extreme Temperatures | <input type="checkbox"/> Electrical Hazards |
| <input type="checkbox"/> Wet and/or Humid | <input type="checkbox"/> Radiant Energy Hazards |
| <input type="checkbox"/> Noise | <input type="checkbox"/> Explosives Hazards |
| <input type="checkbox"/> Mists or Gases | <input type="checkbox"/> Burn Hazards |

Other/Comments:

Precautions must be followed when working in any health care environment.

Environmental hazards (disruptive people, imminent danger, threatening environment)

OSHA Categories

(Complete this OSHA section for clinical/patient related jobs)

- Category I:** Duties performed routinely require exposure to blood, body fluid and tissue.
- Category II:** Normal routine involves no exposure to blood, body fluid or tissue, but exposure or potential for exposure may occur.
- Category III:** Normal routine involves no exposure to blood, body fluid, or tissue and as part of their employment, incumbents are not called upon to perform or assist in emergency care or first aid.

HR USE ONLY

FLSA Designation: Non-exempt

Lawson Position Code: 8107