

## **DIVISION SCOPE OF SERVICE**

<b>Division:</b> NORTH TEXAS
<b>Classification:</b> SECURITY GUARD – APO (off duty)
<b>Name of Applicant:</b>

  

<p><b>Security Guard –Armed Police Officer (off duty):</b> The Security Guard – APO (off duty) must have the equivalent qualifications and competencies as employed individuals performing the same or similar services at the facility.</p>
<p><b>Definition of Care or Service:</b> The Security Guard –Armed Police Officer (off duty) is responsible for the protection of the facility’s assets, people and programs. The APO establishes a positive Security image by being highly visible and vigilant to fire, health and safety hazards as well as criminal threats. The APO takes immediate corrective action on violations and/or deficiencies to minimize the potential for harm. The APO maintains a close working relationship with hospital employees to provide a safe and secure environment. Scope of Service may include:</p> <ul style="list-style-type: none"> <li>Supports the hospital’s safety and security management program in an attempt to provide a safe and secure physical environment.</li> <li>Assists all hospital patients, visitors and employees with dignity and respect and acknowledges their needs in a timely manner.</li> <li>The APO’s conduct demonstrates compliance with and reporting of suspected violations of relevant laws, and regulations, the facility’s compliance policies and procedures; and HCA’s Code of Conduct.</li> <li>Provides preventative patrols in the area in and around the Emergency Department.</li> <li>Assists hospital staff with the enforcement of Temporary Detention Orders (TDO) or Emergency Custody Orders (ECO) when appropriate.</li> <li>Provides emergency communication between the hospital and the police department during emergency situations.</li> </ul>
<p><b>Setting(s):</b></p> <ul style="list-style-type: none"> <li>HCA entities including healthcare facilities and free standing ED’s.</li> </ul>
<p><b>Supervision:</b> Chief Operating Officer, Vice President of Operations or designee</p> <p><b>Evaluator:</b> Hospital Director/ Manager (e.g. Facilities Mgmt, Safety &amp; Security, Human Resources)</p> <p><b>Tier Level:</b> 2</p> <p><b>eSAF Access Required:</b> YES</p>
<p><b>Qualifications:</b></p> <ul style="list-style-type: none"> <li>High school diploma or GED</li> <li>Must be a police academy graduate.</li> <li>Must be an employed, sworn and commissioned police officer with a local law enforcement agency.</li> <li>Documentation of ongoing law enforcement training as regulated by the Law Enforcement Agency.</li> </ul> <p><b>NOTE:</b> Where education may not be defined in qualifications area of the Scope, HCA Healthcare requires the highest level of education completed (not training or courses) confirmed on your background check.</p>
<b>State Requirements:</b>

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- Non-Commissioned license level II
- Valid TX Driver's License

**Other Requirements:**

- Only specific department approved firearms, batons and pepper foam may be carried as duty weapons on HCA property by officers certified to carry the specific weapons.
- Off duty police officers are allowed to carry as duty service firearms only those caliber firearms that they have successfully completed firearms qualification training with through a department approved program. Under no circumstance shall an off duty police officer be allowed to carry an unauthorized firearm or other unauthorized weapon.
- Authorized duty holsters must have a minimum Level II retention capability.
- Only hollow point ammunition will be approved to carry in duty service firearm. Absolutely no reloads, remanufactured, alterations or modifications of any kind to ammunition is permitted.

**Experience:**

- Crisis Prevention Intervention (CPI) training

**Competencies:**

- Knowledge of basic security principles.
- Skill in presenting oneself as being of high quality character.
- Skill in remaining courteous in difficult situations.
- Skill in communicating clearly and effectively in English.
- Skill in writing clear, concise, and comprehensive reports.
- Ability to maintain excellent grooming standards.
- Ability to remain in good physical condition to respond to daily rigors of the job.
- Ability to operate electronic security equipment.

**References:**

Minnesota Multiphasic Personality Inventory (MMPI)

**Your signature confirms you will be able to comply with the Qualifications and Competencies listed within this Scope of Service and that you will confirm education via your background check.**

**Applicant Printed Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_