



DIVISION SCOPE OF SERVICE

Division: MOUNTAIN
Classification: UNARMED SECURITY GUARD
Applicant Name:

<p>Unarmed Security Guard: The Unarmed Security Guard must have the equivalent qualifications and competencies as employed individuals performing the same or similar services at the facility.</p>
<p>Definition of Care or Service: The Unarmed Security Guard provides excellent customer service for the patients, visitors, and employees of the healthcare facility. They also provide a safe environment in the protection and services to healthcare patients, visitors, employees, medical staff, tenants and all other persons on the hospital campus. Security Guard utilize a systematic integration of personnel, technology and proactive and reactive programs. Scope of Service may include:</p> <ul style="list-style-type: none"> • Provides assistance to customers, employees and visitors in a courteous and professional manner. • Makes routine and random patrols of the hospital buildings and grounds • Maintains daily log, documenting unusual activities during shift including unlocking secured areas after business hours • Performs security patrols of designated areas on foot or in vehicle • Watches for irregular or unusual conditions that may create security concerns or safety hazards. • Investigates and prepares reports on accidents, incidents, and suspicious activities. Maintains written logs as required by the post.
<p>Setting(s):</p> <ul style="list-style-type: none"> • HCA Healthcare entities including healthcare facilities, free standing ED, Imaging Centers, HCAPS, Data Centers, Warehouses, etc.
<p>Supervision: Chief Operating Officer, security director/manager or designee</p> <p>Evaluator: Hospital Director/ Manager (e.g. Facilities Mgmt, Safety & Security, Human Resources)</p> <p>Tier Level: 2</p> <p>eSAF Access Required: YES</p>
<p>Qualifications:</p> <ul style="list-style-type: none"> • Must be a U.S. citizen or a foreign citizen authorized to legally work in the United States • 21 years of age • High school diploma or GED • Pass any State-requirements • HIPAA training • Criminal background check - Not convicted of a crime related to violence/ moral turpitude • Not listed on the Violent sexual offender/ predatory registry • Must be and remain in good standing and free of any disciplinary actions with their agency <p>NOTE: 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>



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State Requirements:

- **Utah:** Must have current Unarmed Private Security Officer license
- **Idaho:** Per Caldwell’s City Clerk’s office, they do not require licenses for individual security guards.
 - They track the security guard companies that function within the city.

Other Requirements:

- Current De-escalation training certificate (minimally every 2-years) – collected by the hospital
- Physician fit for duty document that indicates the individual is able to stay on his or her feet for eight consecutive hours, walk long distances up to five miles per day, climb four flights of stairs and have the physical strength to confront whatever situation is unfolding, and the ability to lift up to 50 pounds.
- This position requires an individual to be able to stay on his or her feet for eight consecutive hours.

Experience:

- Crisis Prevention Intervention (CPI) training and certification

Competencies:

The Unarmed Security Guard will demonstrate:

- Excellent customer service skills
- Mediate conflict with tact, diplomacy
- Encourage effective teamwork
- Write informatively, clearly and accurately
- Compile, sort, and interpret data
- Attention to detail
- Research, investigate, compile information
- Problem solving
- Synthesize facts, concepts, principles
- Proficiency with Microsoft Office programs
- Passing, as determined by state licensure or >75%, firearm training and certification (annual)
- Required immunizations per Division requirements
- Infection Prevention
 - Practices consistent hand hygiene
 - Uses personal protective equipment (PPE) when required
 - Required immunizations per Division requirements
 - Complies with Isolation precautions
 - Maintains sterile field

References:

Utah Verification Website <http://publicsafety.utah.gov/> & phone number 801-965-4461

Document Control:

- Content updates 8/19/2019
- Cosmetic updates 4/9/2020



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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: _____