

POSITION TITLE:	<u>Chief, Police Department</u>	DATE:	<u>October 2023</u>
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POSITION SUMMARY:

Responsible for the strategic direction and overall administration of the organization's Police and Security force, currently totaling more than 300 uniformed officers, with anticipated growth to more than 400 officers, to establish a robust physical security posture while maintaining a welcoming environment for patients, visitors, and staff.

Reports directly to the VP Police & Security Services and works closely with the hospital regional security directors to ensure the police and uniformed security force is an effective protective capability at the hospitals.

Serves as the Chief Administrator under Texas law ensuring the fulfillment of the legal, regulatory, and ethical responsibilities expected of a full-service, healthcare law enforcement agency.

Assists with planning, designing, implementing, and monitoring physical security policies, procedures, training, and programs in compliance with the state of Texas and local regulations. Responds to and leads the police and security response to critical incidents, interfaces with other local and healthcare police officials, and represents the organization in law enforcement matters at the executive level.

ESSENTIAL FUNCTIONS:

Across the organization, establishes the strategy, programs, and leads the operation of the Police and Security force.

- Plans, examines, analyzes, evaluates and manages the organization's police and uniformed security operations, inclusive of the police and uniformed security personnel and the equipment that supports the protective force.
- Identifies and analyzes the design of police and uniformed security positions, work processes, and workflows.
- Examines and monitors police and uniformed security department staffing across the organization to provide optimal levels.
- Develops preventative police and uniformed security programs.
- Provides for the direct supervision of police and uniformed security personnel.
- Works collaboratively with the hospital channel and CACV security directors who provide indirect leadership for the police and uniformed security officers assigned to their regions.
- Works collaboratively with the security directors who support systems and technology, and programs, to ensure that the police and security force has the necessary equipment, tools, systems, and technology to effectively execute their mission.
- Ensures that there are adequate and effective Enterprise-wide policies governing the police and uniformed security force, and that there is a system to ensure policy compliance. Oversees the process of identifying, investigating, adjudicating, and administering discipline for policy violations.

- Initiates personnel actions such as recruitment, selections, transfers, promotions and discipline or dismissal measures.
- Serves as the organization's liaison with public law enforcement, fire and other agencies as it relates to police and uniformed security operations across the Enterprise.
- Participates in the Threat Assessment Team and other risk-related discussions as required.
- Serves as a member of the Incident Management Team as needed.
- Serves as a primary or support leader for critical incident response and emergency management as required.

Reporting:

- Proposes, monitors and reports on approved organizational key performance indicators, and police and uniformed security metrics across the organization. Takes appropriate operational and administrative actions as warranted based on the metrics.
- Maintains awareness of and reports on the state of police and uniformed security readiness, including police and uniformed security equipment condition. Provides input into the Business Continuity and System Emergency Management programs as required.
- Conducts, supervises, and prepares reports relating to internal investigations of violations of law, losses, or violations of the organization's police and uniformed security policies and procedures.
- Evaluates complaints against the organization's police and uniformed security officers and ensures they are fairly and thoroughly addressed promptly. Refers complaints to the appropriate investigating authority as identified in policy.
- Prepares and provides cumulative police and uniformed security reports on a routine and ad hoc basis.
- Prepares and submits all required reports necessary for State of Texas licensure.

Recruitment, Training, and Workforce Development:

- In collaboration with HR, develops and implements an innovative and effective police and uniformed security officer recruitment program.
- Establishes police and uniformed security officer minimum requirements and ensures candidates meet or exceed those requirements.
- Creates the processes and environment to facilitate career development and progression opportunities encouraging internal promotion through the uniformed security and police force and into uniformed and civilian police and security management roles according to the interests of individual team members.
- Oversees and assists with developing and implementing of the organization's police and uniformed security training program.
- Ensures department staff maintain required licensure.
- Participates in the development and delivery of security-related training for non-security department employees.
- Stays abreast of current and new laws, regulations, and industry standards to ensure effective training levels are maintained.
- Promotes professional growth, development, and accountability in staff.

Finance and Budget:

- Assists with developing police and uniformed security operating and capital budgets.
- Assesses and factors into the annual budget processes changing year-over-year requirements to ensure resources are reallocated and/or requested to mitigate the highest risks.
- Manages the approved budget and adjusts strategies as needed to meet budgeting expectations.
- Prepares police and uniformed security budget performance reports.

REQUIRED QUALIFICATIONS: *(Minimum qualifications needed for this position)***Education/Experience:**

- Bachelor's Degree in Business Administration, Criminal Justice, Law Enforcement, Security or closely related field and/or 12 years relevant experience security or law enforcement supervisory experience.
- At least 8 years in an increasingly responsible experience in police work, including four years of supervisory responsibility.

SKILLS AND ABILITIES:

- Must complete a personal history statement and psychological evaluation. May be subject to further written and/or oral pre-assignment test/training. Must be able to follow, practice and utilize the Peace Officer Weapons Standard and Qualification General Order to ensure the safety of officers, hospital staff, patients and visitors. Must be able to demonstrate a working knowledge of customer-based Peace Officer management techniques. Must be able to deal with the public and fellow employees in a tactful and diplomatic manner. Must be able to make sound judgments. Must be able to testify in court to present case facts.
- Pursuant to TCOLE Declaration of Medical Condition, Commission Rule 215.15 (c), 217.1 (a), 217.7 (e) new license applicants must complete both a physical exam and drug screen. Licensee Officers with more than a 180- day break in service need drug screen only.
- Must possess the ability to physically defend and/or restrain people.
- Must possess the ability to communicate with others in a clear, understandable, and professional manner on the phone and in person using the English language and the demonstrated use of good verbal communication skills.
- Must be able to interact effectively with peers, executive and medical staff, department heads and staff in other departments, patients/families, vendors and other customers in a way that represents the organization positively.
- Must be able to write clear and concise detailed incident reports and various other reports as required.

- Must possess the ability to investigate, analyze, and resolve non-routine issues and problems.
- Must possess the ability to maintain regular, reliable and punctual attendance.
- Must be able to learn and apply new information, knowledge and experiences promptly.
- Requires special protective equipment, training, and adherence to prescribed rules and procedures.
- Must possess ability to use a computer and electronic equipment.
- Must possess high levels of alertness.
- Must possess high levels of attention to details.
- Must possess visual and mental concentration on instruments, dials, readouts, displays, etc.
- Must possess the ability to observe and rapidly react to changing situations and operations.
- Must possess precise hand-eye coordination and fine motor dexterity.
- Must possess the ability to continuously stand, walk, or move around the workplace.
- Must be willing and able to travel to other locations, external offices and outpatient clinics as needed.

Special Knowledge/Certifications/Licenses:

- Peace Officer
- Field Training Officer Certification
- Mental Health Peace Officer Certification
- CHEP - Certified Healthcare Emergency Professional
- ACPI - Advanced Crisis Prevention Intervention Training
- Class C Driver's License and insurable

Preferred Qualifications:

- At least 2 years Healthcare or education law enforcement or security experience.

Please have any interested candidates send an email expressing interest to search@corpsecadvisors.com and include a resume.