



**NORTH DAKOTA  
CLASS DESCRIPTION**

ND Human Resource Management Services  
Phone: (701) 328-3290

Class Code: 5555

---

**SECURITY DIRECTOR, NDSH**

GRADE L

**SCOPE OF WORK:**

Work involves facility-wide administration, development and ongoing management of the security department at the North Dakota State Hospital (NDSH) within the Department of Human Services.

**DUTIES PERFORMED:**

- Direct overall NDSH security programs, policies, and procedures to maintain secure and orderly operation of the NDSH, including wards housing offender populations and obtain and maintain Joint Commission accreditation.
- Responsible for planning, organizing, developing, and implementing all NDSH security policies and procedures.
- Select, train, and supervise all security department staff.
- As a member of the Behavioral Health Services management team, provide input to nursing administration in the selection, training and supervision of all assigned nursing staff working in offender programs.
- Develop, plan, implement, and conduct security training classes for all Behavioral Health Services staff.
- Conduct security risk assessments to identify potential threats and vulnerabilities, assess current security measures, and determine likelihood of threat occurrence, potential impact of threat occurrence, and the level of risk.
- Develop and enforce security measures for NDSH patient/resident care. Ensure compliance through quality management measures and evaluation.
- Develop and oversee the budget for the NDSH security department.
- Provide direction and consultation to ensure all assigned units are designed to meet changing needs, e.g., construction, furnishings.
- Conduct resident disciplinary appeals and supervise and/or conduct staff and resident investigations; make recommendations to the Superintendent, Clinical Administrator and Nursing Administration.
- Review the concerns of staff, patients and residents concerning security measures provided by the NDSH and make changes to policy and procedures, where appropriate.
- Develop policies and oversee the implementation of procedures regarding the coordination of law enforcement between the facility and other state, county, local, and federal agencies.
- Coordinate search and emergency teams in the event of an escape or other emergency.
- Incident Commander along with coordination of the on call Administrator during an emergent situation.

NOTE: The duties listed are not intended to be all-inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.

MINIMUM QUALIFICATIONS:

Requires a bachelor's degree and three years of security work experience, with at least two in a managerial/supervisory role that included supervision; or seven years of increasingly responsible security experience, with at least two in managerial/supervisory role that included supervision. Work experience may be substitute for the degree requirement on a year-for-year basis.

Eff. Date: 06/14