

**STATE OF CALIFORNIA
DEPARTMENT OF DEVELOPMENTAL SERVICES
OFFICE OF PROTECTIVE SERVICES
CAYON SPRINGS COMMUNITY FACILITY**

Duty Statement

JOB TITLE: PEACE OFFICER I

POSITION NUMBER: 472-190-1954-XXX

A. GENERAL STATEMENT OF DUTIES

Under the direct supervision of the Peace Officer II (POII) or Sergeant, Office of Protective Services (OPS), the Peace Officer I (POI) is responsible for performing daily law enforcement, patrol and custody activities at a developmental center/community facility (DC/CF).

As a sworn peace officer under the authority of the California Penal Code, Section 830.38, the POI performs a range of duties expected of a uniformed police officer, including but not limited to: enforcing and maintaining law and order at a DC/CF; ensures that the security and safety procedures, rules, regulations, and policies are followed as necessary for the safety, welfare and protection of individuals and property. The POI is responsible for the daily tasks associated with facility operation, including enforcement, patrol functions, crime prevention, first responder to incidents, emergencies, custody duties, conducting preliminary investigations, and assisting with the control and transport of clients under security when required.

The POI is responsible for preparing written preliminary investigative reports, daily logs, and any other written documentation that is required by the POII. The POI may perform other duties as required by his/her supervisor.

B. SUPERVISION RECEIVED

The POI reports directly to the designated POII and/or the Commander of OPS.

C. SUPERVISION EXERCISED

No supervision is exercised by the POI. He or she may act as the POII when so designated.

D. TYPICAL PHYSICAL DEMANDS

The POI is required to have a full range of body motion, including handling and lifting of individuals, manual dexterity, and eye-hand coordination. He or she is required to maintain him or herself in good physical condition; is able to consistently demonstrate the strength, endurance, and agility necessary to successfully perform the duties required; including the ability to physically subdue violent persons without injury to self or the person. Also requires working various shifts, irregular hours, and overtime as needed. Involves frequent heavy lifting over 25 pounds, often combined with pushing, pulling, bending, stooping, squatting, grabbing, carrying, kneeling, twisting and reaching at or above the shoulder level. May include sitting, standing and

walking frequently on irregular surfaces and occasionally requires extraordinary physical activity.

E. WORKING CONDITIONS

The POI works various shifts required for continuous coverage of the facility 24 hours per day, rotating shift as determined by the POII. The POI is assigned to work within the property that is designated as the facility grounds. The patrol function and/or security activities are conducted within the prescribed boundaries with multiple buildings and/or secure areas. The usual workday is eight (8) hours unless directed otherwise by the designated supervisor. The POI must be willing to respond to callback in the event of an emergency situation at the developmental center/community facility, or in the event of illness or unscheduled days off of other POIs.

F. EXAMPLE OF DUTIES

Essential Job Functions

- 65% Patrol assigned areas using such means as vehicles, foot or bike. Maintain law and order on facility grounds; secure buildings; check for unauthorized access, unsafe conditions or suspicious activities; enforce traffic violations and parking violations; search for missing clients. Respond to psychiatric/medical emergencies and assist level of care staff in controlling severely combative clients. May be assigned to a fixed/roving custody post; required to identify and secure contraband; search buildings and vehicles; inspect units as required; ensure client counts are accurate. Provide secured transport for clients as needed; prevent AWOLS.
- 15% First responder to emergency calls, complaints and/or allegations of abuse, neglect and/or client deaths. Secure the crime scene; initiate appropriate emergency response calls; notify supervisor; obtain preliminary information; secure any client records, documents, and/or medical charts. In client deaths, prepare Preliminary Death Report; log client's clinical file into evidence; prepare written preliminary investigation reports for supervisor review.
- 10% Monitors the DC/CF security systems; is fully aware of the facility's disaster plan and his/her role therein; coordinates with Fire Services personnel when needed. Responds to alarms as required.
- 5% Prepares daily patrol logs and writes preliminary investigation reports. Makes arrests as necessary. Testifies in legal proceedings both administratively and criminally.

Marginal Job Functions

- 5% Performs other duties as required within the scope of knowledge and abilities of a Peace Officer

G. DESIRABLE QUALIFICATIONS

1. Must have knowledge of the laws, regulations, rules, and policies governing the operation of developmental centers/community facilities, including the California Penal Code, Health and Safety Code, Welfare and Institutions Code, Business and Professions Code, Government Code and the California Code of Regulations.
2. Must have a working knowledge of the basic law enforcement procedures required to perform specialized law enforcement functions such as patrol, search and seizure, obtaining and preserving evidence, laws of arrest, controlling groups of individuals, and principals of first aid and emergency procedures. Must understand his or her role as a uniformed peace officer in the treatment and therapeutic environment of a DC/CF.
3. Knowledge of the criminal and administrative procedures that are contained within the scope of treatment and care of individuals with disabilities.
4. Ability to interview a variety of victims and witnesses with varied physical, emotional and/or mental handicaps with limited ability to communicate.
5. Knowledge of individuals with personal traits associated with developmental disabilities including behavioral problems, emotionally disturbed, and under court conservatorship. Able to respond to medical emergencies and assist medical and nursing staff to resolve client-related problems.
6. Must be able to respond to situations using sound judgment in the enforcement of rules, regulations and applicable State laws necessary to ensure the protection of persons and property; remain calm, think and act quickly in emergencies; adopt a plan of action and react accordingly.
7. Knowledge of the law enforcement *Code of Ethics* and the *Code of Professional Conduct and Responsibility* as it is applied to uniformed peace officers.

H. ACTIONS AND CONSEQUENCES

The POI exercises daily judgment regarding his or her responsibility to ensure the safety and security of residents, employees and visitors. The POI works within the perimeters of his or her facility and has daily contact with residents and employees of the facility. The POI may have contact with OPS investigative staff and the Commander. Lack of judgment in these areas could have a negative effect upon the well-being and safety of all individuals and result in a failure to fully protect residents from harmful acts or events.

I. PERSONAL CONTACTS

In his or her role, the POI has frequent contact with DC/CF residents, employees, management personnel and OPS staff. The POI has limited contact with the facility management and other OPS management staff. The POI may have less frequent

contact with local law enforcement agencies and other departmental employees. He or she may be required to appear as a witness in any Department legal actions.

J. ADMINISTRATIVE RESPONSIBILITY

The POI is responsible for completing the daily patrol logs and any other documentation required by his or her supervisor of the facility's police services unit. The POI is responsible for ensuring that all required documentation such as attendance records, leave requests, training requests and travel documents are submitted timely as indicated by the supervisor.

K. OTHER INFORMATION

The POI must be able to drive an automobile and travel by other modes of transportation as required. Must be able to work irregular hours, overtime and various shifts. The POI must be able to perform various law enforcement tasks without a firearm.

L. CERTIFICATES/LICENSES

Completion of a POST Basic Academy.

Possess and maintain a current, valid driver's license.

Possess and maintain a valid Cardiopulmonary Resuscitation (CPR) card.

Possess and maintain a valid California Defensive Driving Card.

APPROVED: _____

DATE: _____

I have received and read the duties assigned to me as described above. Other duties not specifically stated in this duty statement may be assigned to meet operational needs. I agree to perform all tasks to the best of my ability.

EMPLOYEE SIGNATURE: _____

DATE: _____