

**DUTY STATEMENT**

DS 3022 (1/2015)

**STATE OF CALIFORNIA  
DEPARTMENT OF DEVELOPMENTAL SERVICES  
OFFICE OF PROTECTIVE SERVICES  
SONOMA DEVELOPMENTAL CENTER**

**DUTY STATEMENT**

**JOB TITLE: PEACE OFFICER II  
WORKING TITLE: SERGEANT**

**POSITION #: 472-492-1955-001**

**The Office of Protective Services (OPS) is a Law Enforcement Agency. In order for an applicant to be successfully appointed to this position, a background check must be performed, which includes interviews of employment and personal references; and FBI, California DOJ and DMV clearance(s). The successful applicant must complete a notarized waiver for access to their personal records.**

**POSITION DESCRIPTION:**

Under the direction of the Department of Developmental Services (DDS), Office of Protective Services (OPS) Commander, the Peace Officer II (POII) is responsible for the supervision of the Peace Officer Is (POI) 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 POII performs a range of duties expected of a first line supervisor; including but not limited to: enforcing and maintaining law and order at a DC/CF; plans, organizes and directs the overall security policies and programs necessary for the protection of persons and property. The POII is responsible for overseeing the activities of the POIs, who are responsible for the daily tasks associated with the facility operation.

The PO II is responsible for staffing and ensuring that training requirements are met in accordance with Department mandates and the Commission on Peace Officer Standards and Training (POST). The POII prepares written reports, reviews all written reports, maintains record control systems, identifies personnel issues and equipment needs, establishes office protocols as required, and reports all serious or unusual situations. The POII may perform other duties as required by his or her supervisor.

**SUPERIVSION EXERCISED:**

The PO II supervises the daily activities of the POIs and support staff.

**SUPERVISION RECEIVED:**

The PO II reports directly to the Commander of OPS at the facility. He or she may also be required to report to the Chief of OPS.

**EXAMPLES OF DUTIES:**

Essential Job Functions:

- 30% Supervises, directs, and trains POIs. Prepares schedules, evaluations, counseling (verbal and written), and reviews procedures as appropriate. Approves reports; maintains staffing resources; plans for vacancies; conducts inspections of the facility; and ensures safety and security measures are evaluated.
- 20% Ensures peace officers are acting as first responders to complaints and/or allegations; ensures POIs are patrolling and monitoring facility activities; monitors and communicates with visitors, clients, and personnel. Conducts preliminary investigations; prepares written police reports; coordinates with investigators and other OPS personnel.
- 15% Monitors the DC/CF security systems; works with the facility's disaster plan committees; prepares memos and reviews policies as needed; coordinates with Fire Services; responds to alarms as required. Participates as needed in various committees and attends meetings involving threat management and/or workplace violence; oversees and implements fingerprinting procedures for prospective employees/applicants.
- 15% Provides back up to POIs; performs duties of POI when needed for coverage; assists officers with missing clients; organizes searches as needed. Provides secured transport for clients as needed. Responds to calls for assistance from level of care staff to assist in controlling severely combative clients.
- 15% Meets with DC/CF supervisors and managers, attends meetings and speaks at orientation/training sessions assigned by the designated supervisor and/or Commander. Prepares monthly reports, assessments and identifies trends that may require changes to the current DC/CF operation.

Marginal Job Functions:

- 5% Other related duties as required.

**WORKING CONDITIONS:**

The PO II generally works Monday through Friday at a campus-like setting with multiple buildings and/or secure areas. The usual workday is eight (8) hours unless otherwise directed by the designated supervisor. The POII must be willing to respond to callback in the event of an emergency situation at the DC/CF, or in the event of illness or unscheduled days off of POIs.

The PO II 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; and also requires working various shifts, irregular hours, and overtime as needed.

**DESIREABLE QUALIFICATIONS:**

The incumbent must have knowledge of the laws, regulations, rules and polices 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.

Must have a working knowledge of the basic law enforcement components required to direct and

supervise a uniformed police services unit within a specialized function. Must understand the role of the uniformed peace officer in the treatment and therapeutic environment of a DC/CF.

Knowledge of the criminal and administrative procedures that are contained within the scope of the treatment and care of individuals with disabilities.

Ability to interview a variety of victims and witnesses with a variety of physical, emotional, and/or mental handicaps with limited ability to communicate.

Knowledge of individuals with personality traits associated with developmental disabilities, including behavior problems, emotionally disturbed, and under court conservatorship.

Must have command knowledge of supervisory methods and practices, and have the ability to perform as a first-line supervisor. Must have the ability to work effectively within DDS and maintain positive relationships with employees within the work environment.

Knowledge in applying and utilizing the most effective public relations methodology in support of the specialized law enforcement functions within OPS.

Knowledge of the law enforcement *Code of Ethics*, and the *Code of Personal Conduct and Responsibility* as it is applied to uniformed peace officers and supervisors.

## **ACTIONS AND CONSEQUENCES**

The POII exercises daily judgment regarding the operation and coverage of the facility to ensure the safety and security of clients, employees, and visitors. The POII works within the perimeters of his or her facility and has daily contact with clients, employees, facility management and other OPS management staff. 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 clients from harmful acts or events.

## **PERSONAL CONTACTS**

In his or her role, the POII has frequent contact with DC/CF clients, employees, management personnel and OPS staff. The POII 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 department legal actions.

## **ADMINISTRATIVE RESPONSIBILITY**

The POII is responsible for the daily supervision of the facility's police services unit and must perform as required to ensure the facility has adequate coverage to enforce the applicable policies and procedures of the Department.

The POII is responsible to ensure that all daily, monthly, or annual documentation is properly maintained and completed as required.

## **OTHER INFORMATION**

The POII 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 POII must be able to perform various law enforcement tasks without a firearm

**CERTIFICATION OR LICENSE:**

Completion of the POST Basic Academy.

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

Possess and maintain a valid California Defensive Driving Card.

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

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Employee Name  
(Print)

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Name  
(Print)

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

Employee and Supervisor acknowledge that by signing this Duty Statement that they have discussed and agree to the expectations of the position.