

DUTY STATEMENT
DSH3002 (Rev. 01/2020)



Box reserved for Personnel Section

		RPA #	C&P Analyst Approval	Date	
Employee Name		Division Directorate			
Position No / Agency-Unit-Class-Serial 487-561-7500-xxx		Unit Office of Protective Services			
Class Title CEA Level A - Chief of Police		Location Metropolitan			
Subject to Conflict of Interest <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		CBID M01	Work Week Group: E	Pay Differential	Other
<p>The Department of State Hospitals' mission is to provide evaluation and treatment in a safe and responsible manner, and seek innovation and excellence in hospital operations, across a continuum of care and settings. You are a valued member of the department's team. You are expected to work cooperatively with team members and others to enable the department to meet these goals and provide the highest level of service possible. Your efforts to treat others fairly with dignity and respect are important to everyone with whom you work.</p>					
<p>Briefly (1 or 2 sentences) describe the position's organizational setting and major functions: Under the general direction of the Chief of Law Enforcement and Executive Director, the Chief of Police is responsible for providing high level operational, administrative, management and policy direction for law enforcement services and personnel within the Department of Protective Services, DSH Metropolitan. The Chief of Police is the highest ranking of law enforcement personnel at the hospital and is responsible for functions of the DSH 24/7 facility to ensure the safety and security of patients, staff, and the community. The Chief of Police coordinates, meets, and maintains close liaison relationships with local, State and Federal law enforcement agencies, the public, district attorney, and correctional agencies. The Chief of Police is a critical piece of the executive leadership team at each hospital providing strategic operational leadership.</p>					
% of time performing duties		Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first; percentage must total 100%. (Use additional sheet if necessary).			
35%		<p>Provide high level oversight of operational, administrative, management and policy direction for Office of Protective Services. Provide leadership direction to support and ensure the operation of the facility supports the mission of DSH by ensuring the safety and security of the patients, staff and community.</p> <p>Responsible for the overall operations of law enforcement, and personnel in these areas. Operations includes main sally-port, visiting centers, package center, transportation, admission unit, off-grounds custody, perimeter kiosks, hospital police (corridor and building patrol; grounds and patient services patrol; perimeter patrol), investigations, communication, and dispatch center. Responsibility in these areas includes administrative duties, training and hiring, property control, data reporting, consultation, budget, procurement, asset management, audits, health and safety, risk management, compliance with various entities, and managing staff.</p>			

	<p>Provide timely information to the CLE, ED and Office of Law Enforcement Support (OLES) if it meets the reporting requirement for serious incidents or policy issues affecting the safety and security of the facility.</p> <p>Perform full range of peace officer duties and responsibilities in accordance with the California Penal Code Section 830.3(v).</p>
30%	<p>Manage the Office of Special Investigations at the facility overseeing the investigation program. Responsible for formulating, implementing, and enforcing departmental policies and procedures; required to effectively and efficiently administer the investigation functions. Provides recommendations and ensures compliance of required training for law enforcement. Provides leadership, management, consultation, expertise, and recommendations to State Hospital Supervising Investigators regarding standards, quality and quantity of investigations. Provide direction to ensure appropriate reporting of incidents for compliance to OLES, and state and federal requirements.</p>
25%	<p>Maintain close liaison with other law enforcement and custodial agencies, utilize these resources to ensure current operations are performed in the most fiscally responsible and professional manner; promote positive public relations and community policing through participation in public education and public service as requested. Act as DSH liaison with local, State and Federal law enforcement agencies, the public, district attorney offices, oversight and correctional agencies.</p> <p>Participate as member of the Executive Team to provide insight, understanding and resolutions to various issues that may arise at the respective facility or DSH as a whole regarding law enforcement. Provide strategic operational leadership.</p> <p>Develop and oversee Interagency Agreements and Memorandum of Understanding (MOU) with other departments as needed for services and support of law enforcement operational needs.</p>
5%	<p>Participate in various workgroups as a representative of DSH Executive Team regarding law enforcement topics. Maintain hospital licensing and accreditation activities through ongoing standards compliance activities, surveys, and development of Plans of Correction in response of deficiencies identified by external review agencies.</p>
5%	<p>Perform other duties as required.</p>
Other Information	<p>Regular and consistent attendance is critical to the successful performance of this position due to the heavy workload and time-sensitive nature of the work. The incumbent routinely works with and is exposed to sensitive and confidential issues and/or materials and is expected to maintain confidentiality at all times.</p> <p>The Chief is required to work any shift and schedule in a variety of settings throughout the facility. May also be required to work at other work locations as determined by the operational needs of the department.</p>

The Department of State Hospitals provides support services to facilities operated within the Department. A required function of this position is to consistently provide exceptional customer service to internal and external customers.

Incumbent will be held accountable for maintaining the program expenditures within budgeted allocations and to use funds for proper needs while tracking and reporting expenditures to ensure fiscal transparency and accountability.

Statement of Economic Interests / Form 700 Requirements:

The Political Reform Act requires employees who serve in this position to file a Statement of Economic Interest (Form 700) as designated in the department's conflict-of-interest code. Your Form 700 is due within 30 days of assuming office/position, annually, and within 30 days of leaving office/position. The annual Form 700 due date is determined by the Fair Political Practices Commission and is generally due on or about April 1 of each year. The statements must be submitted to the hospital Filing Officer. These statements are public access documents. You will receive reminders from the hospital Filing Officer regarding completion of the statements; however, it is your responsibility to ensure you are compliant with all regulations and requirements. For additional information regarding the Statement of Economic Interests or regulations, please contact the hospital Filing Officer.

Ethics Training and Compliance:

Pursuant to Assembly Bill 3022 and Government Code 11146.4, employees required to file a Form 700 Statement of Economic Interests must complete an Ethics orientation training course within six months of assuming a Form 700 designated position, and every two (2) years thereafter, by December 31 of each even numbered year. The Ethics training governs the official conduct of state officials. You will receive reminders from the hospital Filing Officer regarding completion and documentation of the training; however, it is your responsibility to ensure you are compliant with the required training. Your Ethics training record and certificates of completion are public access documents. For additional information regarding the Ethics training and regulations regarding this requirement, please contact the hospital Filing Officer.

I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with the Office of Human Rights).

Employee's Signature

Date

I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

Supervisor's Signature

Date