

DUTY STATEMENT
DSH3002 (Rev. 01/2020)



California Department of
State Hospitals

Box reserved for Personnel Section

		RPA #	C&P Analyst Approval	Date	
Employee Name		Division			
Position No / Agency-Unit-Class-Serial		Unit			
Class Title Chief, Protective Services and Security		Location			
Subject to Conflict of Interest ☒ Yes ☐ No		CBID M07	Work Week Group: E	Pay Differential	Other
Briefly (1 or 2 sentences) describe the position's organizational setting and major functions Under the general direction of the Chief of Police (CEA), the Chief, Protective Services and Security as the Deputy Chief, is responsible for the overall operation of the Hospital Police Services (HPS), the supervision, direction, and training of personnel, liaison to local, state, and federal law enforcement agencies. The Chief, Protective Services and Security as the Deputy Chief enforces local, state, and federal law, and is also responsible for maintaining a secure and safe operation for the welfare of patients, staff, and the public. Act as the Chief of Police in his/her absence and may provide oversight of facility fire services, if applicable.					
% 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%	ESSENTIAL FUNCTIONS Plan, organize and direct the work of the HPS, and fire service, if assigned; provide leadership, direction, and support for an effective system to ensure a workplace free from discrimination and sexual harassment; coordinate the responsibilities and functions of the HPS for conducting criminal, administrative, civil, accident, other investigations, and law enforcement issues; responsible for the management and supervision of all staff assigned to HPS, ensuring that staff carry out their responsibilities for the enforcement of hospital rules, regulations, and laws regarding hospital security. Develop and monitor departmental, operational, equipment, and training budgets; improve efficiency of hospital operations while containing costs and operating within the budget; take effective steps to minimize overtime in the department. Analyze and evaluate security and/or enforcement issues in order to prepare recommendations for members of the Executive Team. Provide timely information, advice, and recommendations to appropriate administrators regarding serious incidents or policy issues affecting the security and safety of the hospital. Complete projects as assigned on time.				

	The Deputy Chief is required to work any shift and schedule in a variety of settings throughout the hospital. Will also be required to work at other work locations as determined by the operational needs of the department.
30%	Assess, develop, and implement training programs for HPS staff to ensure compliance with all required training; provide staff assignments and opportunities that encourage staff development and upward mobility; conduct performance reviews, provide corrective counseling, prepare disciplinary reports, and requests for adverse actions. Recruit, interview, and select new personnel for new positions in Police Services. Support the mission of the HPS and set goals and objectives for the department. Encourage and monitor the progress of the department's members in attaining these goals and objectives. Ensure the completion of existing Facility Plan Objectives and monitor the development of new ones as they relate to the improvement of departmental services. Chair designated committees and staff training meetings. Develop and maintain effective standards, expectations, and directions for the members of the department. Participate in performance improvement activities as directed and, in the absence of the hospital Chief of Police, chair HPS Chiefs' subcommittee. Attend or monitor management, policy, and advisory meetings which relate to the operation of the department. Conduct regular meetings with staff to foster information sharing, responsibility, and accountability and team building.
20%	Maintain close liaison with other law enforcement agencies and custodial agencies and utilize them as a resource to ensure that current operations are performed in the most fiscally responsible and professional manner possible; promote positive public relations through participation in public education and public service as requested and is the hospital's liaison with local, State, and Federal law enforcement agencies, the public, district attorney offices, oversight agencies and correctional agencies. Develop and maintain effective working relationships with department heads, program directors, supervisors, and employees, members of the public, DSH Sacramento, and other control agencies. Ensure effective tracking of patient property relative to referring/receiving facilities and resolving operational issues. Knowledge of emergency management planning, response, and hospital incident command system or incident command system.
10%	Maintain hospital Department of Health Services licensing and Joint Commission accreditation activities through ongoing standards compliance activities, successful on-site surveys, and appropriate survey follow-up; develop Plans of Correction in response to deficiencies found by external review agencies and ensure implementation.
5%	Perform other duties as required.

Other Information	<u>TELEWORK</u> Consistent with Policy Directive 5338, Telework may be considered with prior approval from management. If approved, incumbent is expected to provide in-office coverage on a rotational basis, and attend a variety of face-to-face meetings, and/or may travel throughout California as needed, with prior notice. <u>SUPERVISION EXERCISED</u> Directly supervise the positions as designated in the facility organizational chart. <u>KNOWLEDGE AND ABILITIES</u> Knowledge of: Principles and practices of law enforcement and criminology, including procedures and laws on security, investigation, and search and seizure; principles and practices of personnel management and supervision; principles and methods of employee training; interviewing and investigative techniques; familiarity with the role of the security used in the environment of a State hospital; hospital and departmental rules and regulations as applied to the welfare, safety, and protection of patients; hospital and departmental rules and regulations regarding conduct and control of employees and visitors; procedures and techniques in handling patient-related incidents; effective public relations as applied to the hospital operation and law enforcement functions; a supervisor's responsibility for promoting equal employment opportunity in hiring, employee development, and promotion, and for maintaining a work environment that is free of discrimination and harassment. Ability to: Plan, organize, and direct the work of others; operate within budget constraints; establish and maintain cooperative relations with persons contacted in the course of work; enforce hospital rules and regulations with tact and impartiality; think and act quickly in emergencies; analyze situations accurately and adopt an effective course of action; communicate convincingly and effectively; maintain confidential and other related records and prepare reports; apply sound judgment in the enforcement of hospital rules and regulations and applicable State laws necessary for the protection of persons and property; effectively promote equal employment opportunities in employment and maintain a work environment that is free of discrimination and harassment.
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	<u>REQUIRED COMPETENCIES</u> INFECTION CONTROL - Apply knowledge of correct methods for controlling the spread of pathogens appropriate to job class and assignment. SAFETY - Actively support a safe and hazard free workplace through practice of personal safety and vigilance in the identification of safety or security hazards, including infection control. Uniformed Office of Protective Services members are required to wear an approved ballistic/stab resistant vest. FIRST RESPONDER/CPR/FIRST AID - Maintain current certification. THERAPEUTIC STRATEGIES AND INTERVENTIONS - Support a safe work environment; practice the strategies and interventions that promote a therapeutic milieu; apply and demonstrate knowledge of correct methods in the management of assaultive behavior. CULTURAL AWARENESS - Demonstrate awareness to multicultural issues in the workplace, which enables the employee to work effectively. RELATIONSHIP SECURITY - Demonstrate professional interactions with patients and maintain therapeutic boundaries. Maintain relationship security in the work area; take effective action and monitors, per policy, any suspected employee/patient boundary violations. RESPIRATORY PROTECTION / FIT - Must demonstrate competency by passing a fit test prior to initial use, and annually thereafter. May be required to utilize respirators in the course of his/her job duties or under emergency circumstances. This requirement is implemented in order to ensure the health and safety of the employee. PATIENT RECOVERY - Respect the worth and dignity of all persons and groups, as well as honor and advocate for individual rights and interests, and opposing discrimination. PRIVACY AND SECURITY OF PROTECTED HEALTH INFORMATION - Maintains and safeguards the privacy and security of patients' protected health information (PHI) and other individually identifiable health information (IIHI) whether it is in paper, electronic, or verbal form in compliance with HIPAA and all other applicable privacy laws.
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REQUIRED QUALIFICATIONS

JOB RELATED QUALIFICATIONS

- Principles, procedures, and techniques used in planning, evaluating and administering a police force.
- Principles and practices of personnel management and effective supervision.
- Remain calm in emergency situations.
- Emergency procedures.
- Possess and maintain sufficient strength, agility, and endurance to perform during physically, mentally, and emotionally stressful and emergency situations.

EMERGENCIES

Maintain and exercise knowledge of Department's Area Specific Emergency Preparedness Plan and the Hospital's Emergency Preparedness Manual.

TECHNICAL PROFICIENCY

- Analyze data, evaluate security issues, and take appropriate action.
- Analyze changing needs.
- Assess and coordinate resources as emergencies arise.

LICENSE OR CERTIFICATION

It is the employee's responsibility to maintain a license, credential, or required registration pertinent to his/her classification on a current basis. Any failure to do so may result in termination from Civil Service.

Possession of a valid driver's license issued by the California Department of Motor Vehicles and a valid defensive driving certificate.

TRAINING

The employee is required to keep current with the completion of all required training as identified in the Office of Protective Services Training Plan.

STATEMENT OF ECONOMIC INTERESTS/FORM 700

The Political Reform Act, Government Code Sections 81000, et seq., requires employees who serve in this position to file a Statement of Economic Interests Form 700.

PHYSICAL REQUIREMENTS

Activity	Never	Occasionally Up to 3 hrs.	Frequently 3 – 6 hrs.	Constantly Over 6 hrs.	Distance/ Height
Bending (neck)			X		
Bending (waist)			X		
Climbing			X		
Crawling		X			
Driving		X			
Exposure to dust, gas, fumes, or chemicals		X			
Exposure to excessive noise			X		
Exposure to extreme temperature, humidity, wetness			X		
Fine Manipulation			X		
Keyboard Use			X		
Kneeling		X			
Lifting/ Carrying					
0 – 10 lbs.			X		
11 – 25 lbs.			X		
26 – 50 lbs.		X			

	51 – 75 lbs. (in emergency situations)		X			
	76 – 100 lbs. (in emergency situations)		X			
	100 + lbs. (in emergency situations)		X			
	Mouse Use			X		
	Power Grasping		X			
	Pushing & Pulling			X		
	Reaching (above shoulder)		X			
	Reaching (below shoulder)		X			
	Repetitive use of hand(s)			X		
	Running		X			
	Simple Grasping				X	
	Sitting			X		
	Squatting		X			
	Standing			X		
	Twisting (neck)			X		

	Twisting (waist)			X		
	Use of special visual or auditory protective equipment		X			
	Walking on uneven ground		X			
	Walking			X		
	Working at heights		X			
	Working in Confined Spaces		X			
	Working with bio-hazards (e.g., bloodborne pathogens, sewage, hospital waste, etc.)			X		
	Working Indoors				X	
	Working Outdoors				X	

WORKING CONDITIONS

All employees are required to have an annual health review and repeated health reviews whenever necessary to ascertain that they are free from symptoms indicating the presence of infection and are able to safely perform their essential job duties.

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.

A required function of this position is to consistently provide exceptional customer service to internal and external customers.

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