

**DUTY STATEMENT**

DS 3022 (1/2015)

**STATE OF CALIFORNIA  
DEPARTMENT OF DEVELOPMENTAL SERVICES  
OFFICE OF PROTECTIVE SERVICES  
CANYON SPRINGS COMMUNITY FACILITY  
DUTY STATEMENT**

**JOB TITLE: PEACE OFFICER I  
WORKING TITLE: POLICE OFFICER**

**POSITION #: 472-190-1954-XXX  
NAME:**

**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 direct supervision of the Peace Officer II (PO II) or Sergeant, Office of Protective Services (OPS), the Peace Officer I (PO I) 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, detect or verify suspected multiple violations of laws, rules, regulations and facility policies, verify all employee identification to prevent unauthorized access to restricted areas, conducting both criminal and non-criminal investigations, obtaining and verifying facts and evidence that support prosecution, and assisting with the control and transport of clients under security when required. Incumbents conduct criminal and civil, investigations; serve subpoenas, inspection warrants, search warrants, and/or other official papers.

The PO I is responsible for preparing detailed and thorough investigative reports of findings obtained during field investigations for criminal prosecution; daily logs, and any other written documentation that is required by the POII. The POI may perform other duties as required by their supervisor.

**SUPERVISION EXERCISED:**

No Supervision is exercised by the PO I. They may act as the Officer in Charge (OIC) when so designated.

**SUPERVISION RECEIVED:**

The PO I reports directly to the designated PO II, Lieutenant (SSI-I), and/or Commander of OPS at the facility. May also report to the Law Enforcement and Fire Services Manager as required.

### Essential Job Functions:

- 60% Patrol assigned areas using such means as vehicles, foot or bike. Maintain law and order on facility grounds; secure buildings; verify employee identifications/badges to prevent unauthorized entry to and/or exit from restricted areas; check for unauthorized access, unsafe conditions or suspicious activities; enforce traffic violations and parking violations. Patrol assigned areas using such means as vehicles, foot or bike. Patrol that is directed at the prevention of criminal acts; traffic violations, parking and collisions; the maintenance of public order; the discovery of hazardous situations or conditions; crime prevention activities such as residential inspections; business inspections; community presentations; calls for service, both routine and emergency in nature; investigation of both criminal and non-criminal acts; the apprehension of criminal offenders; community oriented policing and problem solving activities such as citizen assists and individual citizen contacts of a positive nature; the sharing of information between the Patrol and other units within OPS, as well as other outside governmental agencies; the application of resources to specific problems or situations within the community; which may be improved or resolved by Community Oriented Policing and problem solving strategies; traffic direction; control search for missing clients; respond to psychiatric/medical emergencies and assist level of care staff in controlling severely combative clients when necessary to protect staff and/or other clients from physical injury; 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.
- 30% First responder to emergency calls, complaints and/or allegations of abuse, neglect, death, missing persons, injuries, workplace violence, assault, fraud, embezzlement; includes the collection of evidence; Secure the crime scene; initiate appropriate emergency response calls; notify supervisor; obtain 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 investigation reports for supervisor review.
- 5% Prepares daily patrol logs and writes investigative reports. The PO-I is responsible to provide investigative and case development support. Makes arrests as necessary. Serves subpoenas as necessary. Testifies in legal proceedings both administratively and criminally. Performs other duties as required within the scope of knowledge and abilities of a Peace Officer.

### Marginal Job Functions:

- 5% Monitors the DC/CF security systems; is fully aware of the facility's disaster plan and their role therein; coordinates with Fire Services personnel when needed. Responds to alarms as required.

### **WORKING CONDITIONS:**

The PO I works various shifts required for continuous coverage of the facility 24 hours per day, rotating shifts as determined by the PO II. The PO I 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. PO-I's work schedules consist of an eight (8) or twelve-hour (12) shift, which is dependent upon their assignment unless directed otherwise by the designated supervisor. The PO I 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. PO-I's may be authorized to work overtime and may be mandated dependent upon approval and operational needs.

## **DESIREABLE 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, California Vehicle 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, investigative approaches and strategies, 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 and communicate with 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.

## **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.

## **PERSONAL CONTACTS**

In their role, the PO I has frequent contact with DC/CF clients, employees, management personnel and OPS staff. The PO I has limited contact with the facility management staff. The PO I 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 PO I is responsible for completing the daily patrol logs and any other documentation required by their supervisor of the facility's police services unit. The PO I 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.

## OTHER INFORMATION

The PO I must be able to drive an automobile and travel by other modes of transportation as required, including on foot. Must be able to work irregular hours, overtime, and various shifts.

The PO I 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.

Must maintain POE (Proof of Eligibility) and/or Basic (or higher) POST Certification.

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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.