

DUTY STATEMENT

DS 3022 (1/2015)

**STATE OF CALIFORNIA
DEPARTMENT OF DEVELOPMENTAL SERVICES
PROTECTIVE SERVICES BRANCH
CANYON SPRINGS COMMUNITY FACILITY**

DUTY STATEMENT

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

**POSITION #: 472-190-1955-002
NAME:**

The Protective Services Branch (PSB) 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 (Department), the Protective Services Branch (PSB) Captain, the Peace Officer II (PO II) is responsible for the supervision of the Peace Officer Is (PO I) 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 PO II performs a range of duties expected of a first-line supervisor; including but not limited to: detecting or verifying suspected multiple violations of laws, rules, regulations and facility policies, 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. PO II's supervise PO I response to calls for service, alarms, emergent situations, investigations, and reports. The PO II is responsible for overseeing the activities of the PO Is, 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 PO II prepares written investigative reports, reviews all written PO I investigative reports, maintains record control systems, identifies personnel issues and equipment needs, establishes office protocols as required, and reports all serious or unusual situations. Perform program or policy development and interpretation duties. The PO II may perform other duties as required by their supervisor.

SUPERVISION EXERCISED:

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

SUPERVISION RECEIVED:

Under the general direction of the Supervising Special Investigator I (Lieutenant); may also be required to report directly to the Supervising Special Investigator II (Captain) and the Chief of PSB.

EXAMPLES OF DUTIES:

Essential Job Functions:

- 40% Supervises, directs and trains PO Is. Prepares schedules, evaluations, counseling (verbal and written), and reviews procedures as appropriate. Approves investigative reports; maintains staffing resources; plans for vacancies; conducts inspections of the facility and ensures safety and security measures are evaluated.
- 30% Ensures peace officers are acting as first responders to complaints and/or allegations; ensures PO Is are patrolling and monitoring facility activities; monitors and communicates with visitors, clients, and personnel. Conducts criminal, non-criminal, and administrative investigations/inquiries; prepares written police reports; coordinates with investigators and other PSB 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.
- 10% Provides backup to PO Is; 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 the level of care staff to assist in controlling severely combative clients when necessary to protect staff and/or other clients from physical injury Meets with DC/CF supervisors and managers, attends meetings, and speaks at orientation/training sessions assigned by the designated supervisor and/or Captain. 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 work various shifts required for continuous coverage of the facility 24 hours per day, rotating shifts as determined by the Supervising Special Investigator I (SSI). The PO II 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-II'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 manager. The PO II must be willing to respond to a callback in the event of an emergency at the developmental center/community facility or in the event of illness or unscheduled days off of other PO II's. PO-II's may be authorized to work overtime and may be mandated dependent upon approval and operational needs.

The PO II must be willing to respond to the callback in the event of an emergency situation at the DC/CF, or in the event of illness or unscheduled days off of PO Is.

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. PO II is required to maintain in good physical condition; can 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.

DESIRABLE QUALIFICATIONS:

The incumbent 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.

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 the Department 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 PSB.

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 PO II exercises daily judgment regarding the operation and coverage of the facility to ensure the safety and security of clients, employees, and visitors. The PO II works within the perimeters of assigned facility and has daily contact with clients, employees, facility management, and other PSB 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

The PO II has frequent contact with DC/CF clients, employees, management personnel, and PSB staff. The PO II may have less frequent contact with local law enforcement agencies and other departmental employees. The PO II may be required to appear as a witness in department legal actions.

ADMINISTRATIVE RESPONSIBILITY

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

OTHER INFORMATION

The PO II 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 PO II 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.

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

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.