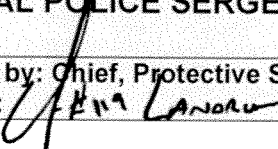


DUTY STATEMENT
DEPARTMENT OF STATE HOSPITALS – COALINGA

CLASSIFICATION: HOSPITAL POLICE SERGEANT	
Approval Date: 11-7-2014	Approved by: Chief, Protective Services and Security Signature: 

1. **MAJOR TASKS, DUTIES, AND RESPONSIBILITIES:** Under general supervision, performs duties in the prevention of crime and the enforcement of law and order. Participates in, supervises and coordinates police operations relating to patrol, traffic, investigation, special assignment and other law enforcement activities; participates in procedural development, interpretation of policies and procedures and analysis of crime and service problems. Participates in the training and evaluation of assigned personnel and performs related work as required.

Essential Functions are denoted in **BOLD** typeface

50% Personnel Management and Supervision

Planning, prioritizing, assigning, participating, reviewing and supervising employee's in investigation, patrol and administrative duties. Establish schedules and methods for providing assigned law enforcement services and activities; identify resource needs, review needs with appropriate management staff; allocate resources accordingly. Monitor work activities to ensure compliance with established policies and procedures; participate in the development of policies and procedures; approve employee time sheet; make recommendations for changes and improvements to existing standards and procedures. Participate in the selection of law enforcement staff; interview applicants and conduct background investigations, Train and evaluate assigned personnel; complete employee performance evaluations and reviews as required; promote career development. Prepare supplemental reports as required. **Maintain and enforce non-discriminatory practices throughout the department and take immediate action to correct and prevent any violations of the policies regarding sexual harassment and discrimination.** Perform the full range of duties assigned to a Hospital Police Officer as required.

Operations Sergeants:

Supervise and participate in assigned Operations shifts; prepare and conduct briefings; assign patrol and custody coverage; supervise an direct staff and activities on assigned shift; inspect

equipment including vehicles; approve police and arrest reports; enforcing local and State laws; preparation and implementation of special operations; may issue citation, make arrests and transport residents and prisoners; testify in court.

Training/Scheduling Sergeant:

Establishes, coordinates and monitors the department's training program; conducts specialized training classes; maintains a variety of records and prepares related reports; **supervise and oversees the department's academy and field training program.** Also, creates daily work schedules using departmental work assignments.

Investigation Unit Sergeant:

Supervises and personally conducts complete and detailed investigations of a general and specialized nature; coordinate complex investigations; oversee and participate in undercover and surveillance operations; review all investigations and make recommendations and suggestions to officers. Supervise and participate in the preparation of various cases including case(s) going to trial.

30% Department Responsibility

Assume responsibility for the assigned section or unit as assigned; rotate amount section assignments; serve as acting Lieutenant as assigned. **Recommend and assist in the implementation of goals and objectives; implement approved policies and procedures. Conduct internal affairs investigations as assigned; follow-up on complaints.** Supervise and assist officers in follow-up investigations including the gathering of evidence, questioning of witnesses and apprehension of suspects. Participate in other administrative functions as assigned. Oversee the maintenance of department law enforcement equipment. Apply and demonstrate the correct methods of Therapeutic Strategies and Interventions; supports a safe working environment; practices the strategies and interventions that promote a therapeutic milieu; sufficient strength, agility and endurance to be able to perform during physically, mentally, emotionally stressful situations and emergency situations encountered on the job; and retain sufficient hearing and vision to effectively perform the essential functions of the job. Operate as the on-site incident commander during emergency and major police activities until relieved by a superior officer. Works together as a team, with other Sergeants, to maintain balanced-staffing levels and to identify and strive to reduce factors that can lead to overtime usage. Conduct appropriate watch/shift orientation, including supplying and explaining the post orders and instructions to new employees

assigned to a watch/shift and ensures that all subordinates read and initial all Internal Communication Check Sheets within the specified time frame.

10% Support

Supervise and coordinate special programs or projects as assigned including staff training, SORT, Critical Incident Negotiation Team and other programs and projects. Contact and cooperate with other law enforcement agencies and prosecutors in matters relating to the investigation of crime and the apprehension of offenders. Promote and implement the philosophy and practices of Community Oriented Policing Supervise and coordinate any tactical operations utilizing the facility's Standardized Emergency Management System, Security Branch Division. Keep command staff informed of important activities and critical incidents. Attend and actively participates in the supervisory meetings.

10% Interpersonal Relationships

Contact and cooperate with other law enforcement agencies, **establish and preserve good relationships with all disciplines and the public**. Build and maintain positive working relationships with co-workers and employees. Maintain a high degree of integrity and public and private life so command effectiveness is not compromised. **Maintain open communications with all disciplines to assist in providing a work environment that is alert and aware of any safety or security problems**; attend unit visits and Executive Director's Inspection Team meetings as scheduled. Promote and assist subordinates in developing a cooperative working relationship with all disciplines in order to maintain a safe and secure facility; encourage subordinates to utilize the available resources for submitting suggestions for changes and/or recommendations for improvement. Qualified and certified bilingual interpreters will utilize their skills during the performance of their duties,

2. SUPERVISING RECEIVED:

Division Commander (Lieutenant)

Chief, Protective Services and Security

3. SUPERVISION EXERCISED:

Hospital Police Officers
Communications Operators
Office Technicians

4. KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF: The role of the uniformed police officer in the treatment and therapeutic environment of a State Hospital; principles and practices of law enforcement including procedures and laws relating to investigation, search and seizure, gathering and preserving evidence, laws of arrest, court testimony; patrol procedures and protection of property; hospital and departmental rules and regulations as applied to the welfare, safety, and protection of clients/patients; hospital and departmental rules and regulations regarding conduct and control of employees and visitors; procedures and techniques in handling clients/patient-related incidents; procedures used in handling or controlling groups or individuals; principles of first aid; emergency procedures in cases of fire, bomb threat, riot and civil functions; elements and principles of training and supervision; and policies of the Department of Mental Health regarding departmental reportable incidents; the department's Equal Employment Opportunity (EEO) program objectives; a supervisor's role in the EEO program, and the processes available to meet EEO objectives.

ABILITY TO: Learn and apply sound judgment in the enforcement of hospital rules and regulations and applicable state laws necessary for the protection of persons and property; physically apprehend and control client's/patients or law violators when necessary; remain calm, and think and act quickly in an emergency; adopt an effective course of action in dealing with unusual situations; use patience, tact, and impartiality in handling disturbances and confrontations; communicate convincingly and effectively with clients/patients, the public, and other law enforcement agencies; prepare clear and concise reports; plan, organize, and direct the work of others; interpret and apply hospital and departmental policies and procedures; effectively contribute to the department's EEO objectives.

5. REQUIRED COMPETENCIES:

ANNUAL HEALTH REVIEW: All employees are required to have an annual health review and TB test whenever necessary to ascertain that they are free

from symptoms indicating the presence of infection and are able to safely perform their essential job functions.

INFECTION CONTROL: Applies knowledge of correct methods of controlling the spread of pathogens appropriate to job class and assignment.

HEALTH AND SAFETY: Activity supports a safe and hazard free workplace through practice of personal safety and vigilance in the identification of safe or security hazards.

CPR: Maintain current certification.

THERAPEUTIC STRATEGY INTERVENTION (TSI): Supports safe working environment; practices the strategies and interventions that promote a therapeutic milieu; applies and demonstrates knowledge of correct methods in the management of assaultive behavior.

CULTURAL AWARENESS: Demonstrates awareness to multicultural issues in the work place that enable the employee to work more effectively.

RELATIONSHIP SECURITY: Demonstrates professional interactions with patients, and maintains therapeutic boundaries. Maintains relationship security in the work area; takes effective action and monitors, per policy, any suspected employee/patient boundary violations.

PRIVACY AND SECURITY OF PROTECTED HEALTH INFORMATION: Maintains and safeguards the privacy and security of patients' protected Health Information and other individually identifiable health information; whether paper, electronic, or verbal form in compliance with HIPAA and all other applicable privacy laws.

SITE SPECIFIC COMPETENCIES:

Supervision

1. Supervises and participates in law enforcement and administrative work in assigned unit or section.
2. Assigns work to subordinates, monitor work in progress and evaluate work performance.
3. Responds to major incidents, coordinates and directs police officers in the proper handling of incidents.
4. Responds to special calls including investigation of felonies, suspicious circumstances, officer involved incidents, deaths and other law violations.
5. Examines any use-of-force incident and submits findings to the Division Commander.

6. Investigates complaints, prepares case histories, field training reports, activity reports, staff reports, recaps and incident reports.
7. Conducts and participates in daily briefings.
8. Administers first aid in emergency cases.
9. Establishes and maintains effective relationships with those contacted in the course of work.
10. Effectively and consistently demonstrates the ability to supervise and maintain the operational needs of an assigned watch/shift/unit.
11. Identifies and monitors individual performance deficiencies, by establishing plans of correction.
12. Interprets and applies hospital and departmental policies and procedures impartially in maintaining a work environment which is free of discrimination and harassment.

Work Commitment

1. Complete employee evaluations competency checklist, subordinate's safety equipment checklist, and FIT certifications within the specified time frames. Assignments are completed on time with little or no corrections, any injuries or accident reports are completed before going off duty.

Officer Safety

1. Responsible for monitoring subordinates' activities to ensure compliance with safety policies and procedures and reviews officer safety bulletins and disseminates information as needed. Work with subordinates to resolve any safety issues.

Emergency

1. Exercises self-control, independent and sound judgment when evaluating situations; in emergency/hazardous situations makes quick, effective and reasonable decisions. Acts quickly during emergencies to provide direction to subordinates and relays pertinent information to appropriate hospital personnel. Understands and is able to implement the Hospital's Emergency Preparedness Disaster Plan.

TECHNICAL PROFICIENCY (SITE SPECIFIC):

1. May have to periodically qualify to use firearms in accordance with the department policy; remain proficient in the performance of the duties of the Hospital Police Officer.
2. Respiratory Protection/FIT: Must demonstrate competency by passing a fit test prior to initial use and annually thereafter. Hospital Police Officer's maybe required to utilize respirators in the course of their job duties or under emergency circumstances. Employees shall not wear beards, mustaches, sideburns, facial hair or other conditions in such a manner that may prevent or interfere with establishing and maintaining a proper seal of

the respiratory facemask. This requirement is implemented in order to ensure the health and safety of the employee.

3. Maintain current Driver License
4. Maintain current Defensive Driving Certificate.
5. Operate a variety of tools and equipment specific to law enforcement duties that include a police radio, baton, handcuffs and chemical agents.
6. Guides, counsels and assists subordinate officers and other personnel in handling difficult criminal cases or administrative situations.
7. Explains and follows the hospitals and department's policies and procedures including the goals and objectives of the department and the hospital.
8. Identifies community-based policing problems and works with all involved disciplines to gather information and establish corrective measures.
9. Analyzes administrative and operational problems and recommends solutions.
10. Participates in training courses and programs including the training and orientation of new officers to each shift.
11. Operates personal computer and uses applicable software.
12. Drives a vehicle on department and hospital business.
13. Understands and applies the rules and regulations governing the security and confidentiality of the CLETS system and information.
14. Keeps abreast of legislative changes, policies and procedures.
15. P.O.S.T. Supervisory Course

6. **LICENSE OR CERTIFICATION:** It is the employee's responsibility to maintain licensure, credential, or required registration pertinent to their classification on a current basis. Any failure to do so may result in termination from Civil Services.

7. **TRAINING:**

Training Category – 6 – Training Procedure No. 03-11.

The employee is required to keep current with the completion of all required training.

8. **WORKING CONDITIONS:**

ADMINISTRATIVE DIRECTIVE AD-146:

Each employee shall be fully acquainted with the rules and regulations of the Department of State Hospitals (DSH) and of the hospital.

EMPLOYEE IS REQUIRED TO:

1. Report to work on time and following procedures for reporting absences.
2. Maintain professional appearance.
3. Appropriately maintain cooperative, professional, and effective interactions with employees, patient/client and the public.
4. The work entails routinely encountering clients and interacting with staff throughout the facility, thus sensitivity and tolerant even temperament is required.
5. The employee is required to work any shift and schedule in a variety of settings throughout the hospital and may be required to work overtime and float to other work locations as determined by the operational needs of the hospital.

Employee Signature

Print Name

Date

Supervisor Signature

Print Name

Date

Manager Signature

Print Name

Date