State of California **Department of State Hospitals**

DUTY STATEMENT

Box reserved for Personnel Section

SH3002 (Rev. 3/22/12)

RPA #	C&P Analyst Approval	Date
		01/01/2025

Employee Name	**Division** Department of State Hospitals
Position No / Agency-Unit-Class-Serial	**Unit** Police Services
Class Title Hospital Police Sergeant	**Location** Atascadero

SUBJECT TO CONFLICT OF INTEREST	CBID	WORK WEEK GROUP	PAY DIFFERENTIAL	OTHER
☐ Yes ☑ No	S07	2		

BRIEFLY (1 or 2 Sentences) **DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS**

Under the supervision of the Hospital Police Lieutenant, the Hospital Police Sergeant will perform law enforcement duties, supervise police operations, and other related duties as required. The Hospital Police Sergeant is also responsible for maintaining a secure and safe operation for the welfare of patients, staff, and the public. Post Orders are available to review specific detailed job assignments and duties.

% 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.)
	ESSENTIAL FUNCTIONS
35%	Plan, prioritize, assign, participate, review and supervise employees' in investigation, patrol and administrative duties. Assume responsibility for an assigned section or unit; serve as acting Lieutenant as assigned. Operate as the on-site incident commander during emergencies and major police activities until relieved by a superior officer. Establish schedules and methods for providing assigned law enforcement services and activities; identify resource needs; review needs with appropriate management staff; allocate resources accordingly. Participate in the selection of law enforcement staff; interview applicants and conduct background investigations, if required. Conduct shift briefings with subordinate personnel. Train and evaluate assigned personnel; complete probationary and annual performance employee evaluations and reviews as required; approve employee timesheets; promote career development of subordinate staff. Prepare police and supplemental reports as required. Perform the full range of duties assigned to a Police Officer as required. Participate in other administrative functions as assigned. The employee is required to work any shift and schedule in a variety of settings throughout the hospital. Will also be required to work overtime and work at other work locations as determined by the operational needs of the department.
25%	Conduct internal affairs investigations of a general and specialized nature as assigned; coordinate complex investigations; follow-up on complaints. Supervise and assist officers in follow-up investigations including the gathering of evidence, questioning of witnesses and apprehension of suspects. Assign various types of investigations, review completed reports and make recommendations and suggestions, coordinate and direct searches for escaped or missing patients. Contact and cooperate with other law enforcement agencies and prosecutors in matters relating to the investigation of crime and the apprehension of offenders. Apply and demonstrate the correct methods of Therapeutic Strategies and Interventions; support a safe working environment; practice the strategies and interventions that promote a therapeutic milieu; maintain 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.

	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. Assure all Hospital Police Officers are properly trained and assigned to tasks consistent with the job specifications of their particular class. Review updates and publish post orders and other information requisite to the duties and performance of Hospital Police Officers. Responsible for Monthly Safety Inspection and oversee the maintenance of department law enforcement equipment.
20%	Identify all new patients and employees in accordance with established policies and control access into the secured areas of the facility to those subjects using the appropriate identification badges. Interview returning and newly admitted patients to establish risk assessment, alert notifications and determine possible gang affiliation or activity. Fingerprint and photograph all patients and complete and process Sex and/or Arson Registrations in accordance to Department of Justice (DOJ) regulations. Coordinate, maintain and input patient's record files in the Records Management System (RMS). Understand and follow the rules and regulations pertaining to all information obtained via California Law Enforcement Telecommunications System (CLETS).
10%	Consult with nursing personnel before contact with unit patients and assist in controlling severely combative patients. Maintain open communication with all hospital disciplines. Maintain a high professional standard of performance and conduct consistent with the Law Enforcement Code of Ethics and Office of Protective Services policies, procedures and Post Orders. Participation in departmental action teams and hospital-wide quality action teams is encouraged. Provide an overview to all new employees during New Employee Orientation of Police Services duties and responsibilities; act as a liaison between the Department of Police Services and other law enforcement agencies.
5%	Review, familiarize, and comply with current policies, procedures and Post Orders related to the performance of his/her duties. Complete monthly Daily Training Bulletins and attend required/mandatory training. Establish, maintain, coordinate, and track personnel training.
5%	Perform other Hospital Police Sergeant duties as required.

Other Information

SUPERVISION EXERCISED

Directly supervise the positions as designated in the facility organizational chart.

KNOWLEDGE AND ABILITIES

Knowledge of:

Basic principles and practices of law enforcement; procedures and laws on patrol operations, investigations, vehicle code enforcement, laws of arrest, search and seizure, and court operations; hospital and departmental rules, policies, and procedures regarding conduct and control of patients, staff, and visitors; a supervisor's role in training and disciplinary procedures; a supervisor's responsibility for promoting equal opportunity in hiring, employee development and promotion, and for maintaining a work environment that is free of discrimination and harassment.

Ability to:

Meet criteria of the Hospital Police Officer; plan, organize, and direct the work of others; interpret and apply hospital and departmental policies and procedures; effectively promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment.

REQUIRED COMPETENCIES

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 work place 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.

SPECIAL REQUIREMENTS - Remain proficient in the performance of the duties of a Police Officer and Sergeant.

REQUIRED QUALIFICATIONS

JOB RELATED QUALIFICATIONS

Supervise and participate in law enforcement and administrative work in assigned unit or section.

Assign work to subordinates, monitor work in progress and evaluate work performed.

Respond to major incidents, coordinate and direct police officers in the proper handling of incidents.

Respond to special calls, including investigation of felonies, suspicious circumstances, officer involved incidents, deaths and other law violations.

Examine any use-of-force incident and submit findings to the Division Commander.

Investigate complaints, prepare case histories, field training reports, activity reports, staff reports, recaps and incident reports.

Conduct and participate in daily briefings.

Administrate first aid in emergency cases.

Establish and maintain effective relationships with those contacted in the course of work.

Effectively and consistently demonstrate the ability to supervise and maintain the operational needs of an assigned watch/shift/unit.

Identify and monitor individual performance deficiencies, by establishing plans of correction.

Interpret and apply hospital and departmental policies and procedures impartially in maintaining a work environment which is free of discrimination and harassment.

WORK COMMITMENT

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 accidents reports are completed before going off duty.

OFFICER SAFETY

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.

EMERGENCIES

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

TECHNICAL PROFICIENCY

Operate a variety of tools and equipment specific to law enforcement duties that include a police radio, baton, handcuffs and chemical agents.

Guide, counsel and assist subordinate officers and other personnel in handling difficult criminal cases or administrative situations.

Explain and follow the hospitals and department's policies and procedures including the goals and objectives of the department and the hospital.

Identify community-based policing problems and work with all involved disciplines to gather information and establish corrective measures.

Analyze administrative and operational problems and recommends solutions.

Participate in training courses and programs including the training and orientation of new officers to each shift.

Operate personal computer and uses applicable software.

Drive a vehicle on department and hospital business.

Understand and apply the rules and regulations governing the security and confidentially of the CLETS system and information.

Keep abreast of legislative changes, policies and procedures.

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, a valid defensive driving certificate and completion of the POST Supervisory Course within 1 year of appointment as a Sergeant.

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.

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 employee 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.

_____ _____
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