



# California Department of **State Hospitals**

## **Chief, Protective Services and Security**

**Exam Code: 3MHVC**

**Administering Department:** Department of State Hospitals

**Exam Type:** Departmental, Open

**Final Filing Date:** 10/2/2023

**Class Code:** 1934

### **CLASSIFICATION DETAILS**

**Chief, Protective Services and Security** – \$7,406.00 - \$8,726.00 per month.

Salary updated as of: July 1, 2022

View the [Chief, Protective Services and Security classification specification](#)

### **APPLICATION INSTRUCTIONS**

**Final Filing Date:** Filing date has been extended to **11/3/2023**.

Dates printed on envelopes by mobile barcodes or equivalent mobile print technology are not acceptable proof of the date the application and any other required documents or materials were filed.

#### **Who Should Apply:**

Applicants who meet the Minimum Qualifications as stated on this bulletin may apply for and take this examination. Once you have taken this examination, you may not retake it for **twelve (12)** months.

Unless otherwise stated on this bulletin, you must meet the Minimum Qualifications by the Final Filing Date or cut-off-date stated above.

#### **How to Apply:**

Applicants are required to submit an [Examination Application \(STD 678\)](#), found at [www.calcareers.ca.gov](http://www.calcareers.ca.gov), either by mail, in person, or via email to the address listed below.

**The preferred method to apply is by emailing your STD 678 to:**

**[SacramentoExamsUnit@dsh.ca.gov](mailto:SacramentoExamsUnit@dsh.ca.gov)**

**Electronic signatures are acceptable.**

**Type the following in the Subject Line of the email: 3MHVC – First Name Last Name**

You may apply by mail or in person to:  
Department of State Hospitals – Sacramento  
Attn: Selection Services Unit, MS-14  
1215 O Street  
Sacramento, CA 95814

In person hours: Monday through Friday, 8am to 5pm (excluding State holidays)

**Special Testing Arrangements:**

If you require assistance or alternative testing arrangements due to a disability, please contact the testing department listed in the Contact Information section of this bulletin.

**Examination Date:** It is anticipated the exam will be held in December 2023 to January 2024.

**MINIMUM QUALIFICATIONS**

All applicants must meet the education and/or experience requirements as stated on this exam bulletin to be accepted into the examination. Part-time or full-time jobs, regardless of whether paid or volunteer positions, and inside or outside California state service will count toward experience.

Education: Equivalent to completion of the 12th grade. And,

Either I

Experience: Three years of experience in the California state service performing the duties of a Hospital Lieutenant.

Or II

Experience: Five years of full-time paid peace officer experience, three years of which must have been as a second-line supervisor at a level comparable to the rank of Lieutenant. (Possession of a two-year Associate's Degree in Police Science or a related field in law enforcement may be substituted for one year of the required nonsupervisory experience. Possession of a Bachelor's Degree in Police Science or a related law enforcement field may be substituted for two years of the required nonsupervisory experience.) And Successful completion of the Peace Officer Standards and Training (P.O.S.T.) Basic Academy.

## POSITION DESCRIPTION

Under general direction at a State hospital or at headquarters, the Chief, Protective Services and Security, is responsible for either the protective services operations of a State hospital or the overall security procedures and systems within the Department of Mental Health.

## EXAMINATION SCOPE

This examination consists of the following components:

**This examination may consist of a Qualifications Appraisal Panel (QAP) interview weighted 100%**

In order to obtain a position on the eligible list, a minimum rating of 70% must be attained. ***Candidates who do not appear for the interview will be disqualified.***

In addition to evaluating applicants' relative knowledge, skills, and ability, as demonstrated by quality and breadth of education and/or experience, emphasis in each exam component will be measuring competitively, relative job demands, each applicant's:

### Knowledge of:

1. Principles and practices of law enforcement and criminology, including procedures and laws on security, investigation, and search and seizure.
2. Principles and practices of personnel management and supervision.
3. Principles and methods of employee training.
4. Interviewing and investigative techniques.
5. Familiarity with the role of the security used in the environment of a State hospital.
6. Hospital and departmental rules and regulations as applied to the welfare, safety, and protection of patients.

7. Hospital and departmental rules and regulations regarding conduct and control of employees and visitors.
8. Procedures and techniques in handling patient-related incidents.
9. Effective public relations as applied to the hospital operation and law enforcement functions.
10. 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:**

1. Plan, organize, and direct the work of others.
2. Operate within budget constraints.
3. Establish and maintain cooperative relations with persons contacted in the course of work.
4. Enforce hospital rules and regulations with tact and impartiality.
5. Think and act quickly in emergencies.
6. Analyze situations accurately and adopt an effective course of action.
7. Communicate convincingly and effectively.
8. Maintain confidential and other related records and prepare reports.
9. Apply sound judgment in the enforcement of hospital rules and regulations and applicable State laws necessary for the protection of persons and property.
10. Effectively promote equal employment opportunities in employment and maintain a work environment that is free of discrimination and harassment.

## **SPECIAL PERSONAL CHARACTERISTICS**

A sympathetic understanding of the problems of the mentally ill; emotional maturity and stability; demonstrated leadership ability; tact; ability to remain calm in emergency situations; ability to assess and coordinate resources as emergencies arise.

## **SPECIAL PHYSICAL REQUIREMENTS**

Possession and maintenance of sufficient strength, agility, and endurance to perform during physically, mentally, and emotionally stressful and emergency situations encountered on the job.

## **DRIVERS LICENSE REQUIREMENT**

Possession of a valid driver license issued by the Department of Motor Vehicles. Applicants who do not possess the license will be admitted to the examination but must secure the driver license prior to appointment and must maintain a valid driver license throughout employment.

## AGE LIMITATION

Minimum age for appointment is 21 years of age.

## PEACE OFFICER STANDARDS

Citizenship Requirement: Pursuant to Government Code Section 1031(a), in order to be a peace officer, a person must be either a U.S. Citizen or be a permanent resident alien who is eligible for and has applied for U.S. Citizenship. Any permanent resident alien who is employed as a peace officer shall be disqualified from holding that position if his/her application for citizenship is denied.

Felony Disqualification: Pursuant to Government Code Section 1029, persons convicted of a felony are disqualified from employment as peace officers except as provided under Welfare and Institutions Code, Division 2, Chapter 3, Article 8, Section 1179(b), or Division 2.5, Chapter 1, Article 4, Section 1772(b). Except as provided for by these statutes, persons convicted of a felony are not eligible to compete for, or be appointed to, positions in this class.

Background Investigation: Pursuant to Government Code Section 1031, persons successful in peace officer examinations shall be required to undergo a thorough background investigation prior to appointment. Persons who have previously undergone a background investigation may be required to undergo only a partial background investigation.

Medical Requirement: Pursuant to Government Code Section 1031, persons appointed to a peace officer class shall undergo a medical examination to determine that he or she can perform the essential functions of the job safely and effectively.

Psychological Screening Requirement: Pursuant to Government Code Section 1031(f), all candidates must pass a psychological screening evaluation before appointment to this classification. Persons unsuccessful in the psychological screening cannot be appointed as peace officers.

## ELIGIBLE LIST INFORMATION

A Departmental, Open eligible list for the **Chief, Protective Services and Security** classification will be established for:

### **Department of State Hospitals**

Eligibility expires **twelve (12) months** after it is established unless the needs of the department warrant a change in this period. After eligibility expires applicants must retake the examination to reestablish eligibility.

Veterans' Preference will be granted for this examination. In accordance with Government Codes 18973.1 and 18973.5, whenever any veteran, or widow or widower

of a veteran achieves a passing score on an open examination, he or she shall be ranked in the top rank of the resulting eligible list.

Veterans' status is verified by the California Department of Human Resources (CalHR). Information on this program and the Veterans' Preference Application (Std. form 1093) is available online at the following website:

<https://www.jobs.ca.gov/CalHRPublic/Landing/Jobs/VeteransInformation.aspx>

Additional information on veteran benefits is available at the Department of Veterans Affairs.

Career credits are not granted for examinations administered on an Open or Promotional basis.

## **EXAMINATION INFORMATION**

You are required to submit your application following the instructions above. Once it has been determined that you meet the minimum qualifications for entrance into the examination, you will be contacted with instructions for completing this examination.

## **TESTING DEPARTMENTS**

Department of State Hospitals

## **CONTACT INFORMATION**

Questions relating to this exam should be directed to:

Department of State Hospitals  
Selection Services Unit  
Monday through Friday, 8am to 5pm (excluding State Holidays)  
Phone: 916-651-8832  
Email: [SacramentoExamsUnit@dsh.ca.gov](mailto:SacramentoExamsUnit@dsh.ca.gov)

California Relay Service: 1-800-735-2929 (TTY), 1-800-735-2922 (Voice). TTY is a Telecommunications Device for the Deaf, and is reachable only from phones equipped with a TTY Device.

## **EQUAL OPPORTUNITY EMPLOYER**

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right of family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation,

race, religious creed, sex (includes pregnancy, childbirth, breastfeeding, and related medical conditions), and sexual orientation.

## **DRUG-FREE STATEMENT**

It is an objective of the State of California to achieve a drug-free State work place. Any applicant for State employment will be expected to behave in accordance with this objective, because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.

## **GENERAL INFORMATION**

Examination and/or Employment Application (STD 678) forms are available at the California Department of Human Resources, local offices of the Employment Development Department, and through your CalCareer Account at the following website:

<http://www.CalCareers.ca.gov/>

If you meet the requirements stated on this examination bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described in this bulletin will be rated against a predetermined job-related rating, and all applicants who pass will be ranked according to their score.

The Department of State Hospitals reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. This examination may be canceled by the Department of State Hospitals at any time prior to the establishment of the employment list. Such revision or cancelation will be in accordance with civil service laws and rules and all applicants will be notified.

**General Qualifications:** Applicants must possess essential personal qualifications including integrity, initiative, dependability, good judgement, the ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

**Eligible Lists:** Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on the bulletin.

High School Equivalence: Equivalence to completion of the 12<sup>th</sup> grade may be demonstrated in any one of the following ways: 1) passing the General Education Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the competitor is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.