

Attachment K



Hospital Police Officer Series

California State Personnel Board Specification

Series established March 13, 1975

Scope

This series specification describes the Hospital Police Officer, Hospital Police Sergeant, and Hospital Police Lieutenant classes that have major responsibilities for enforcing State laws and hospital regulations on and about State hospital grounds.

Schem Code	Class Code	Class
VC48	1937	Hospital Police Officer
VC45	1936	Hospital Police Sergeant
VC40	1935	Hospital Police Lieutenant

Definition of Series

Hospital Police Officers, Hospital Police Sergeants, and Hospital Police Lieutenants are distinguished from other peace officer classes by being regularly required to perform law enforcement duties in close proximity to mentally ill patients. Their duties include maintaining law and order on hospital grounds; patrolling and protecting hospital buildings and grounds; checking for unauthorized movement of patients, breaches of security, and unsafe conditions; conducting administrative and criminal investigations; making arrests; testifying in court; and enforcing vehicle traffic and parking

regulations and issuing citations when necessary. Incumbents also monitor patient and visitor activities on hospital grounds; assist nursing personnel in controlling severely combative patients; and carry out standard search procedures in cases of unauthorized patient absences. Incumbents transport patients under security as required and perform other related duties.

Definition of Levels

Hospital Police Officer

This is the entry and journey person level for this series. Incumbents, under supervision, perform custody, security, and general law enforcement duties and do other related work.

Hospital Police Sergeant

Under general supervision, the Hospital Police Sergeant plans, organizes, and directs the work and training of subordinate police officers and does other related work. The Hospital Police Sergeant supervises Hospital Police Officers assigned to a shift or unit and may perform administrative duties as directed.

Hospital Police Lieutenant

Under direction, the Hospital Police Lieutenant plans, organizes, and directs law enforcement and security operations of a State hospital and does other related work. The Hospital Police Lieutenant supervises Hospital Police Sergeants assigned to a division or similarly structured group and performs administrative or staff functions as directed.

Job Characteristics

All applicants are required to successfully complete the Department of Mental Health's Hospital Orientation training during their probationary period.

Hospital Police Officer: All applicants are required to successfully complete the Field Training Officer Program during their probationary period.

Hospital Police Sergeant: All applicants are required to successfully complete the POST Supervisory Course during their probationary period.

Hospital Police Lieutenant: All applicants are required to successfully complete the POST Management Course during their probationary period.

Successful completion of the designated training courses is a requirement for permanent status in these classifications.

Minimum Qualifications

All Levels:

Education: Equivalent to completion of the 12th grade. and Training Requirement: Satisfactory completion of the training requirements of Penal Code Section 832. Candidates may be admitted to the examination before completion of Penal Code Section 832, but must successfully complete this training before being eligible for appointment.

Hospital Police Officer

Experience: No experience required.

Hospital Police Sergeant

Either I

Experience: Two years of experience in the California state service performing the duties of a Hospital Police Officer.

Or II

Experience: Three years of full-time, paid California peace officer experience. Two years of college or university level education in criminal justice administration or related field in law enforcement may be substituted for one year of the required experience. Education may be substituted up to a maximum of two years of experience.

Hospital Police Lieutenant

Either I

Experience: Two years of experience in the California state service performing the duties of a Hospital Police Sergeant.

Or II

Experience: Four years of full-time, paid California peace officer experience, two years of which must have been in a supervisory capacity at a level comparable to the rank of Sergeant. Two years of college or university level education in criminal justice administration or a related field in law enforcement may be substituted for one year of the required experience. Education may be substituted up to a maximum of two years of experience.

Knowledge and Abilities

Hospital Police Officer

Knowledge of: Basic principles and practices of law enforcement and basic arithmetic as applied in performing peace officer duties.

Ability to: 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 patients or law violators; 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; work closely with medical and nursing staff to resolve patient-related problems; deal effectively with patients, the public, and other law enforcement agencies; prepare clear and concise reports.

Hospital Police Sergeant

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.

Hospital Police Lieutenant

Knowledge of: The criteria of the Hospital Police Sergeant and the Hospital Police Officer; methods of personnel management, employee development, completed staff work, and training; 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 the ability criteria of the Hospital Police Sergeant and the Hospital Police Officer; supervise and evaluate the performance of others; organize and direct staff concerning special tasks and projects; assist in developing hospital policies and procedures.

Special Personal Characteristics

All Levels:

A sympathetic understanding of the problems of the mentally ill; tolerance, tact, and emotional stability; ability to remain calm in emergency situations; and willingness to work at night and to report for duty at any time when emergencies arise.

Special Physical Requirements

All Levels:

Possession and maintenance of sufficient strength, agility, and endurance to perform during physically, mentally, and emotionally stressful and emergency situations encountered on the job; and sufficient hearing and vision to effectively perform the essential functions of the job.

Age Limitation

All Levels:

The minimum age of appointment is 21 years of age.

Driver License Requirement

All Levels:

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

Peace Officer Standards

All Levels:

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(a), 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 these classes.

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 unsuccessful in the background investigation cannot be appointed as peace officers.

Medical/Psychological Screening Requirement: Pursuant to Government Code Section 1031(f), persons successful in peace officer examinations are required to successfully pass a thorough medical and psychological screening prior to appointment date. Persons unsuccessful in the medical and psychological screening cannot be appointed as peace officers.



CONTINUOUS OPEN EXAMINATION FOR DEPARTMENT OF STATE HOSPITALS

HOSPITAL POLICE OFFICER

www.dsh.ca.gov

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to 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.

It is the objective of the State of California to achieve a drug-free state workplace. 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.

EXAMINATION TYPE AND POSITION LOCATIONS

This is an open examination for the Department of State Hospitals (DSH) for the following location(s):

DSH - Atascadero
DSH - Metropolitan
DSH - Patton

DSH - Coalinga
DSH - Napa

Examination and/or Employment Applications will not be accepted on a promotional basis. Career credits do not apply.

HOW TO APPLY

MAIL OR HAND DELIVER, A STATE APPLICATION (STD. 678) TO **ONLY** ONE OF THE FOLLOWING HOSPITALS (YOU WILL HAVE THE OPTION TO CHOOSE MULTIPLE LOCATIONS AT THE TIME OF EXAMINATION.):

DSH-ATASCADERO
EMPLOYMENT OFFICE
P.O. BOX 7005
ATASCADERO, CA 93423-7001
(805) 468-3384 / TDD (805) 468-2009

DSH-COALINGA
SELECTION SERVICES UNIT
P.O. BOX 5002
COALINGA, CA 93210
(559) 935-4305 / TDD (559) 935-7120

DSH-METROPOLITAN
SELECTION SERVICES UNIT
11401 SOUTH BLOOMFIELD AVENUE
NORWALK, CA 90650
(562) 863-7011 / TDD (562) 863-1743

DSH-NAPA
PERSONNEL OFFICE
2100 NAPA-VALLEJO HIGHWAY
NAPA, CA 94558
(707) 253-5611 / TDD (707) 253-5768

DSH-PATTON
HUMAN RESOURCES-EXAMS/HIRING
3102 EAST HIGHLAND AVENUE
PATTON, CA 92369
(909) 425-7000 / TDD (909) 862-5730

California Relay for the hearing impaired:

From a TDD Phone (800) 735-2929

From a Voice Phone (800) 735-2922

DO NOT SUBMIT A STATE APPLICATION (STD. 678) TO THE CALIFORNIA DEPARTMENT OF HUMAN RESOURCES.

NOTE: All State Applications (STD. 678) must include: "to" and "from" dates (month/day/year); time base; and civil service class titles. State Application (STD. 678) received without this information will be rejected. Resumes will not be accepted in lieu of a completed State Application (STD. 678).

EXAMINATION ELIGIBILITY LIMITATION

A candidate may be tested only once during any testing period. The testing period for this classification is once every 12 months. If you have taken an examination for this classification with the Department of State Hospitals- Atascadero, Coalinga, Metropolitan, Napa, or Patton within the last 12 months, you are not eligible to compete in this examination.

FINAL FILE DATE	Continuous Testing – No Final File Date. Testing is considered continuous as dates can be set at any time.
SPECIAL TESTING ARRANGEMENTS	If you have a disability and need special testing arrangements, mark “yes” on Question #2 on the State Application (STD. 678). The Selection Services Unit will contact you to make special testing arrangements.
IDENTIFICATION REQUIRED	Note: Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.
SALARY RANGE	<p>\$4,524 - \$5,595*</p> <p>*\$800 per month Recruitment & Retention pay is included in the salary listed above.</p> <p>Salary reflects the 2% increase effective 7/1/2015.</p> <p>The salaries used in the bulletin may not reflect all pay raises or any additional bonuses. You should verify the salary level(s) with the department personnel office before making any commitments.</p>
REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION	<p>It is your responsibility to make sure you meet the education and/or experience requirements stated on this announcement on the date you submit your application. Your signature on your State Application (STD. 678) indicates that you have <u>read</u>, <u>understood</u>, and <u>possess</u> the basic qualifications required.</p> <p>NOTE: All applicants must meet the education and/or experience requirements for this examination by the testing deadline established by the testing office.</p>
MINIMUM QUALIFICATIONS	<p><u>Education:</u> Equivalent to completion of the 12th grade. and</p> <p><u>Training Requirement:</u> Satisfactory completion of the training requirements of Penal Code Section 832. Candidates may be admitted to the examination before completion of Penal Code Section 832, but must successfully complete this training before being eligible for appointment.</p>
SPECIAL PERSONAL CHARACTERISTICS	Tolerance and ability to handle stressful situations; ability to remain calm in emergency situations; and willingness to work at night and to report for duty at any time when emergencies arise.
JOB CHARACTERISTICS	<p>All applicants are required to successfully complete the Department of State Hospitals Orientation training during their probationary period.</p> <p>All applicants are required to successfully complete the Field Training Officer Program during their probationary period.</p> <p>All applicants will receive approximately seventeen weeks of training at the Department of State Hospitals Police Academy (DSHPA) located in Atascadero, adjacent to Atascadero State Hospital.</p> <p>Successful completion of the designated training courses is a requirement for permanent status in these classifications.</p>
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; and sufficient hearing and vision to effectively perform the essential functions of the job.
JOB DESCRIPTION	This is the entry and journey person level for this series. Incumbents, under supervision, perform custody, security, and general law enforcement duties and do other related work.
AGE LIMITATION	The minimum age of appointment is 21 years of age.
DRUG TESTING REQUIREMENT	Applicants for positions in this class are required to pass a drug-screening test. Testing of current employees who are applicants in an examination, or who are transferring is permitted only if the person does not have a current appointment to a class for which drug testing is a requirement.

**PEACE OFFICER
REQUIREMENTS****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.

**PEACE OFFICER
REQUIREMENTS
CONT.****Felony Disqualification:**

Pursuant to Government Code Section 1029(a), 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 these classes.

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 unsuccessful in the background investigation cannot be appointed as peace officers.

Medical/Psychological Screening Requirement:

Pursuant to Government Code Section 1031(f), persons successful in peace officer examinations are required to successfully pass a thorough medical and psychological screening prior to appointment date. Persons unsuccessful in the medical and psychological screening cannot be appointed as peace officers.

Drug Testing Requirement:

Applicants for positions in these classes are required to pass a drug-screening test. (The drug-screening test will be waived for employees who are currently in a designated "sensitive" class for which drug testing is required under State Personnel Board Rule 213.)

Driver's License Requirement:

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

**EXAMINATION
INFORMATION**

This examination will consist of a Written Exam 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.***

**EXAMINATION
SCOPE****Knowledge of:**

1. Basic principles and practices of law enforcement and basic arithmetic as applied in performing peace officer duties.

Ability to:

1. Apply sound judgment in the enforcement of hospital rules and regulations and applicable State laws necessary for the protection of persons and property.
2. Physically apprehend and control patients or law violators.
3. Remain calm, and think and act quickly in an emergency.
4. Adopt an effective course of action in dealing with unusual situations.
5. Use patience, tact, and impartiality in handling disturbances and confrontations.
6. Communicate convincingly and effectively.
7. Work closely with medical and nursing staff to resolve patient-related problems.
8. Deal effectively with patients, the public, and other law enforcement agencies.
9. Prepare clear and concise reports.

**ELIGIBLE LIST
INFORMATION**

A departmental open eligible list will be established for the Department of State Hospitals-Atascadero, Coalinga, Metropolitan, Napa, and Patton. The eligible list will be used to fill vacancies at Atascadero, Coalinga, Metropolitan, Napa, and Patton. Names of successful competitors are merged onto the list in order of final score, regardless of date. Eligibility expires 24 months after it is established, unless the needs of the service and conditions of the list warrant a change in this period.

**VETERANS'
PREFERENCE**

Veterans' preference will be granted in this examination.

GENERAL INFORMATION

For an examination without a written feature it is the competitor's responsibility to contact the Department of State Hospitals, Selection Services Unit at (916) 651-8832 three weeks after the application deadline date if she/he has not received a progress notice.

If a competitor's notice of oral interview or performance test fails to reach her/him prior to the day of the interview due to a verified postal error, she/he will be rescheduled upon written request.

State Application (STD. 678) are available at the California Department of Human Resources, local offices of the Employment Development Department, the Department of State Hospitals, and accessible on the internet at www.CalHR.ca.gov.

If you meet the requirements stated on this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Competitors who pass will be ranked according to their scores.

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. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of competitors and conditions warrant.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental 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 this bulletin.

General Qualifications: Competitors must possess essential personal qualifications including integrity, initiative, dependability, good judgment and 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.

Veterans' Preference: Effective January 1, 2014, in accordance with Government Codes 18973.1 and 18973.5, Veterans' Preference will be awarded as follows: 1) Any veteran, widow or widower of a veteran, or spouse of a 100 percent disabled veteran, who achieves a passing score in an entrance examination, shall be ranked in the top rank of the resulting eligibility list. Any veteran who has been dishonorably discharged or released is not eligible for Veterans' Preference. 2) An entrance examination is defined, under the law, as any open competitive examination. And 3) Veterans' Preference is not granted once a person achieves permanent civil service status.

Veteran status is verified by the California Department of Human Resources (CalHR). Directions to apply for Veterans' Preference are on the Veterans' Preference Application (Std. Form 1093), which is available at <http://jobs.ca.gov/Job/VeteransInformation>, and the Department of Veterans Affairs.

High School Equivalence: Equivalence to completion of the 12th 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.

Career Credits: In open, nonpromotional examinations, career credits are granted to: 1) State employees with permanent civil service status, 2) full-time employees of the State who are exempt from State civil service pursuant to the provisions of Section 4 of Article VII of the California Constitution, and who meet all qualification requirements specified by the Board and have 12 consecutive months of service in an exempt position, and 3) individuals who have served one full year in, or are graduates of, the California Conservation Corps (eligibility shall expire 24 months after graduation from the California Conservation Corps). Three points are added to the final test score of those candidates who meet the above criteria, and who are successful in the examination. Such examinations cannot be for managerial positions described in Government Code 3513. Competitors not currently employed in State civil service who have mandatory reinstatement rights may also be eligible for career credits, but they must explain their civil service status in the appropriate section of the State Application (STD. 678). (Section 4 of Article VII of the California Constitution is posted at the California Department of Human Resources, 1515 S Street Sacramento, CA 95811.)

DEPARTMENT OF STATE HOSPITALS

Selection Services Unit
1600 9th Street, Room 121
Sacramento, CA 95814

TDD is a Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD Device.

From TDD Phones: 1-800-735-2929

From Voice Phones: 1-800-735-2922

