

DUTY STATEMENT

Box reserved for Personnel Section

SH3002 (Rev. 3/22/12)

		RPA #	C&P Analyst Approval	Date
Employee Name		Division		
Position No / Agency-Unit-Class-Serial		Unit		
Class Title Hospital Police Officer		Location		
SUBJECT TO CONFLICT OF INTEREST <input type="checkbox"/> Yes <input type="checkbox"/> No	CBID	WORK WEEK GROUP	PAY DIFFERENTIAL	OTHER

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

Under supervision of the Hospital Police Sergeant, the Hospital Police Officer will perform basic law enforcement duties, and other related duties as required. The Hospital Police Officer 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.)
35%	<p style="text-align: center;">ESSENTIAL FUNCTIONS</p> <p>Perform the basic law enforcement principles and practices enforcing laws, regulations and policies; Maintain order and protect the public, staff, patients and property by investigating crimes. Apply knowledge of the principles and practices of modern crime investigation and criminal identification techniques. Investigate deaths and various crimes through such activities as collection of physical evidence, surveillance, and the interviewing and interrogation of suspects, victims, complainants and witnesses. Determine elements of crimes and/or decide when and if arrest is indicated; prepare complete, accurate, and legible, grammatically correct reports in a timely manner. Testify in court and at administrative hearings to present evidence and/or explain arrest/facts; serve warrants and subpoenas. Maintain order in the hearing rooms, direct supervision of patients during the various proceedings. Shall quickly respond to emergencies in area of responsibility and to relay pertinent information via radio or other communication devices.</p> <p>Patrol assigned areas by foot, bicycle, and vehicle, remaining alert and observant to unusual conditions/activities and issue warnings/citations, as needed. Respond to all emergency alarms and requests for assistance within area of responsibility and observe the security aspects of the unit and facility. Administer first aid, when needed. Promptly report any injuries to supervisor. Initiate corrective action when necessary and maintain a highly visible patrol of assigned areas.</p> <p>Escort patients to off-unit and on custodial trips away from the Hospital, provide full, continual custody and control of the patient. Officers will provide traffic enforcement, as needed or required, on facility grounds. Address traffic issues and provide for orderly and safe traffic flow within the facility grounds.</p> <p>Provide for contraband control by careful monitoring of patients, inspect all incoming patients' property, mail and packages received by the facility, and participate in contraband and safety searches of Hospital areas.</p> <p>Assist other public agencies when called upon. 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.</p>
25%	<p>Support the function of treatment and evaluation in a secured forensic facility and serve the members of our community. Utilize the community oriented policing philosophy; provide assistance, as needed, in patient containment; interact with both patients and staff during unit and area visits; provide additional security for maintenance workers to ensure protection of tools and materials. Demonstrate proper and</p>

appropriate use of all safety equipment assigned to him/her including the rules governing the use of metal handcuffs, pepper spray, baton and use of force.

Make random rounds within assigned areas of responsibility and inspect all assigned areas for safety and security problems. If concerns or problems are found, notify supervisor immediately. Monitor and make periodical contact with patients in areas where minimal or no staff are present. Monitor emergency situations and place self in an appropriate position to provide assistance if needed for fellow officers and staff in designated areas.

Recognize behavioral characteristics of a violent offender. Test alarm sensors in off-unit areas. Assist with courtyard coverage; assist with searching patients and their rooms and attend unit shift changes. Ensure that proper security procedures are utilized in all areas and that all employees maintain proper control of keys and alarm activators; assist staff with counts by maintaining patients in area of responsibility in a centralized location.

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 Officer duties as required.

KNOWLEDGE AND ABILITIES

Knowledge of:

Basic principles and practices of law enforcement and basic arithmetic as applied in performing Police 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.

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. Employees shall not wear beards, mustaches, sideburns, and facial hair 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.

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.

SPECIAL REQUIREMENTS – Prior to being assigned to the Field Training Program, all Hospital Police Officer's must complete an approved OPS Academy. Officers must complete the Field Training Program prior to the end of his/her probationary period.

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.

REQUIRED QUALIFICATIONS

JOB RELATED QUALIFICATIONS

Learn, retain and use standard radio procedures including radio codes.

Learn, retain and use the geographic features and streets within the area of responsibility.

Read, comprehend, explain and apply complex issues of law.

Safely operate a motor vehicle under normal and emergency conditions.

Exercise discretion.

OFFICER SAFETY

Is aware of what is happening in other areas by monitoring radio traffic so that he/she does not transmit during emergency situations.

EMERGENCIES

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

TECHNICAL PROFICIENCY

Possess good writing and verbal communications skills.

Possess tactical decision-making skills and techniques.

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 and a valid defensive driving certification.

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