



California Department of
State Hospitals

Hospital Police Officer

Exam Code: 3PBBE

Department: Department of State Hospitals

Exam Type: Departmental, Open

Final Filing Date: Continuous

CLASSIFICATION DETAILS

Hospital Police Officer – \$5,915.00 - \$7,420.00 per month

[View the Hospital Police Officer classification specification](#)

APPLICATION INSTRUCTIONS

Final Filing Date: Continuous

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 **six (6) months**.

How To Apply:

The link to the online multiple choice examination is located farther down on this bulletin in the "Taking the Examination" section.

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.

MINIMUM QUALIFICATIONS

All applicants must meet the education and/or experience requirements as stated on this exam bulletin to be accepted into the examination.

Hospital Police Officer

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.

Experience: No experience required.

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.

AGE LIMITATION

The minimum age for appointment is 21 years of age.

DRIVER 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.

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(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.)

POSITION DESCRIPTION

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.

Special Personal Characteristics: 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.

EXAMINATION SCOPE

This examination consists of the following components:

Multiple Choice Written Examination – Weighted 100% of the final score.

The online multiple choice examination is comprised of three sections:

1. Situational Judgment
2. Reading Comprehension
3. Written Communication

To obtain a position on the eligible list, a minimum score of 70% must be received. Applicants will receive their score upon completion of the written examination.

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. 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 for the **Hospital Police Officer** classification will be established for:

Department of State Hospitals

The names of **successful** competitors will be merged onto the eligible list in order of final score regardless of exam date. Eligibility expires **twenty-four (24) months** after it is established. Applicants must then 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.

Veteran status is verified by the California Department of Human Resources (CalHR). Information on this program and [the Veterans' Preference Application](#) (CalHR 1093) form is available online. Additional information on veteran benefits is available at the Department of Veterans Affairs.

Career Credits **will not** be added to the final score for this examination.

PREPARING FOR THE EXAMINATION

Here is a list of suggested resources to have available prior to taking the examination.

Employment History: Employment dates, job titles, organization names and addresses, names of supervisors or persons who can verify your job responsibilities, and phone numbers of persons listed above.

Education: School names and addresses, degrees earned, dates attended, courses taken (verifiable on a transcript), persons or office who can verify education, and phone numbers of persons or offices listed above.

Training: Class titles, certifications received, names of persons who can verify your training, and phone numbers of persons listed above.

TAKING THE EXAMINATION

We recommend using Chrome, Firefox, or Edge for optimal performance when accessing the examination.

[Take the Hospital Police Officer examination](#)

Note: This examination is being given online and you are able to take the examination at any time on any day of the week. This is a timed examination. Once you click the "Start Hospital Police Officer Examination" button, your timer will begin. There is no way to pause, stop, or reset the timer once you start. A stable internet connection is recommended as no additional time will be provided for internet loss, power loss, or computer/browser issues. At this time, if you are unable to complete the timed examination, it is recommended you do not continue until you are able to do so.

TESTING DEPARTMENTS

Department of State Hospitals

CONTACT INFORMATION

If you have any administrative questions concerning this examination bulletin, including provision of reasonable accommodation for this testing process, please contact:

Department of State Hospitals
Selection Services Unit
Monday through Friday, 8am to 5pm (excluding State Holidays)
Phone: 916-651-8832

If you have any **technical** questions concerning this examination bulletin, please contact:

California Department of Human Resources
Attn: Examination Services
1515 S Street
Sacramento, CA 95811
Phone: 1-866-844-8671

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 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.

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](#).

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. Such revision 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 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.