



California Department of **State Hospitals**

HOSPITAL POLICE SERGEANT

Exam Code: 1MH05

Department: Department of State Hospitals

Exam Type: Open

Final Filing Date: Continuous

Class Code: 1936

CLASSIFICATION DETAILS

HOSPITAL POLICE SERGEANT – \$4,748.00 - \$6,157.00 per month.

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

APPLICATION INSTRUCTIONS

Final Filing Date: Continuous Testing – it is anticipated testing will occur twice a year.

Upcoming Cut-Off Dates:

- **January 27, 2021**
- **July 30, 2021**

Applications are accepted on a continuous basis. The cut-off-dates are listed above. All completed applications submitted by each cut-off-date will be processed for that administration.

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, 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:

HospitalPoliceSergeant@dsh.ca.gov

Electronic signatures are acceptable.

Indicate the Classification on your Examination Application (STD 678).

You may apply by mail to:
Department of State Hospitals – Sacramento
Selection Services Unit
1600 9th Street – Room 121
Sacramento, CA 95814

Indicate the Classification on your Examination Application (STD 678).

You may apply in person at:
Department of State Hospitals – Sacramento
1600 9th Street
Sacramento, CA 95814
Monday through Friday, 8am to 5pm (excluding State holidays)

Indicate the Classification on your Examination Application (STD 678).

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:

Web-Based Written Exam: It is anticipated the self-scheduling and web-based exam will be held in February and March of 2021.

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

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.

AND

EITHER 1

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

OR 2

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.

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.

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.

DRIVERS 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.

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DEFINITION OF TERMS

High School Equivalence:

Equivalence to completion of the 12th grade must be demonstrated by: (1) possession of a high school diploma; (2) pass the General Education Development (GED) test or other high school equivalency test approved by the State Department of Education that indicates high school graduation level; (3) pass the California High School Proficiency Examination; or (4) have attained a two-year, four-year, or advanced degree from an accredited college or university.

The high school shall be either a United States public school, an accredited United States Department of Defense high school, or an accredited or approved public or nonpublic high school. Any accreditation or approval required by this subdivision shall be from a state or local government educational agency using local or state government approved accreditation, licensing, registration, or other approval standards, a regional accrediting association, an accrediting association recognized by the Secretary of the United States Department of Education, an accrediting association holding full membership in the National Council for Private School Accreditation (NCPISA), an organization holding full membership in AdvancED, an organization holding full membership in the Council for American Private Education (CAPE), or an accrediting association recognized by the National Federation of Nonpublic School State Accrediting Associations (NFSSAA).

Penal Code Section 832

Satisfactory completion of the training requirement of Penal Code Section 832 may be demonstrated with possession of a P.C. 832 Arrest Certificate.

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(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

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.

EXAMINATION SCOPE

This examination consists of the following components:

Web-Based Written Examination - Weighted 100% of the final score.

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.
2. Basic arithmetic as applied in performing peace officer duties.
3. Procedures and laws on patrol operations, investigations, vehicle code enforcement, laws of arrest, search and seizure, and court operations.
4. Hospital and departmental rules, policies, and procedures regarding conduct and control of patients, staff, and visitors.
5. A supervisor's role in training and disciplinary procedures.
6. 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:

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.
10. Plan, organize, and direct the work of others.
11. Interpret and apply hospital and departmental policies and procedures.
12. Effectively promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment.

ELIGIBLE LIST INFORMATION

A Departmental, Open eligible list for the **Hospital Police Sergeant** 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 **Twelve (12) 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.

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

This examination will consist of a Web-based 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 take the written examination during the scheduled testing window will be disqualified.***

PREPARING FOR THE EXAMINATION

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

1. **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.
2. **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.
3. **Training:** Class titles, certifications received, names of persons who can verify your training, and phone numbers of persons listed above.

TAKING THE EXAMINATION

Step 1. Submit your application following the instructions above. Please note: our primary communication method with you will be email; therefore, it is important that we have your correct email address on file.

Step 2. Candidates accepted into this exam will receive instructions for scheduling and taking the Web-based Written Examination. Please note: a stable

internet is required. No additional time will be provided for internet loss, or computer browser issues.

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: HospitalPoliceSergeant@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

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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.