



California Department of **State Hospitals**

HOSPITAL POLICE OFFICER

Exam Code: 8MHTG

Department: Department of State Hospitals

Exam Type: Open

Final Filing Date: Continuous

Class Code: 1937

CLASSIFICATION DETAILS

HOSPITAL POLICE OFFICER – \$4,535.00 - \$5,561.00 per month.

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

APPLICATION INSTRUCTIONS

Final Filing Date: Continuous

Exam registrations are accepted on a continuous basis. The registration periods for upcoming exam dates are listed below. All registrations submitted within the filing period for an upcoming exam date will be processed for that administration.

Note: Registrations may be processed on a flow basis prior to the filing period's end date to meet the hiring needs of the department.

Upcoming Exam Date: June 2021

Filing period for June 2021 exam: March 19, 2021 - April 27, 2021

The online registration will conclude at 5pm on April 27, 2021, or once all seats are filled.

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 **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:

To apply for this examination, you will need a CalCareers account. If you do not have an account, you can sign up by using the following link:

<https://jobs.ca.gov/CalHRPublic/Login.aspx>

The primary method of contact for this exam will be email. Please ensure your CalCareers is updated with your current email address.

Once you have a CalCareers account, click on the link in the “Exam Registration” section to apply for the exam.

Registering using the online application system as specified is the preferred method of applying for this civil service examination as seats may be limited.

The examination is considered continuous as dates may be disseminated at any time. Candidates must meet the requirements to take the exam. Applicants are to respond to questions to determine if they meet the minimum qualifications. An immediate minimum qualifications determination will be made by the online system. Space is limited and will be available on a first-come, first-served basis. Please note that minimum qualifications will be verified by the DSH Selection Services Unit prior to a job offer.

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. 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.

Experience: No experience required.

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.

DEFINITION OF TERMS

Equivalent to completion of the 12th grade

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 (NCPSA), 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 Requirements

Satisfactory completion of the training requirements 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

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.

EXAMINATION SCOPE

This examination consists of the following components:

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

A final score of 70% must be attained to be placed on the eligible list. ***Candidates who do not take the examination during the scheduled testing window 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. Basic principles and practices of law enforcement and basic arithmetic as applied in performing peace officer duties.

Ability to:

1. Apply sound judgement 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.

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.

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.

EXAM REGISTRATION

[Click on this link to register for the Hospital Police Officer examination.](#)

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

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

Bulletin Date: 3/19/2021

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 cancellation 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.