

ADMINISTRATIVE LETTER

SUBJECT: DSH Law Enforcement Reporting Structure	NUMBER: AL2014-15
REFERENCES/AUTHORITY: <ul style="list-style-type: none">• By Order of the Chief Deputy Director, DSH• CA Welfare & Institutions Code 4311-4313• CA Penal Code Section 830.38 and 830.3(v)• Title 9, CA Code of Regulations Section 4315	DATE ISSUED: November 7, 2014
	SUPERSEDES: <u>Special Order 911</u>

Purpose

This Administrative Letter announces the establishment of the Department of State Hospitals (DSH), Office of Protective Services (OPS), and sets forth its structure, authority and responsibilities of various personnel related to law enforcement.

OPS/Law Enforcement Mission

DSH Law Enforcement is dedicated to providing the highest level of safety and security to patients, staff and the community through competent, professional, law enforcement services while facilitating treatment of the mentally ill with compassion.

OPS Structure

The OPS in DSH – Sacramento is the statewide authority for the following areas of responsibility:

- Professional Standards Unit;
- Policy and Compliance Unit;
- Internal Investigations Unit;
- Implementation and oversight of the five pillars of effective law enforcement statewide:
 1. Standardized recruitment, hiring, and retention of high quality law enforcement personnel;
 2. Standardized police policies based upon best practices in law enforcement;
 3. Standardized law enforcement training program;
 4. Development of law enforcement management and supervisory personnel;
 5. Consistent and standardized disciplinary processes.

The OPS Department of Police Services (DPS) at the State Hospitals is the local authority for the investigation of criminal activity upon the grounds and is responsible for enforcement of rules, regulations, and policies for striving to provide a safe and secure environment. To carry out this responsibility, each state hospital maintains a cadre of law enforcement officers that are charged with enforcing local, state and federal law and hospital policies to ensure the protection of staff, individuals, visitors and the public.

The OPS at the Psychiatric Program facilities has joint authority with the California Department of Corrections and Rehabilitation (CDCR) for the investigation of criminal activity upon the grounds and responsibility for enforcement of rules, regulations, and policies for striving to provide a safe and secure environment.

**Roles, Reporting
Structure &
Responsibilities**

**Chief Deputy
Director-DSH**

Evaluates and resolves issues and/or disputes between the Chief of Law Enforcement and the hospital and/or psychiatric program executive management team members, and is the final authority within DSH for such matters.

**Chief of Law
Enforcement**

The CLE provides oversight and direction regarding all matters pertaining to law enforcement as follows:

- Reports directly to the Chief Deputy Director and serves as the law enforcement member of the DSH Executive Management Team;
- Participates in discussions and meetings with Executive Management;
- Serves as an extension of the Chief Deputy Director's office regarding law enforcement issues;
- Speaks on behalf of the Chief Deputy Director regarding law enforcement matters;
- Collaborates with the Investigations and Law Enforcement Support Division in the California Health and Human Services Agency (CHHS);

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- Conducts periodic audits of hospital Department of Police Services (DPS) to ensure adherence to the established policies and procedures;
 - Assists the Executive Director (ED) and Hospital Administrator (HA) and provides oversight to ensure that hospital DPS comply with law enforcement policies and procedures;
 - Serves as the law enforcement expert regarding the final recommendation on all hiring, promotion and adverse actions of all DSH OPS personnel. Reviews and approves all background files for potential DSH OPS personnel.
 - Serves as a law enforcement consulting resource.

**Supervising
Special
Investigator II**

The Supervising Special Investigator II assigned at DSH– Sacramento reports to the CLE and has responsibility for the overall operation of the Professional Standards Unit, Policy and Compliance Unit, and Internal Investigations Unit.

**Hospital
Administrator**

The HA supervises the Chief, Protective Services and Security, regarding the daily operations of the state hospital police services. The HA reports to the ED and confers with and receives guidance regarding all matters pertaining to law enforcement from the CLE.

**Department of
Police Services**

The Department of Police Services (DPS), under the direction of the HA, has responsibility for the following:

- The enforcement of the law, prevention of crime, and apprehension of offenders on hospital grounds;
- Maintaining and ensuring peace, custody, and security on hospital grounds;
- Ensuring the security of persons on hospital grounds;
- The integration of law enforcement functions in a therapeutic environment that reflects the special needs of a mental health population.
- Protecting and preserving state property along with personal property on hospital grounds;
- Directing traffic, conducting traffic investigations and enforcement on hospital grounds;

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- *Offsite transportation;
 - Visitor control;
 - *Ingress and egress of all persons and vehicles entering into the secure treatment areas; and,
 - Contraband control.

*Current process at DSH-Coalinga and DSH-Patton, in compliance with CDCR, remains the same.

**Chief
Protective
Services &
Security**

The Chief, Protective Services and Security, assigned at the state hospital under the direction of the HA, is responsible for the overall operation of the DPS, the supervision, direction, hiring, and training of personnel, and liaison to local, state, and federal law enforcement agencies. The Chief is accountable to the CLE and/or his/her designee for all matters relating to law enforcement standards, policies, hiring and procedures as defined. The CLE confers with, and works through, the HA on all law enforcement issues following the chain of command as indicated on the attached organization chart.

**Supervising
Investigator I**

The Supervising Investigator I assigned at each of the five state hospitals, in collaboration with the state hospital ED, HA and DPS Chief reports to the Chief of Law Enforcement and is responsible for the overall operation of the OSI, including the supervision, direction, and training of personnel and liaison to local, state, and federal law enforcement agencies.

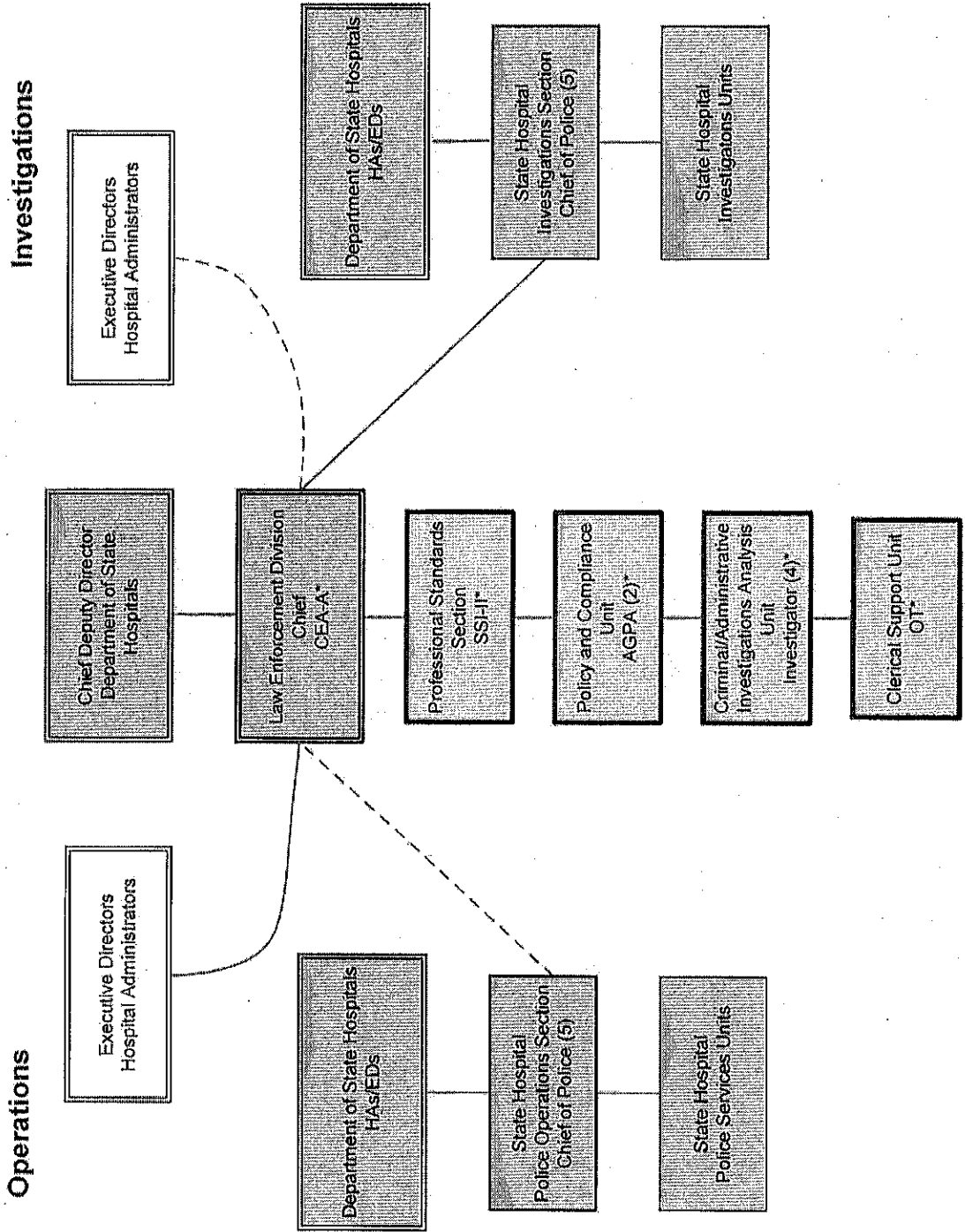
Signature

Original signed by Chief Deputy Director
Pam Ahlin, Chief Deputy Director
Department of State Hospitals

Attachment

OPS Org Chart

Department of State Hospitals Protective Services & Security Division



Total DSH headquarters* positions required: 8
 Position available: 2
 Additional positions required: 6

Denotes Functional Supervision

Newly created unit

