

**Requesting Department – State Safety Retirement Designation**

Department	Email
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Division	Telephone Number
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Contact Person	
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**Questionnaire**

**Purpose**

CalHR staff has determined additional information is necessary to determine if the duties and responsibilities of the class or position meets “state safety” retirement criteria as specified in Government Code section 19816.20.

**State Safety Criteria**

In order to be eligible for state safety benefits, an employee in the class or position under consideration must meet all of the following criteria:

1. The employee must have ongoing responsibility for:
  - a. The protection and safeguarding of public and property; and
  - b. The control or supervision of incarcerated individuals, or regular and substantial contact with incarcerated individuals; and
2. The employee must, as a condition of employment, be required to and capable of responding to emergency situations.
3. The employee must provide a level of service to the public such that the safety of the public and of property is not jeopardized.
4. The employee’s job specification and signed duty statement must clearly outline the requirement that the employee has ongoing responsibility for the items listed in item #1, above.
5. The employee’s job duties must be such that earlier retirement age is necessary to ensure the employee is capable of performing protective duties.

**Protection of Public and Property:**

1. What are the essential tasks performed that are related to providing protection of public and property? How much time required for essential tasks? (never, yearly, monthly, weekly, daily)? Please provide any supporting documents, if available.

2. Specify the required training and guidelines the employees in the class or position must complete to ensure protection of public and of property is properly accomplished? How often is the training required? Please provide any supporting documents, if available.

**Regular and Substantial Contact with Inmates:**

1. The state safety justification and duty statements provide that the employees direct contact with inmates.

a. Describe the nature of and amount of time spent in the control, supervision, or regular substantial contact with inmates and juvenile offenders? "Regular contact" means daily, weekly, monthly, semi-monthly, yearly, or periodically. "Substantial" means percentage of time.

b. When the employees meet with inmates, is the meeting located in a secured or non-secured area?

c. What training and guidelines have been provided to employees as it relates to interacting with inmates and juvenile offenders?

d. When the employees meet with inmates and juvenile offenders, is custodial staff/correctional officers present at all occasions? Please describe occasions where custodial staff is not present.

## Respond to Emergency Situations

1. Below is a summary of questions related to the requirement that employees respond to emergency situations.

a. During an emergency situation involving an inmate, ward, or patient acting out, what is the protocol that must be followed? Does employees intervene when another staff member is assaulted?

b. What is the protocol when there are physical altercations between two or more inmates, wards, or patients?

c. Is verbal intervention used to defuse potential volatile situations? How often?

d. Is staff required to complete "Use of Force" training? Please provide supporting documentation, if available.

e. Do employees carry any safety apparatus?

## Safety History

1. What is the most dangerous or life threatening situation reported?

2. Has there been any history of attacks or assaults perpetrated on any employee in this class or position? If so, please provide information and any supporting documentation.