

**CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION  
OFFICE OF INTERNAL AFFAIRS  
ALLEGATION INQUIRY MANAGEMENT SECTION  
CORRECTIONAL LIEUTENANT  
DUTY STATEMENT**

**GENERAL DUTY STATEMENT:**

Under the direction of the Correctional Captain, Office of Internal Affairs (OIA), Allegation Inquiry Management Section (AIMS) and the indirect supervision from the Chief Deputy Administrator and Deputy Director, OIA, the Correctional Lieutenant (Offender Grievance Reviewer (OGR) performs specific duties including, but not limited to: screen offender grievances, completing inquiries, completing grievance responses, and tracking stages of the offender grievance inquiry from assignment to final submittal. The OGR Correctional Lieutenant will complete offender grievance inquiries related to complaints against staff for the Chief Deputy Administrator's or designee signature, consistent with the rules and regulations outlined in the California Code of Regulations (CCR) and the Department Operations Manual (DOM). The incumbent will be proficient in the interpretation and implementation of current departmental policy as it relates to CDCR operations, policies, and procedures. The Correctional Lieutenant conducts research and inquiry on offender grievances involving CDCR employee misconduct allegations, conducts employee complaint analysis, prepares memorandums and performs related duties. Coordinate and complete special assignments related to proposed policies and procedures, program evaluation, and communication with executive and management staff in various CDCR divisions and outside entities, ensuring unbiased, objective, efficient, timely and thorough inquiry responses.

**KNOWLEDGE AND REQUIREMENTS:**

The incumbent must remain current in CDCR policy relative to the assignment. Incumbent will be privileged to sensitive, complex, and confidential information. Intentional or negligent dissemination of sensitive or confidential information will result in employment disciplinary consequences, as well as potential personal civil liability.

**SPECIFIC RESPONSIBILITIES:**

45% Responsible for managing an inquiry caseload of complex and sensitive offender grievances of alleged staff misconduct requiring custodial supervisor expertise, (offender grievances alleging misconduct by staff will still need to be handled and processed in accordance with the regulatory requirements of the Title 15, CCR. The OGR Correctional Lieutenant will complete offender grievance and investigatory audit inquiries related to complaints against staff to ensure compliance and consistency with current processes, and relevant contractual agreements rules and regulations. Review and compile documents, statements, and other information relative to an assigned offender grievance. Responsible for reviewing offender grievances related to complaints against staff to identify the allegation, violation, etc., as well as determine which staff person(s), civilian(s) and/or offender should be identified for allegation inquiry interviews. Prepare inquiry plan outlining the proposed strategy, and case conference with the Captain. Provide appropriate notifications for interviews in accordance with policy. Conduct objective and thorough

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interviews of witnesses; identify and collect additional evidence and information relevant to the staff complaint; identify additional allegations of misconduct uncovered during the inquiry. Keep the Captain apprised of any change in the complexity or egregiousness of the inquiry.

- 35% Responsible for objectively completing and timely submission of offender grievance responses to the Chief Deputy Administrator's or designee signature. Provide specific written and verbal instructions to staff in other areas of institutional assignment to assist in the completion of the offender grievance review process, when applicable. Responsible for completing the necessary documents and provide a recommendation to the hiring authority via the OIA Captain and/or CDA. When appropriate, provide training to address the complaint.
  
- 15% Organize and communicate with the Institutional Appeals Office staff to review institutional level appeals and prepare draft responses for consideration and approval by the Chief Deputy Administrator. On a weekly basis, audit offender grievances to ensure compliance with appropriate screening policy and respond to inquiries from institutional staff, Central Office, other institutions and individual appeals, the appeals process, and any other related appeal issues. Assists with the monthly, quarterly, and annual appeal reports; identifies, interprets and reports on appeal trends and provides suggested corrective action, as well as monitors COMPSTAT data requirements and provides recommendations for process changes based upon appeals trends.
  
- 5% Provide supervisory support to the AIMS analytical and clerical staff in the absence of the Correctional Captain.

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Employee Signature

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Date

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Supervisor Signature

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Date