

# CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

## POSITION DUTY STATEMENT

☐ PROPOSED

☒ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM CALIFORNIA MEN'S COLONY		POSITION NUMBER (Agency-Unit-Class-Serial) 056-261-9646-XXX	
DIVISION / UNIT  ADMINISTRATION		CLASSIFICATION TITLE CAPTAIN, ADULT INSTITUTION (AI)	
		WORKING DAYS/HOURS: Monday through Friday 0800-1600 (Position may require incumbent to work flexible hours).	
		TIME BASE / TENURE	CBID M06
LOCATION EAST FACILITY: A-D		INCUMBENT	EFFECTIVE DATE 03/11/2025
<b>CDCR'S MISSION and VISION</b>			
<p><b>Mission</b> We enhance public safety through safe and secure incarceration of offenders, effective parole supervision, and rehabilitative strategies to successfully reintegrate offenders into our communities.</p> <p><b>Vision</b> We enhance public safety and promote successful community reintegration through education, treatment, and active participation in rehabilitative and restorative justice programs.</p>			
<b>COMMITMENT TO DIVERSITY, EQUITY, AND INCLUSION</b>			
<p>The California Department of Corrections and Rehabilitation (CDCR) and California Correctional Health Care Services (CCHCS) are committed to building and fostering a diverse workplace. We believe cultural diversity, backgrounds, experiences, perspectives, and unique identities should be honored, valued, and supported. We believe all staff should be empowered. CDCR/CCHCS are proud to foster inclusion and representation at all levels of both Departments.</p> <p>CDCR and CCHCS strive to collaborate with the community to enhance public safety and promote successful community reintegration through education, treatment and active participation in rehabilitative and restorative justice programs. Incumbents establish and maintain cooperative working relationships within the department, other governmental agencies, health care partners, and communities.</p>			
<b>DIVISION OVERVIEW</b>			
BRIEFLY DESCRIBE THE DIVISION/UNIT FUNCTIONS The Captain has overall managerial responsibility for a general population setting of level I - IV incarcerated persons. The Captain ensures that the Facility area is a safe and secure environment for both staff and incarcerated persons. The Captain plans, organizes, and defines program goals for assigned incarcerated persons as well as ensuring assigned employees comprehend and discharge their duties and responsibilities appropriately.			
<b>GENERAL STATEMENT</b>			
BRIEFLY (1 OR 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS Under the direction of the Associate Warden, Level III.			
% of time performing duties	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first.		
30%	Chair Initial Unit Classification Committees. Review, implement or alter caseworker/custody recommendations for custody designations, program assignments, disciplinary assessments, work incentive adjustments, CSR and ICC referrals. As Correctional Administrator backup, serve on Institution Classification Committee. Review and sign classification documentation for inclusion in ERMS.SOMS. Ensure adherence to DOM standards for classification committee makeup proceedings and proceedings, as well as penal code mandates.		
20%	Supervise performance of Facility Lieutenants, Correctional Counselor II (Supervisor) and Office Assistant/Office Technician (Typing). Ensure even flow of information between supervisors and subordinates. Monitor facility assignment policies to ensure compliance with 60/40 affirmative action needs.		

15%	Monitor facility disciplinary process. Review counseling and disciplinary documentation to ensure progressive discipline is being administered. Assign hearings to appropriate level of hearing official/committee. Review completed disciplinaries to ensure compliance with time constraints, due process concerns, and adherence to CDCR/DR 3310 through 3326. Act as senior hearing officer, sub-committee and main committee member on selected disciplinaries.
15%	Conduct scheduled and random tours and inspections of incarcerated person work, leisure and housing sites to ensure compliance with work incentive procedures and health and safety issues. Allow for periods of unrestricted incarcerated person contact (open line) to gauge incarcerated person concerns and attitudes regarding facility operations. Schedule IAC executive and general body meetings to share/discuss incarcerated person concerns. Review and assign/respond to incarcerated person grievances/correspondence regarding facility issues.
10%	Schedule and conduct information and objective sharing meetings with subordinate staff. Attend meetings scheduled by superiors. Attend and teach IST classes as scheduled by training manager.
5%	Provide backup to the Correctional Administrator as resource person, committee member or acting during his/her absence. Attend meetings and serve as committee member/task force member as assigned. Conduct investigations and complete special assignments as required. Plan, organize, direct, and evaluate the work and performance of staff. This includes but is not limited to the following: Comply with state and federal laws, rules, regulations, bargaining unit contracts, and policies in all personnel practices, including, but not limited to: hiring, employee development, and management. Recruit, hire, train, develop, and provide leadership to a diverse staff. Monitor, evaluate, and create written performance appraisals of staff. Counsel staff and initiate disciplinary actions as necessary. Identify appropriate long-range plans and goals to address succession planning and knowledge transfer.
5%	Perform administrative duties including, but not limited to: adhere to Department policies, rules and procedures; submit administrative requests including leave, travel, and training in a timely and appropriate manner; accurately report time, and submit timesheets by the due date.

#### SPECIAL REQUIREMENTS

- CDCR does not recognize hostages for bargaining purposes. CDCR has a "NO HOSTAGE" policy, and all prison incarcerated persons, visitors, nonemployees and employees shall be made aware of this.
- Maintenance of peace officer standards and training in accordance with Penal Code 832 and Departmental Operations Manual sections 32010.19.1, 33020.13, and 86010.13.

#### CONSEQUENCE OF ERROR

- Example: Consequences of error may result in loss of time and could cause significant delays in program production. Such delays can result in inefficient use or misdirection of department resources resulting in the inability to meet efficiency and time line goals, and varying degrees of negative financial impacts to the department.

#### To be reviewed and signed by the supervisor and employee:

##### EMPLOYEE'S STATEMENT:

- *I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH MY SUPERVISOR AND RECEIVED A COPY OF THIS DUTY STATEMENT.*

EMPLOYEE'S NAME (Print)

EMPLOYEE'S SIGNATURE

DATE

##### SUPERVISOR'S STATEMENT:

- *I CERTIFY THIS DUTY STATEMENT REFLECTS CURRENT AND AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION*
- *I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH THE EMPLOYEE AND PROVIDED THE EMPLOYEE A COPY OF THIS DUTY STATEMENT.*

SUPERVISOR'S NAME (Print)

SUPERVISOR'S SIGNATURE

DATE

**CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION**

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CDCR INSTITUTION OR HEADQUARTERS PROGRAM <b>CALIFORNIA MEN'S COLONY</b>		POSITION NUMBER (Agency-Unit-Class-Serial) <b>056-261-9646-XXX</b>	
DIVISION / UNIT  <b>CENTRAL OPERATIONS</b>		CLASSIFICATION TITLE <b>CAPTAIN, ADULT INSTITUTION (AI)</b>	
		WORKING DAYS/HOURS: <b>Monday through Friday 0800-1600 (Position may require incumbent to work flexible hours).</b>	
		TIME BASE / TENURE	CBID  <b>M06</b>
LOCATION <b>HIGHWAY 1 NORTH, SAN LUIS OBISPO, CA 93409</b>		INCUMBENT	
		EFFECTIVE DATE <b>03/11/2025</b>	
<b>CDCR'S MISSION and VISION</b>			
<b>Mission</b> We enhance public safety through safe and secure incarceration of offenders, effective parole supervision, and rehabilitative strategies to successfully reintegrate offenders into our communities.			
<b>Vision</b> We enhance public safety and promote successful community reintegration through education, treatment, and active participation in rehabilitative and restorative justice programs.			
<b>COMMITMENT TO DIVERSITY, EQUITY, AND INCLUSION</b>			
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<b>DIVISION OVERVIEW</b>			
BRIEFLY DESCRIBE THE DIVISION/UNIT FUNCTIONS			
The Captain is the senior uniformed officer over Central Operations. Responsibilities include: Lethal electrified fence and perimeter security to include Facility M, Central Control, Watch Office, Visiting, Receiving and Release, Central Kitchen (custody functions), Prison Industry Authority (custody functions), Armory, Lock shop, Maintenance Corridor (custody operations) Mailroom Operations, and Incarcerated Persons Assignment Office. Responsible for reviewing and approving access on all gate clearances.			
<b>GENERAL STATEMENT</b>			
BRIEFLY (1 OR 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS			
Under the direct supervision of the Associate Warden (AW), Central Operations, the Captain, Central Operations, performs the functions listed below.			
% of time performing duties	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first.		
40%	Planning, directing, and supervising a large number of custody staff. Conduct security audits, oversee required drills (Fire, Lethal Electrified Fence (LEF), Escape Prevention, etc.), and take appropriate correction action. Complete annual policy/procedure and post order reviews. Respond to staff grievances and incarcerated person grievances and allegation inquiries.		
15%	Maintain lines of communication between correctional staff and other departments. Develop and cultivate strong custody values and interpersonal relationships among the various departments. Review all gate clearances for non-CDCR staff.		

10%	Coordinate efforts and provide In-Service Training to staff, complete Annual Performance, sick leave management duties and initiate staff discipline as required.
10%	Conduct frequent inspections of all Central Operations areas. Oversee day to day operations at Facility M. Periodic inspections of all other areas of the institution ensuring security and custody concerns are met. Monitor and ensure incarcerated person visiting operations operates efficiently.
10%	Supervise all functions of the Mailroom including the review of disallowed correspondences or materials.
5%	Act as member of various committees including LEF Review, Institution Executive Review Committee, Institutional Classification Committee. Complete specials assignments as directed. Serve as Administrative Officer of the Day. Serve as Manager in controlled use of force incidents.
5%	Act as alternate Emergency Management Coordinator for CMC, in AW, Central Operations', absence. Ensure Restricted Department Operations Manuals are stored and updated per procedure. Manage and revise All Hazards Emergency Operations Plan. Facilitate emergency operations training for management team.
5%	Plan, organize, direct, and evaluate the work and performance of staff. This includes but is not limited to the following: Comply with state and federal laws, rules, regulations, bargaining unit contracts, and policies in all personnel practices, including, but not limited to: hiring, employee development, and management. Recruit, hire, train, develop, and provide leadership to a diverse staff. Monitor, evaluate, and create written performance appraisals of staff. Counsel staff and initiate disciplinary actions as necessary. Identify appropriate long-range plans and goals to address succession planning and knowledge transfer. Perform administrative duties including, but not limited to: adhere to Department policies, rules and procedures; submit administrative requests including leave, travel, and training in a timely and appropriate manner; accurately report time, and submit timesheets by the due date.

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DIVISION / UNIT  <b>HEALTH CARE ACCESS UNIT</b>		CLASSIFICATION TITLE <b>CAPTAIN, ADULT INSTITUTION (AI)</b>	
		WORKING DAYS/HOURS: <b>Monday through Friday 0800-1600</b> (Position may require incumbent to work flexible hours).	
		TIME BASE / TENURE <b>M06</b>	CBID <b>E</b>
LOCATION <b>HIGHWAY 1 NORTH, SAN LUIS OBISPO, CA 93409</b>		INCUMBENT <b>03/11/2025</b>	
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<b>DIVISION OVERVIEW</b>			
BRIEFLY DESCRIBE THE DIVISION/UNIT FUNCTIONS			
The Captain is responsible for the planning, assigning and directing the work of all custody personnel within Health Care Access Unit (HCAU) at CMC. Under your direction HCAU facilitates, monitors, and ensures all incarcerated person/patients are present for all health care appointments scheduled within the institution or at outside community providers. You are responsible for the movement and transportation of all incarcerated persons within CMC as well as transports off institutional grounds. These transports include medical appointments, coverage for emergency ambulances and transports to court. You are responsible for establishing and maintaining excellent communication with clinical and custody staff.			
<b>GENERAL STATEMENT</b>			
BRIEFLY (1 OR 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS			
Under the direction of the Associate Warden of Health Care Access.			
<b>% of time performing duties</b>	<b>Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first.</b>		
30%	Conduct supervisory, planning and control interviews with subordinate staff in the area of security and control, incarcerated person discipline and welfare and program coordination.		
30%	Review operational procedures; prepare operational memorandums/procedures assuring legal compliance with the Penal Code, Departmental Operations Manual, California Code of Regulations (CCR Title 15) and Medical Operation Procedures.		

15%	Daily review and control of the assignments of custody personnel, assuring security posts are covered during vacation, training and RDO's.
10%	Conduct employment interviews, exit interviews, staff disciplinary action interviews, resolution of staff grievances, corrective interviews with subordinate staff and resolve staff disputes.
5%	Attend planning, control and problem-solving meeting with executive staff, division head and other agencies and courts.
5%	Serves as the institution Administrative Officer of the Day; attends In-Service Training as required, insuring staff do the same; and other duties as assigned by the Warden and/or CEO-HCS.
5%	Plan, organize, direct, and evaluate the work and performance of staff. This includes but is not limited to the following: Comply with state and federal laws, rules, regulations, bargaining unit contracts, and policies in all personnel practices, including, but not limited to: hiring, employee development, and management. Recruit, hire, train, develop, and provide leadership to a diverse staff. Monitor, evaluate, and create written performance appraisals of staff. Counsel staff and initiate disciplinary actions as necessary. Identify appropriate long-range plans and goals to address succession planning and knowledge transfer. Perform administrative duties including, but not limited to: adhere to Department policies, rules and procedures; submit administrative requests including leave, travel, and training in a timely and appropriate manner; accurately report time, and submit timesheets by the due date.

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