

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT – Peace Officer

PROPOSED

CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM Headquarters		POSITION NUMBER (Agency-Unit-Class-Serial) 065-222-9646-002			
DIVISION / UNIT Adult Institutions, Office of Policy Standardization		CLASSIFICATION TITLE Captain, Adult Institution			
		WORKING TITLE Captain, Adult Institution			
		TIME BASE / TENURE P/FT	CBID M06	WWG E	COI Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
LOCATION Elk Grove, CA		INCUMBENT		EFFECTIVE DATE	

CDCR'S MISSION, VISION and COMMITMENT

Mission

To facilitate the successful reintegration of the individuals in our care back to their communities equipped with the tools to be drug-free, healthy, and employable members of society by providing education, treatment, rehabilitative, and restorative justice programs, all in a safe and humane environment.

Vision

We enhance public safety and promote successful community reintegration through education, treatment, and active participation in rehabilitative and restorative justice programs.

Commitment

CDCR and CCHCS are committed to transforming the correctional landscape to create safer, more professional, and more fulfilling environments for our employees, the incarcerated population, and those supervised in our communities. Through systemwide improvements grounded in proven and emerging practices, we aim to strengthen rehabilitation, enhance workplace satisfaction, and support successful reentry into the community through our institutions, parole, and community partnerships. Our shared mission is to promote safety, wellness, and human dignity while fostering positive change for all those who live and work within our institutions and communities.

CDCR and CCHCS are committed to building an inclusive respectful workplace. We are determined to attract and hire candidates from all communities and empower employees from a variety of backgrounds, perspectives, and personal experiences. We are proud to foster inclusion and drive collaborative efforts at all levels of the Department.

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.

DIVISION OVERVIEW

The Office of Policy Standardization (OPS) was created in 2011 within the Division of Adult Institutions (DAI). The Office is multifaceted and was implemented to promote consistent operations within DAI. The Standardized Procedures Unit provides guidance, support and oversight in the development and modification of procedures and/or operations. The Community Partnerships Unit provides guidance and support to Community Resources Managers and encourages the creation of strong community partnerships to link the Department facilities with the communities in which they are located. Statewide oversight of religious programs and services is provided via OPS in an effort to troubleshoot and address departmental religious issues via the Religious Programs Oversight Unit. The Food Services Unit is in charge of standardizing the meals served to incarcerated persons at each of the adult institutions.

GENERAL STATEMENT

Under the direction of the Chief, Office of Policy Standardization, the Captain, Adult Institution is responsible for managing the day-to-day operations of the Audits and Litigation Unit. Responsibilities include supervision of office staff, assisting in the review and implementation of major California Department of Corrections and Rehabilitation (CDCR) policy and procedures, coordination of office operations and a variety of management duties.

% 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.**

35%	Management of the Division of Adult Institutions (DAI) interests in litigation brought against the Department, including, but not limited to Clark, Armstrong, Plata, and Perez. Attend meetings to manage litigation, coordinate departmental responses to court inquiries, court orders, and requests from the Deputy Attorney General’s Office, assist in the development of departmental exit strategies related to litigation, and oversee compliance reviews of court mandated custodial functions. Provide input on issues related to population management and court-related bed needs. Facilitate oversight and response to court compliance issues with the appropriate mission-based program Associate Directors. Ensure the Chief, Office of Policy Standardization, is briefed regarding critical issues related to litigation against the department.
25%	Manage the day-to-day operation of the office, including: providing direction to staff; applying policy to operations; attending meetings; interfacing with Divisional and Departmental staff regarding policy and operations; direct supervision of management staff and indirect supervision of supervisory and line staff, including: timekeeping, performance evaluations and recruitment/hiring for vacant positions.
10%	Management of the DAI Security/Escape Prevention Peer Review Process, including scheduling, resource management, recruitment, coordination of travel exemptions (as needed), operationalization of peer reviews, and production of final reports. Ensure the Mission-based program Associate Directors are informed of Peer Review results and involved in follow-up actions such as Corrective Action Plan review.
10%	Develop reports and meet with staff as needed, interface with departmental staff on issues of mutual concern, troubleshoot and resolve issues generated by control agencies, review and make recommendations on proposed legislation, and review and approve responses to telephone and written correspondence inquiries concerning departmental policy and practices affecting incarcerated persons. The sources of inquiries include, but may not be limited to, the Governor’s Office, Federal and State Legislature, the courts, other governmental agencies, the general public, and incarcerated persons.
10%	Present the Chief, Office of Policy Standardization, at meetings with divisional/departmental staff and other state departments on designated policy, program and litigation issues; and perform other duties deemed necessary by the Chief.
5%	Personnel Management 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 PERSONAL CHARACTERISTICS

- Influence, change, and strengthen the community. Set an example each day through positive and pro-social role modeling, utilizing dynamic security concepts through observation and building rapport.

- Willingness to play a significant role in the collaborative efforts toward rehabilitation and public safety enhancement.
- Ability to facilitate conversations as a coach and mentor, engaging in a respectful and understanding manner.
- Ability to build trust, improve communication, and assist with the transformation of correctional culture.

SPECIAL REQUIREMENTS

- CDCR does not recognize hostages for bargaining purposes. CDCR has a "NO HOSTAGE" policy, and all prison individuals, visitors, non-employees and employees shall be made aware of this.
- Maintenance of Peace Officer Standards and training in accordance with Penal Code 832 and Department 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 timeline 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
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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
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