

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT – Peace Officer

PROPOSED

CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM CSP - Solano		POSITION NUMBER (Agency-Unit-Class-Serial) 674-261-9646-003			
DIVISION / UNIT State of California Department of Corrections and Rehabilitation California State Prison - Solano		CLASSIFICATION TITLE Captain, Adult Institution			
		WORKING TITLE HCAU Captain			
		TIME BASE / TENURE P/FT	CBID M06	WWG E	COI Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
LOCATION Vacaville, California		INCUMBENT		EFFECTIVE DATE	
CDCR'S MISSION, VISION and COMMITMENT					
<p>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.</p> <p>Vision We enhance public safety and promote successful community reintegration through education, treatment, and active participation in rehabilitative and restorative justice programs.</p> <p>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.</p> <p>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.</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>					
DIVISION OVERVIEW					
California State Prison, Solano (CSP-Solano) is an institution responsible for the care, custody, and rehabilitation of incarcerated individuals. CSP-Solano offers a variety of programs aimed at reducing recidivism, including academic education, vocational training, substance abuse treatment, and other rehabilitative services. Staff within the institution support CDCR's mission by ensuring the safe and effective operation of the facility, promoting positive change and upholding the highest standards of professionalism and integrity.					
GENERAL STATEMENT					
Under the direction of the Associate Warden, Health Care Operations, you are responsible for planning, assigning and directing the work of all custody personnel within the Health Care Operations Division at CSP-SOL. Under your direction, the division is accountable for facilitating, monitoring and ensuring all incarcerated individuals/patients are present for all health care appointments scheduled within the institution or at outside community providers. In addition, you are responsible to manage the movement and transportation of all incarcerated individuals within CSP-SOL as well as the necessary transports for any off-					

grounds appointments, including medical appointments, coverage for emergency ambulance transports and any other institution based transport outside of the institution such as permanent transfers to other institutions or for necessary transports to court. You are responsible for establishing and maintaining excellent communication with clinical and custody staff in other divisions. You will make determinations on difficult custodial problems; establish and maintain cooperative working relationships with the institutional staff inside/outside the unit as well as medical staff; secures, trains, supervises and evaluates the work of custodial staff and recommends appropriate action, supervises the maintenance of safe and sanitary living conditions within the unit.

% 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.
45%	Plans, organizes and directs the Health Care Custody meetings in all aspects of program functions, clarification, disciplinary and incarcerated individual health care. The Health Care Access Captain conducts/attends various meetings such as Medical/Custody, and disciplinary, ensuring all decisions reached are consistent with departmental policy.
35%	Supervises and trains custodial and security personnel in all aspects of prison management functions including classification action, disciplinary action, incarcerated individual care, medical transportation, and processing of newly committed incarcerated individuals through diagnostics.
20%	Prepares employee performance appraisals, corrective personnel action and relates tasks. Attends staff meetings; serves as Administrative Officer of the Day. The Health Care Access Captain shall participate as a student and instructor in required training to maintain the effectiveness in peace officer standards, biyearly and quarterly qualifications in weapons training and chemical agents and incarcerated individual searches as required.

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

- 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
-------------------------	----------------------	------

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
---------------------------	------------------------	------