

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT – Peace Officer

PROPOSED

CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM Sierra Conservation Center		POSITION NUMBER (Agency-Unit-Class-Serial) 099-261-9646-002			
DIVISION / UNIT Camp Division		CLASSIFICATION TITLE Captain, AI			
		WORKING TITLE Southern Camp Captain			
		TIME BASE / TENURE PFT	CBID M06	WWG E	COI Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
LOCATION Jamestown, California		INCUMBENT		EFFECTIVE DATE 6/25/2026	

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 primary mission of SCC is to provide housing, programs and services for minimum and medium custody incarcerated persons, to aid in their rehabilitation. SCC is responsible for the training and placement of incarcerated persons in the Conservation Camp Program. SCC administers 27 camps which are located statewide throughout California.

Each of the 27 Conservation Camps are a self-contained "prison without walls." The camps are sited in rural or wilderness areas for fire suppression. Incarcerated persons assigned to camps are dispatched to fight wild land fires and other emergencies when needed and a variety of community work projects. This results in a tremendous cost savings to taxpayers of the State of California.

GENERAL STATEMENT

Under the general direction of the Correctional Administrator, Camp Division, the Captain, AI for SCC provides supervision to 27 Camp Commanders and subordinate staff. This position plans, organizes, and directs camp operations throughout the state of California and maintains liaison with CALFIRE and Los Angeles County Fire Department (LACO) personnel and SCC management. Serves as the Administrative Officer of the Day (AOD) several weeks out of the year.

% 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%	Oversee camp management in areas of incarcerated person's discipline, classification, population, security, feeding, grievances, pay, transportation, clothing supplies, recreation and canteen. Responsible for planning and implementation of administrative policies and procedures pertaining to camp security, logistics, budget, cleanliness and personnel matters. Perform liaison responsibilities with CALFIRE and LACO regarding custody coverage on emergency work (i.e. fire, flood, search and rescue, etc.) and maintenance of physical plants. Regularly travels to camps for tours and inspections. Supervise the maintenance of safe and sanitary living conditions of the camps.
30%	Plan and assign work of the Correctional Lieutenants (Camp Commanders) in outlying camps, the Liaison Lieutenant, Correctional Counselor II (Supervisor), and Office Technician (Typing). Provide indirect supervision to all Correctional Sergeants and Correctional Officers assigned throughout the camp system, as well as Correctional Counselor I staff. Participate in personnel assignments to camps in cooperation with Camp Commanders. Secure, train, supervise and evaluate the work of subordinates, and take or recommend appropriate action.
20%	Participate as a member of various classification and disciplinary committee meetings. Attend Institutional Classification Committees (ICC) as required, presenting cases, and recording ICC actions on a classification chrono. Conduct the Administrative Review for incarcerated persons placed in the Restrictive Housing Unit. Investigate reported infractions of rules and regulation and irregular or suspicious occurrences and take or recommend appropriate action. Conduct camp management audits. Travel to the outlying camps on a regular basis to conduct follow-up to management and environmental camp audits and corrective action plans. Assign, review and prepare first level grievances for the Chief Deputy Warden's review. Write letter responses for Warden's signature.
15%	Perform as a liaison with other SCC divisions regarding incarcerated persons classification, discipline, movement, population, grievances, budget, personnel, training and other matters including procurement, equipment maintenance, and logistics. Participate on hiring panels. Periodically act as the Correctional Administrator, Camp Division. Conduct and/or attend meetings and training.
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

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

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT – Peace Officer

PROPOSED

CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM Sierra Conservation Center		POSITION NUMBER (Agency-Unit-Class-Serial) 099-261-9646-005	
DIVISION / UNIT Central Operations		CLASSIFICATION TITLE Captain, AI	
		WORKING TITLE Custody Captain	
		TIME BASE / TENURE PFT	CBID M06
LOCATION Jamestown, California		INCUMBENT	
		EFFECTIVE DATE 3/18/2026	

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 primary mission of SCC is to provide housing, programs and services for minimum and medium custody incarcerated people, to aid in their rehabilitation. SCC is responsible for the training and placement of incarcerated people in the Conservation Camp Program. SCC administers 27 camps which are located statewide throughout the State of California.

GENERAL STATEMENT

Under general direction of the Correctional Administrator, DOC, also known as the Associate Warden Central Operations (AWCO) the Captain, AI assigned to Central Operations functions with minimal supervision and works in concert with several Facility Captains to ensure the continuity of security and program functions within the facility. Provides direction to the Institution Locksmith, one Office Technician, the Watch Commander, the Personnel Assignment Office, and the Incarcerated People Assignment Office. This position shall also serve as the Assistant Substance Abuse Testing Coordinator, Operation Disconnect Coordinator, Emergency Management Coordinator, Custody Supervisor Training Coordinator, Honor Guard Usage Coordinator and oversee Camp Unit

Classification Committee. As the highest-ranking uniformed employee, you are to conduct yourself in a manner that will serve as an example for all other uniformed staff.

As a manager, you are expected to attend the 0830 hours morning meeting as scheduled. You are expected to work a minimum of 40 hours per week at Sierra Conservation Center (SCC), and flex your work schedule at least once a month to tour First and Third Watches.

Your position has been designated as a Restricted Department Operations Manual (DOM) holder. It is your responsibility to familiarize yourself with Restricted DOM section 12010.13.2: Issuance and Responsibilities of Holders.

% 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%	Plan, maintain and direct an accurate system for incarcerated people counts, supervise the movement of employees, incarcerated people and visitors, as well as supervise custodial procedures for the admission and release of incarcerated people. Review and approve gate passes for Emergency Firefighting and Flood/Off Reservation Work Detail (ORWD) assigned incarcerated people.
20%	Maintain the Post Assignment Schedule, Master Assignment Roster, Vacation Schedule, Seniority Roster, Watch Preference Roster, review and revise policies, procedures and Post Orders as necessary. Ensure maintenance of current Post Orders and ensures staff have read and signed their Post Acknowledgement Forms (CDCR 1860). Monitor overtime for uniformed personnel and attend the custodial sick leave committee meeting. Ensure all custodial vacancies are filled and will initiate and chair all hiring panels for custodial vacancies.
15%	Plan, organize and direct the work of custodial staff in the custody, discipline, and welfare of incarcerated people at the institution. Additionally, the Custody Captain shall give instructions, maintain discipline and make determinations on difficult custodial and administrative problems. Administer employee discipline, and approve and ensure formalized training.
10%	Miscellaneous participant in various classification committees. Periodically act as AWCO, in his/her absence. Attend meetings as directed by the Warden, Chief Deputy Administrator or AWCO. Hold unit meetings with Lieutenants and Second Line Supervisors. Provide ongoing training regarding the Departmental Use of Force Policy and monitor for compliance. Make disciplinary action recommendations on personnel under the Facility Captains direct and indirect supervision. Perform Administrative Officer of the Day duties when scheduled. Review and evaluate recommendations for ORWD and Emergency Firefighting Clearances.
10%	Investigate reported infractions of rules and regulations, irregular or suspicious occurrences, and take or recommend appropriate action. Arbitrate incarcerated people disputes and investigate complaints. Responsible for all institution security operations, including perimeter security, and the maintenance and audit of the Lethal Electrified Fence and above areas.
5%	Responsible for the completion of California Identification and Information Clearance Forms.
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

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

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT – Peace Officer

PROPOSED

CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM Sierra Conservation Center		POSITION NUMBER (Agency-Unit-Class-Serial) 099-261-9646-VAR			
DIVISION / UNIT Central Operations or Programs Division		CLASSIFICATION TITLE Captain, AI			
		WORKING TITLE Captain, AI			
		TIME BASE / TENURE PFT	CBID M06	WWG E	COI Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
LOCATION Jamestown, California		INCUMBENT		EFFECTIVE DATE 3/18/2026	

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 primary mission of Sierra Conservation Center (SCC) is to provide housing, programs and services for minimum and medium custody incarcerated persons, to aid in their rehabilitation. SCC is responsible for the training and placement of incarcerated persons in the Conservation Camp Program. SCC administers 27 camps which are located statewide throughout the State of California.

Each of the 27 Conservation Camps are a self-contained "prison without walls." The camps are sited in rural or wilderness areas for fire suppression. Incarcerated persons assigned to camps are dispatched to fight wild land fires and other emergencies when needed and a variety of community work projects. This results in a tremendous cost savings to taxpayers of the State of California.

GENERAL STATEMENT

Under general direction of the Correctional Administrator, DOC, also known as the Associate Warden (AW), the Facility A, B, or C Captain, AI plans, organizes, and directs programming and the work for the safe custody, classification, discipline, and care and treatment of incarcerated persons within Facility A, B, or C. Provides direction to the Second and Third Watch Program Lieutenants (LT) and the Correctional Counselor II (Supervisor) (CC II). In addition, the Captain coordinates and reviews the work of the Facility Unit staff. Coordinate the efforts of the Incarcerated Persons Advisory Council (IPAC) to support connections between incarcerated persons and their families through improved communication, shared information, issue identification, and resolution. Responsible for maintaining security, cleanliness, and a smooth running operation of the unit, by conducting audits and inspections of the area of responsibility.

As a manager, you are expected to attend the 0830 hours morning meeting as scheduled. You are expected to work a minimum of 40 hours per week at Sierra Conservation Center (SCC), and flex your work schedule at least once a month to tour First and Third Watches.

% 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%	Plan and assign the work of the Second and Third Watch Unit LT, the CC II, and Office Technician; as well as all Unit Correctional Sergeants and Correctional Officers through their respective first level supervisors. Provide direction and audit the following unit services: Classification, Initial and Re-class; Restrictive Housing Unit (RHU) placement and the disciplinary process. Comply with all California Department of Corrections and Rehabilitation and SCC policies and procedures on tool control, key control, and Incarcerated Persons Work Training Incentive Program. Audit and approve all aspects of the disciplinary process as it relates to incarcerated persons due process prior to submission to the Correctional Administrator, DOC. Serves as the Chair for the Unit Classification Committee in order to enhance and ensure the overall safety, security and efficiency of the institution.
20%	Conduct unit inspections at periodic and irregular intervals relative to the security, cleanliness, and maintenance needs of the facility. Conduct personal interviews with incarcerated persons in regard to the appeal process and/or to resolve unrest within the facility. Conduct regular meetings with the IPAC and approve recreational activities for the facility. Review and update policies, procedures and Post Orders when necessary.
20%	Participate in a variety of classification committees. Participate as a panel member on Qualification Appraisal Panels. Periodically act as the AW, in his/her absence. Participate in meetings as directed by the Warden, Chief Deputy Warden (CDW), or AW. Hold unit meetings with LT's and first line supervisors. Provide ongoing training regarding the departmental Use of Force Policy and monitor for compliance. Make disciplinary action recommendations on personnel under direct and indirect supervision. Perform Administrative Officer of the Day duties when scheduled. Review and evaluate recommendations for Off Reservation Work Details and Emergency Firefighting Clearances.
10%	Responsible for the administrative aspects of the unit including, Federal and Court Mandates, such as Armstrong/Clark, Coleman, Perez and Plata decisions. Prepare correspondence and reports concerning policy as set forth by the Warden, CDW, and the AW. In cooperation with the Watch Commander, the Personnel Assignment LT and Custody Captain, is responsible for the allocation of uniform personnel assignments.
10%	Provide oversight, management, and review of the disciplinary process for camp assigned incarcerated persons that have been returned to the institution for disciplinary reasons. Conduct review of completed Rules Violation Reports for the incarcerated persons returned to the institution from camp.
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

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

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT – Peace Officer

PROPOSED

CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM Sierra Conservation Center		POSITION NUMBER (Agency-Unit-Class-Serial) 099-261-9646-001			
DIVISION / UNIT Health Care Access		CLASSIFICATION TITLE Captain, AI			
		WORKING TITLE Captain			
		TIME BASE / TENURE PFT	CBID M06	WWG E	COI Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
LOCATION Jamestown, California		INCUMBENT		EFFECTIVE DATE 3/18/2026	

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 primary mission of Sierra Conservation Center (SCC) is to provide housing, programs and services for minimum and medium custody incarcerated persons, to aid in their rehabilitation. SCC is responsible for the training and placement of male incarcerated persons in the Conservation Camp Program. SCC administers 27 male camps located throughout the State of California.

GENERAL STATEMENT

Under general direction of the Correctional Administrator, DOC, also known as the Associate Warden, Programs and indirectly the Chief Executive Officer, the Captain, AI, Health Care Access (HCA) provides direction to the Health Care Access Lieutenant, Associate Governmental Program Analyst – Health Care Access Unit and Office Technician (T). The HCA Captain is responsible for managing the institution's custodial operations in the support of the health care services provided both on and off institutional grounds. Perform peace office duties in accordance with laws, rules and regulations. He/she will serve as the back up to the Americans with

Disabilities Act (ADA) Coordinator and Prison Rape Elimination Act Compliance Manager as well as Limited English Proficiency Coordinator.

As a manager, you are expected to attend the 0830 hours morning meeting as scheduled. You are expected to work a minimum of 40 hours per week at SCC and flex your work schedule at least once a month to tour First and Third Watches.

% 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%	Plan, direct, and organize custodial operations to ensure incarcerated person-patient access to scheduled and unscheduled on-site health care appointments, including medical, mental health, and dental; serve as liaison between custody operations and Health Care Services to ensure effective communication and resolution of issues in order to meet Constitutional standards of incarcerated person-patient access to Health Care Services; monitor and ensure institutional compliance with the custody requirements as set forth in the Incarcerated Person Medical Services Program Policies and Procedures, Department Operations Manual, and various directives and mandates established as a result of class action litigation pertaining to access to health care services; ensure the monthly Health Care Access Quality Report data is tracked, collected, analyzed, and accurately reported in order to efficiently manage custody staffing resources, improve operations, minimize overtime costs, and monitor incarcerated persons' compliance with the priority medical ducat process; ensure all post orders, organizational charts, and operational procedures relating to health care access are accurate and updated annually; coordinate with the institutional Custody Captain with the routine review of the institution Post Assignment Schedule (budgeted number of positions) and Master Assignment Roster (scheduling of positions) to ensure adequate and appropriate custody staff are available during normal and modified programming to escort and/or transport incarcerated people-patients to health care services and provide for safety and security of staff and incarcerated persons-patients within on and off-site clinical areas.
20%	Direct the custodial operations of all incarcerated persons-patients transported off institutional grounds for health care services; determine security requirements for the safe and secure transport of incarcerated persons-patients; coordinate security inspections of off-site health care operations to ensure safety and security of staff, incarcerated persons and the public.
15%	Participate in Institutional Classification Committees, Unit Classification Committee as chairperson, and Interdisciplinary Treatment Team committees as a member to assist in the decision making process, including but not limited to appropriateness of incarcerated persons-patient's placement, transfer, privilege group, work group, and housing status (i.e. single cell or double cell status) while meeting the incarcerated persons-patient's health care needs and adhering to their security/custody requirements; work with appropriate health care staff to ensure all custody-related medical appeals are handled in a timely manner and to identify potential deficiencies affecting access to health care services.
15%	<i>Review all recommendations and attends meetings, discussions and/or forums regarding new or revised policy/procedures or issues: (a) impacting correctional support of Health Care Services programs, (b) focusing on improving access to care, delivery of quality care, and (c) resolving operational barriers impeding the delivery of health care; participate in the institutional Quality Management Committee meeting, Emergency Response Review Committee, Suicide Prevention Committee, Executive Use of Force, review and evaluate all Use of Force incidents/packages completed by the Health Care Access Unit; participate in Corrective Action Plans related to Health Care Services' operational deficiencies by ensuring remedies meet policy and procedure requirements and are implemented within identified time frames.</i>
5%	Perform administrative duties including but not limited to; adhering to Departmental policies, rules and procedures; submit administrative requests including leave, travel, and training in a timely and appropriate manner; accurately report time and submit time sheets 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

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

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT – Peace Officer

PROPOSED

CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM Sierra Conservation Center		POSITION NUMBER (Agency-Unit-Class-Serial) 099-261-9646-007			
DIVISION / UNIT Camp Division		CLASSIFICATION TITLE Captain, AI			
		WORKING TITLE Northern Camp Captain			
		TIME BASE / TENURE PFT	CBID M06	WWG E	COI Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
LOCATION Jamestown, California		INCUMBENT		EFFECTIVE DATE 6/25/2026	

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 primary mission of SCC is to provide housing, programs and services for minimum and medium custody incarcerated people, to aid in their rehabilitation. SCC is responsible for the training and placement of incarcerated people in the Conservation Camp Program. SCC administers 27 camps which are located statewide throughout California.

Each of the 27 Conservation Camps are a self-contained “prison without walls.” The camps are sited in rural or wilderness areas for fire suppression. Incarcerated people assigned to camps are dispatched to fight wild land fires and other emergencies when needed and a variety of community work projects. This results in a tremendous cost savings to taxpayers of the State of California.

GENERAL STATEMENT

Under the general direction of the Correctional Administrator, Camp Division, the Captain, AI for SCC provides supervision to 27 Camp Commanders and subordinate staff. This position plans, organizes, and directs camp operations throughout the state of California and maintains liaison with CALFIRE and Los Angeles County Fire Department (LACO) personnel and SCC management. Serves as the Administrative Officer of the Day (AOD) several weeks out of the year.

% 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%	Oversee camp management in areas of incarcerated persons discipline, classification, population, security, feeding, grievances, pay, transportation, clothing supplies, recreation and canteen. Responsible for planning and implementation of administrative policies and procedures pertaining to camp security, logistics, budget, cleanliness and personnel matters. Perform liaison responsibilities with CALFIRE and LACO regarding custody coverage on emergency work (i.e. fire, flood, search and rescue, etc.) and maintenance of physical plants. Regularly travels to camps for tours and inspections. Supervise the maintenance of safe and sanitary living conditions of the camps.
30%	Plan and assign work of the Correctional Lieutenants (Camp Commanders) in outlying camps, the Liaison Lieutenant, Correctional Counselor II (Supervisor), and Office Technician (Typing). Provide indirect supervision to all Correctional Sergeants and Correctional Officers assigned throughout the camp system, as well as Correctional Counselor I staff. Participate in personnel assignments to camps in cooperation with Camp Commanders. Secure, train, supervise and evaluate the work of subordinates, and take or recommend appropriate action.
20%	Participate as a member of various classification and disciplinary committee meetings. Attend Institutional Classification Committees (ICC) as required, presenting cases, and recording ICC actions on a classification chrono. Conduct the Administrative Review for incarcerated people placed in the Restrictive Housing Unit. Investigate reported infractions of rules and regulation and irregular or suspicious occurrences and take or recommend appropriate action. Conduct camp management audits. Travel to the outlying camps on a regular basis to conduct follow-up to management and environmental camp audits and corrective action plans. Assign, review and prepare first level grievances for the Chief Deputy Warden’s review. Write letter responses for Warden’s signature.
15%	Perform as a liaison with other SCC divisions regarding incarcerated people’s classification, discipline, movement, population, grievances, budget, personnel, training and other matters including procurement, equipment maintenance, and logistics. Participate on hiring panels. Periodically act as the Correctional Administrator, Camp Division. Conduct and/or attend meetings and training.
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

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