

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) 056-223-1155-022		MCR / HCR 1
DIVISION / UNIT RECORDS		CLASSIFICATION TITLE CASE RECORDS TECHNICIAN		
		WORKING DAYS/HOURS: Monday through Friday (Various hours) (Position will require incumbent to work flexible hours and/or overtime).		
		TIME BASE / TENURE	CBID	WWG
LOCATION HIGHWAY 1 NORTH, SAN LUIS OBISPO, CA 93409		INCUMBENT		EFFECTIVE DATE 05/07/2026

CDCR'S MISSION and VISION

Mission

We enhance public safety through safe and secure incarceration of offenders, effective parole supervision, and rehabilitative strategies to successfully reintegrate offenders into our communities.

Vision

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

COMMITMENT TO CALIFORNIA MODEL and DIVERSITY, EQUITY, and INCLUSION

California Department of Corrections and Rehabilitation (CDCR) and California Correctional Health Care Services (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.

DIVISION OVERVIEW

BRIEFLY DESCRIBE THE DIVISION/UNIT FUNCTIONS

The Case Records Technician acts as a departmental liaison on Case Records related issues, involving detailed, sensitive, and extensive interaction with State, City, County, private sector, law enforcement and other agencies. Duties involve intake, transfer, parole, and discharge processes and are in compliance with State laws, rules, regulations and departmental policies meeting statutory requirements.

GENERAL STATEMENT

BRIEFLY (1 OR 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS

Under the close supervision of the Supervising Case Records Technician (SCRT), the Case Records Technician (CRT) performs varied duties of complexity and difficulty, relating to processing, maintaining and controlling incarcerated person and parolee records.

% 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%	Receive Rules Violation Reports (RVRs) from the Disposition Officers on the yards, and review for relevant and accurate information, ensuring the presence of a barcode and wet signatures when called for. Organize and prepare for the E-file. Verify both the RVR and Incident Report (IR) are complete separate documents. Create tracking of RVR's with potential and current court cases. Receive Body Receipts, California Department of Corrections and Rehabilitation (CDCR) Detainers, and signed CDCR Form 135s for entry into ERMS as a matter of tracking admittance and discharges of Incarcerated Persons to/from the Department of State Hospitals. Ensure the proper physical filing and storage of the CDCR 135s for two years, ensuring the documents are disposed of appropriately after they reach the maximum date. Utilizing the Oracle Analytics Interactive Dashboard found in the Strategic Offender Management System (SOMS) Launchpad under Reports to search the Classification Medical

30%	Chrono Details under specific date parameters. Identify the Incarcerated Persons (IP) who have a temporary hold and enter into their SOMS file the date of the hold and the expiration date of the hold. Utilizing a weekly Excel Spreadsheet, identify the upcoming Penal Code 2602 Hearings and place a temporary hold in the IP’s SOMS file. Notify appropriate staff at California Men’s Colony (CMC) with changes.
30%	Utilizing SOMS and ERMS, identify incoming new arrival IPs and ensure an updated fingerprint card has been entered into ERMS. Review for incorrect information. Contact Receiving & Release (R&R) as necessary and request an updated and/or corrected fingerprint card. Finalize fingerprint card with Correctional Case Records Analyst (CCRA). Upon receiving a Remand and/or Order To Produce (OTP) from the various County Courts and District Attorneys’ Offices, either by email or fax, verify the IP is currently housed at the California Men’s Colony. Utilize the Video Equipment Scheduling Tool (VEST) and enter the Link given by either the courts or DA offices. May need to contact the agency making the request for scheduling changes.
15%	Upon receipt IP’s Durable Medical Equipment (DME) or Disability Placement Program (DPP), track and log. Death Notifications for IPs must be sent out by US mail to include, but not limited to, IP family members, Defense Attorney(s), County Courts, Federal Courts, law enforcement agencies in the city and county of arrest and court conviction, including police departments, sheriff’s offices, Federal Bureau of Prisons, Federal Bureau of Investigations, CDCR Headquarters, and the Division of Adult Parole Operations.
10%	Log and track Compassionate Release Request received by Classification and Parole Representative (C&PR) from California Correctional Health Care Services (CCHCS) on behalf of the IP who has a life expectancy of 12 months or less. Forward the complete packet as needed to Classification Services Unit (CSU)..
5%	Prepare, update, correct Case Records Roster as needed. May need to communicate with Classification and Case Records Supervisors for changes. Prepare, update, correct Case Records Accountability Logs as needed. May need to communicate with Case Records Supervisors.

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.

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
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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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