

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) 674-261-9646-002			
DIVISION / UNIT State of California Department of Corrections and Rehabilitation California State Prison - Solano		CLASSIFICATION TITLE Captain (Adult Institution)			
		WORKING TITLE Facility Captain			
		TIME BASE / TENURE P/FT	CBID M06	WWG E	COI Yes ☐ No ☒
LOCATION Vacaville, California		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					
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 general direction of the Associate Warden, the Facility Captain is responsible for the planning, organization, assignment, and direction of the work of all custody staff in the welfare, safety and discipline of all incarcerated individuals within the assigned facility. The Facility Captain will assure that custodial supervision is maintained adequately in order to provide a safe and secure environment for staff, incarcerated individuals and the community at large. The Facility Captain reviews and updates procedures as necessary, communicates with staff and subordinates with regards to any changes that may pertain within areas of responsibility, provides and ensures adequate training for custody staff in the pursuit of achieving Departmental goals and					

policies. The Facility Captain shall serve as the Institution's Administrative Office of the Day, as directed. In addition, the Facility Captain may be designated as an On-Site Responder for any incident that occurs within the areas of responsibility.

% 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%	Conduct supervisory, planning, and control interviews with Lieutenants and other subordinate staff in the areas of security and control, inmate discipline and welfare, inmate mail, visiting, property, and program coordination.
25%	Daily review and control of the assignments of nearly 600 uniform personnel, assuring that security posts are covered and the RDO's and vacations are equitably scheduled.
10%	Conduct employment interviews, exit interviews, staff disciplinary action interviews, and resolution of staff disputes.
10%	Attend planning, control and problem-solving meetings with executive staff, division heads, other agencies, and courts.
10%	Review operational reports, prepare operational memorandums and operational procedures assuring legal compliance with the Penal Code and California government Code, and prepare operational and information reports for the Associate Warden, Central Services, Chief Deputy Warden, and Warden.
10%	Other specialized assignments as required or assigned by the Associate Warden, Level II/III Operations, Chief Deputy Warden and Warden.

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
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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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