

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT – Peace Officer

☐ PROPOSED

☒ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM CENTRAL CALIFORNIA WOMEN'S FACILITY		POSITION NUMBER (Agency-Unit-Class-Serial) 381-261-9646-006	
DIVISION / UNIT Division of Adult Institutions / Operations		CLASSIFICATION TITLE Captain, CI	
		WORKING TITLE Custody Captain	
		TIME BASE / TENURE P/FT	CBID M06
LOCATION Chowchilla, California		INCUMBENT	
		EFFECTIVE DATE	

CDCR'S MISSION and VISION

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 TO DIVERSITY, EQUITY, AND INCLUSION

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.

DIVISION OVERVIEW

Under the direction of the Correctional Administrator (Associate Warden), Central Operations/Program Services, and the indirect supervision of the Chief Deputy Warden, the Custody Captain is responsible for the overall institutional security and the functional operation of Custody Operations. Those areas include: Watch Office (all watches), all Housing Facilities on First Watch, Tool and Key Control, Electric Fence, Vehicle Sallyport, Receiving and Release, Towers, Armory, Entrance, Mailroom, Outside and Community Work Crews, Visiting, Gymnasium Housing, Vocational and Educational Programs, and Outside Patrol.

The Custody Captain will perform supervisory and administrative functions so that all State laws, rules of the Director, and procedures of the Warden are followed.

GENERAL STATEMENT

General statement highlighting the position's responsibilities.

% 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%	Plans; maintains; and directs an accurate system for incarcerated individual counts, supervises the custodial procedures for the admission or release of incarcerated persons, facilitates the inspection of incoming and outgoing vehicles; materials; and supplies for the presence of contraband, and directs custodial functions during recreational activities to maintain the integrity of the institution. Plans and assigns work to the custodial staff, gives instructions, maintains discipline, and makes determinations of difficult custodial problems.

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| 25% | Plans; maintains; and directs an accurate system for incarcerated individual counts, supervises the custodial procedures for the admission or release of incarcerated persons, facilitates the inspection of incoming and outgoing vehicles; materials; and supplies for the presence of contraband, and directs custodial functions during recreational activities to maintain the integrity of the institution. Plans and assigns work to the custodial staff, gives instructions, maintains discipline, and makes determinations of difficult custodial problems. |
| 20% | Reviews and maintains Post Orders, Operational Procedures, and monitors overtime for uniform personnel. Investigates reported infractions of rules and regulations, irregular or suspicious occurrences, and takes recommended appropriate action. Ensure compliance with all Prison Rape Elimination Act Policy and reporting standards. |
| 20% | Participates in classification and disciplinary committee meetings, makes inspection tours at periodic and irregular intervals, participates in staff meetings, dictates correspondence, prepares reports, serves as Administrative Officer of the Day when scheduled, and completes assignments as instructed by the Associate Warden; Chief Deputy Warden; or 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, nonemployees 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

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 CENTRAL CALIFORNIA WOMEN'S FACILITY		POSITION NUMBER (Agency-Unit-Class-Serial) 381-261-9646-XXX	
DIVISION / UNIT Division of Adult Institutions / Programs Facility B, C, D		CLASSIFICATION TITLE Captain, CI	
		WORKING TITLE Facility Captain	
		TIME BASE / TENURE P/FT	CBID M06
LOCATION Chowchilla, California		INCUMBENT	
EFFECTIVE DATE			
CDCR'S MISSION and VISION			
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 TO DIVERSITY, EQUITY, AND INCLUSION			
The CDCR and CCHCS are committed to building and fostering a diverse workplace. We believe cultural diversity, backgrounds, experiences, perspectives, and unique identities should be honored, valued, and supported. We believe all staff should be empowered. CDCR and CCHCS are proud to foster inclusion and representation at all levels of both Departments. 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			
Under the direction of the Associate Warden - Housing, the Facility Captain, DAI is responsible for planning, organizing and supervising the facility operation to include all aspects of the program functions, classification, assignments, recreation and treatment of incarcerated individuals. Serve as chairperson of Initial/Unit Classification Committees. Participates as a member of the Institutional Classification Committee.			
GENERAL STATEMENT			
General statement highlighting the position's responsibilities.			
% 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 First level Manager reviews of Incident Report Tracking (IRT) reports, conduct daily reviews of Office of Grievance (OOG) 602 responses, conduct Captains review of Rules Violation Reports (RVR).		
30%	Chair weekly Unit Classification, review and classify incarcerated individual disciplinarys. Review incarcerated individual correspondence approval requests and family visiting applications. Participate as a member of the Institutional Classification Committee weekly and serve as a hearing officer on CDC 114D Administrative Segregation (Ad-Seg) meetings. Review classification chronos, CSR Referrals and monitor casework activities of Correctional Counselor I's. Plan, organize and supervise overall facility operations.		

15%	Direct, supervise, train and monitor work activities of Correctional Counselor II and Facility Lieutenants. Prepare and review performance evaluations; review post orders; review and update local operations supplements; conduct meetings with staff to disseminate; review and interpret policy changes, new policies, etc.
10%	Conduct audits of facility operations to ensure compliance with all institutional and departmental rules, regulations and policies. Ensure maintenance of health and safety regulations; ensure cleanliness and sanitary conditions of living quarters are being maintained. Ensure compliance with all Prison Rape Elimination Act Policy and reporting standards.
10%	Ensure staff training needs are met and coordinate with the Custody Captain regarding staff assignments rotations, special assignments, etc. Responsible for meeting In-Service Training requirements and for obtaining On-the-Job Training as needed. Attend all required meetings.

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, nonemployees 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

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EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE
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SUPERVISOR'S STATEMENT:

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SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE
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CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT – Peace Officer

☐ PROPOSED

☒ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM CENTRAL CALIFORNIA WOMEN'S FACILITY		POSITION NUMBER (Agency-Unit-Class-Serial) 381-261-9646-001	
DIVISION / UNIT Division of Adult Institutions / Health Care Access		CLASSIFICATION TITLE Captain, CI	
		WORKING TITLE Facility Captain	
		TIME BASE / TENURE P/FT	CBID M06
LOCATION Chowchilla, California		INCUMBENT	
EFFECTIVE DATE			
CDCR'S MISSION and VISION			
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 TO DIVERSITY, EQUITY, AND INCLUSION			
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DIVISION OVERVIEW			
Under the direction of the Associate Warden - Housing, the Facility Captain, DAI is responsible for planning, organizing and supervising the facility operation to include all aspects of the program functions, classification, assignments, recreation and treatment of incarcerated individuals. Serve as chairperson of Initial/Unit Classification Committees. Participates as a member of the Institutional Classification Committee.			
GENERAL STATEMENT			
General statement highlighting the position's responsibilities.			
% 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%	Using knowledge of the organizational goals, past and current litigation and experience gained through performing duties of a unit program manager and as a Senior Hearing Officer in a correctional setting to ensure appropriate implementation, evaluation and direction of compliance issue mandates. This includes, but is not limited to: review of associated disciplinary reports and CDC Form 837's and CDC Form 602's to ensure mental health assessments are appropriately conducted within the incarcerated individual disciplinary process; review reports to determine if medical appeals identify access to care concerns; review program releases to and from housing and work assignments to ensure medical appointments are kept; review of incarcerated individual escort procedures during normal programming to ensure availability of custody staff to attend scheduled medical appointments; work with facility staff to identify potential problems with the established incarcerated individual ducating process and work with Assignment Lieutenant, Appeals, Litigation and Compliance Coordinators to resolve assignment and scheduling discrepancies; provide required training; and ensure custody staff, correctional counselors and work supervisors are aware of their responsibility related to priority medical ducats, reasonable accommodation and effective communication. Serve as a management assistant to the Chief Medical		

35%	Officer/Health Care Manager (CMO/HCM) and provide input regarding implementation processes of the IMSP&P to the Correctional Administrator, Administrative & Health Care Services. Assist in auditing/monitoring the institution's adherence to the Armstrong and Clark Remedial Plans as well as Coleman, Plata and Perez requirements. Serve as a member of the QMAT Team for the ongoing monitoring of the IMSP&P. Responsible for coordinating and facilitating implementation of the IMSP&P with custody and health care staff, utilizing the IMSP&P key indicators to determine the institution's success in meeting the IMSP&P mandates of access to care, quality of care, and follow-up care, with emphasis on the quality of care delivered and to provide the same level of resources to support reasonable accommodation and effective communication. Review and monitor the Post Assignment Schedules and Master Assignment Rosters for posted positions assigned to medical and custody services to ensure they are in line with budgeted position authority. Assist the institution in identifying how these medical, physical, interpretive and custody services impacts the operations on staff allocations and provide appropriate recommendation to facilitate access to health care services and to assess the need for additional staff needs to accomplish these services. Act and serve as liaison between the departmental health care services and institution staff providing recommendations regarding identified best practices to the Correctional Administrator, Administrative & Health Care Services pertaining to health care/custody related issues identified in health care and litigious areas. Reconcile and resolve identified institutional operational issues resulting from litigation including but not limited to how they impact Health Care Operations and make recommended changes as needed to improved inmate movement by removing barriers, adjusting programs and monitoring staffing.
25%	Provide input and expertise based on knowledge of monitoring systems to oversee the custody support to incarcerated individual care and institution operation issues as they impact health care and litigation. Areas to be addressed include, Armstrong and Clark Remedial Plans, Coleman, Plata and Perez requirements but are not limited to: timely inmate access to health care, facilitating coordination between custody, administrative, and Health Care Operations, compliance with priority medical ducats policy and procedure, availability of custody staff to continue operations during prison lockdowns, monitoring Security and Escort positions so that they are most effectively utilized to achieve compliance, ensuring directly observed therapy (DOT) is provided in compliance with IMSP&P, and ensure cancellation of offsite medical appointments for custody reasons are minimized. Conduct on-site compliance reviews, related to the implementation and ongoing compliance of the IMSP&P. Identify barriers and present recommendations regarding solutions to provide better access to care, reasonable accommodation and effective communication. Review incarcerated individual transports for mental health incarcerated persons to ensure timely transports to licensed beds as required by Coleman and Budd lawsuits. Identify problems with the transportation process and make recommendations for policy and procedure changes and/or resource needs to be required to resolve the problem and ensure timely access to care. Identify best practices that result in most effective compliance with litigation needs, the IMSP&P and disseminate those strategies upward via the chain of command. Monitor and adjust written policy, logs, post orders, duty statements, desk procedures, corrective action plans in compliance with these orders and plans. Prepare audits and evaluations. Ensure compliance with all Prison Rape Elimination Act Policy and reporting standards.
5%	Participate in the institution Quarterly Management Committee meetings, monthly Emergency Response Review Committee, attend all meetings related to litigation, appeal and compliance review/audits (for example Coleman entrance and exit interviews), and QMAT staff meetings.

SPECIAL PERSONAL CHARACTERISTICS

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CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT – Peace Officer

☐ PROPOSED

☒ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM CENTRAL CALIFORNIA WOMEN'S FACILITY		POSITION NUMBER (Agency-Unit-Class-Serial) 381-261-9646-005	
DIVISION / UNIT Division of Adult Institutions / Reception		CLASSIFICATION TITLE Captain, AI	
		WORKING TITLE Facility A Captain	
		TIME BASE / TENURE P/FT	CBID M06
LOCATION Chowchilla, California		INCUMBENT	
EFFECTIVE DATE			
CDCR'S MISSION and VISION			
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.			
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30%	Chair weekly Unit Classification for Enhanced Outpatient Program (EOP) and Condemned Row inmates and classify and audit inmate disciplinaries generated by the facility and the Treatment Center Crisis Bed inmates. Participate as a member of the Inter-Disciplinary Treatment Team and Institutional Classification Committee, serve as a hearing officer on CDC 114D Administrative Segregation (Ad/Seg) Order for Placement, and review classification chronos. Plan, organize and supervise overall facility operations.		
30%	Direct, supervise, train and monitor work activities of Facility Lieutenants. Prepare and review performance evaluations; review post orders; review and update local operations supplements and manuals. Conduct meetings with staff to disseminate; review and interpret new or revised policies, etc. Attend staff meetings, monitor the processing of 1203.3 diagnostic cases, and prepare recommendations to the Courts for the Associate Warden's review and approval.		

25%	Conduct audits of facility operations including Ad/Seg, EOP and Condemned Row to ensure compliance with all Court mandates and all institutional and departmental policies and procedures. Ensure maintenance of health and safety regulations; ensure cleanliness and sanitary conditions of living quarters are being maintained. Ensure compliance with all Prison Rape Elimination Act Policy and reporting standards.
10%	Conduct audits of facility operations to ensure compliance with all institutional and departmental rules, regulations and policies. Ensure maintenance of health and safety regulations; ensure cleanliness and sanitary conditions of living quarters are being maintained.
5%	Responsible for meeting yearly In-Service Training requirements and for obtaining On-the-Job Training as needed. Attend and participate in all required meetings. Act as backup to other areas as directed

SPECIAL PERSONAL CHARACTERISTICS

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