

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT – Peace Officer

☐ PROPOSED☐ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM Ironwood State Prison		POSITION NUMBER (Agency-Unit-Class-Serial) 444-XXX-9659-XXX	
DIVISION / UNIT Division of Adult Institutions / Facility Operations		CLASSIFICATION TITLE Correctional Sergeant	
		WORKING TITLE Correctional Sergeant	
		TIME BASE / TENURE FT	CBID S06
LOCATION		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.			
CALIFORNIA MODEL			
The California Department of Corrections and Rehabilitation (CDCR) and the California Correctional Health Care Services (CCHCS) are proud to partner on the California Model which will transform the correctional landscape for our employees and the incarcerated. The California Model is a systemwide change that leverages national and international best practices to address longstanding challenges related to incarceration and institution working conditions, creating a safe, professional, and satisfying workplace for all staff, as well as rehabilitation for the incarcerated. Additionally, the California Model improves success of the decarcerated through robust re-entry efforts back into the community.			
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			
Facility Operations Division is committed to ensuring the operation of safe and secure institutional settings, for staff and incarcerated people, while partnering with stakeholders to provide rehabilitative programming opportunities. The Division collaborates with the Division of Rehabilitative Programs, California Prison Industry Authority, various community colleges and community volunteers to provide meaningful rehabilitative programs throughout all institutions.			
GENERAL STATEMENT			
An employee in this class supervises Correctional Officers in an assigned major area or on an assigned watch or may be in charge of the custodial functions in limited but difficult and responsible areas of activities. These include the arsenal, dining room, kitchen, visiting room, mail room, cell blocks, storeroom, receiving and release unit, or control room. In some assignments, the Correctional Sergeant is not required to supervise Correctional Officers.			
% 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%	Supervises the work of Correctional Officers in the safe custody, discipline, and welfare of incarcerated persons or supervised persons on an assigned watch or in a major area; calls roll of Correctional Officers supervised; makes inspection tours to see that Correctional Officers are alert and diligent in the performance of their duties; conveys to superiors complaints made by Correctional Officers and incarcerated persons; takes, receives, and checks		

30%	periodic counts of incarcerated persons; directs the inspection of quarters of incarcerated persons for contraband, sanitary conditions, and orderliness; examines incoming and outgoing mail; develops procedures and posts orders; provides on-the-job training for Correctional Officer staff.
10%	Promotes acceptable attitudes and behavior of incarcerated persons; rates incarcerated persons on conduct and productivity; directs visits to incarcerated persons and arranges for showing visitors about the facility; reports infractions of rules and regulations and irregular or suspicious occurrences and takes or recommends appropriate action; prevents escapes and injury by incarcerated persons to themselves and to property.
10%	Searches for and recaptures escaped incarcerated persons; receives, checks, and issues guns, ammunition, and other supplies and equipment; may participate as a leader in the group treatment program for incarcerated persons or supervised persons; prepares employee and performance reports; and keeps records and prepares reports.
10%	Plan, organize, direct, and evaluate the work and performance of staff. This includes but is not limited to the following: Comply with state and federal laws, rules, regulations, bargaining unit contracts, and policies in all personnel practices, including, but not limited to: hiring, employee development, and management. Recruit, hire, train, develop, and provide leadership to a diverse staff. Monitor, evaluate, and create written performance appraisals of staff. Counsel staff and initiate disciplinary actions as necessary. Identify appropriate long-range plans and goals to address succession planning and knowledge transfer.
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 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
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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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