

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT – Peace Officer

☐ PROPOSED

☒ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM Calipatria State Prison		POSITION NUMBER (Agency-Unit-Class-Serial) 178-261-9646-VARIOUS	
DIVISION / UNIT Division of Adult Institutions / Administration		CLASSIFICATION TITLE Captain, AI	
		WORKING TITLE Facility Captain, AI	
		TIME BASE / TENURE LT/FT	CBID M06
LOCATION 7018 Blair Road, Calipatria, CA (Imperial County)		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			
Strive to enhance the safety and wellness of our staff, community and incarcerated persons for which we are responsible, while providing quality health care and meaningful rehabilitation.			
GENERAL STATEMENT			
Under general direction of the Correctional Administrator – Programs, the Captain is responsible for planning, organizing, and directing a program which provides for the safe custody, discipline, care and treatment of the incarcerated population in a program unit. A program consists of one or more incarcerated person living groups that are combined for the purpose of organizing the custodial, counseling and ancillary staff into a unified program team. The incumbent directly supervises the Correctional Lieutenants, Correctional Sergeants, Correctional Counselor II's and Correctional Officers, Office Technicians and Office Assistants, depending on the size and function of the program unit.			
% 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%	Plans, organizes, and directs a facility containing all aspects of incarcerated persons program functions, for the custody, discipline, classification, treatment, employment and recreation of incarcerated population. Ensure the		

	compliance of policies and procedures relating to management of the facility, including incarcerated populations care and control. Interpret and carry out the policies of the California Department of Corrections and Rehabilitation (CDCR) and of the institution. Audit and review all Incident Reports with an emphasis on the appropriateness of Use of Force. Review the Senior Hearing Officers disciplinary reports for accuracy and ensure due process was afforded to the incarcerated person. Makes determinations on difficult custodial problems and consults with other institutional custody staff for advice and assistance.
30%	Chairs or is a member of various committees such as classification, disciplinary, and ensures all decisions reached are consistent with departmental policy and regulations. As Chairperson of the Unit Classification Committee, organizes and conducts classification and other staff meetings for the proper placement of incarcerated person in the educational, vocational, training, and occupational programs; interviews and counsels incarcerated population on their personal problems and selects incarcerated person to be re-interviewed by members of the Classification Committee staff; as Chairperson of the Unit Disciplinary Committee, conducts disciplinary hearings on CDC 115's and ensures that due process is afforded to the incarcerated person. As a member of the Institutional Executive Review Committee, reviews the appropriateness of the use of force policy on all incidents that require staff use of force. Conducts special studies or projects and prepare reports.
20%	Supervises and trains custody personnel in all aspects of prison management functions, including security and escape prevention, classification and disciplinary actions, and incarcerated populations care. Supervises the maintenance of safe and sanitary living conditions within the Facility. Provides ongoing training and evaluation of all subordinate staff under his/her supervision. Prepares employee performance appraisals, initiates corrective personnel action, and takes or recommends appropriate action. Establishes and maintains cooperative working relationships with other institutional staff.
10%	Supervises the preparation of special and regular reports. Reviews classification, pre-board and pre-release reports for the qualitative improvement of case understanding and recording. Audits and reviews disciplinary and incident reports.
5%	Serves as Administrative Officer of the Day (AOD). Interviewing and Counseling incarcerated persons on their personal problems.
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. Participates in at least 40 hours of In-Service Training annually.

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 incarcerated persons, visitors, nonemployees and employees shall be made aware of this.
- Maintenance of peace officer standards and training in accordance with Penal Code 832 and Departmental Operations Manual sections 32010.19.1, 33020.13, and 86010.13.
- **Supervisory Responsibilities:** The Captain directly supervises one Lieutenant during the first part of each day (2nd watch), one Lieutenant during the second part of the day (3rd watch), and one Office Technician. The Captain also indirectly supervises Sergeants, Correctional Officers, and is responsible for Level 4 (maximum security) incarcerated population.
- **Qualifications:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.
- **Education and/or Experience:** Two years of experience in the California state service in custody work performing duties of a class with a level of responsibility equivalent to the class of a Correctional Lieutenant or in classification and treatment

work performing duties of a class with a level of responsibility equivalent to the class of a Correctional Counselor II or a Parole Agent II.

- **Language Skills:** Speak and write effectively; maintain records and prepare reports.
- **Mathematical Skills:** Ability to make arithmetical computations; including the ability to add, subtract, multiply, and divide using whole numbers and common fractions.
- **Reasoning Ability:** Ability to plan, assign, and direct the work of a large force of correctional personnel; plan, organize, and administer the custodial operation of an institution; think and act quickly in emergencies; analyze situations accurately and adopt an effective course of action.
- **Other Skills and Abilities:** Ability to enforce rules and regulations with firmness, tact, and impartiality; promote socially acceptable attitudes and behavior among incarcerated population; establish and maintain cooperative relations with persons interested in correctional programs.

Knowledge of principles and practices of correctional administration and criminology; methods of discipline, and the attitudes, problems, and behavior of persons under restraint; care and use of firearms; job requirements and work performed by incarcerated workers of a penal institution; business principles and problems involved in the administration and supervision of institutions and prison camps; principles of personnel management, supervision, and training; sanitation, health, and safety standards and State laws pertaining thereto; purposes, activities, regulations, policies and functions of the California CDCR and the term-setting authorities; State laws pertaining to criminal activities.

- **Special Personal Characteristics:** Emotional maturity and stability; sympathetic and objective understanding of persons under restraint; satisfactory record as a law-abiding citizen; leadership ability; tact; good personal and social adjustment for correctional work, neat personal appearance, courage, alertness, willingness to work at night and to report for duty at any time emergencies arise, willingness to travel throughout the State and in isolated areas; normal hearing, sound physical condition. Performs peace officer duties which include maintaining order and supervising the conduct of incarcerated population, protecting and maintaining the safety of persons and property, inspecting premises and searching incarcerated persons for contraband, and replacing and/or assisting the custodial staff during emergency situations, such as suicide (committed or attempted), fights, attempted escapes, or major incidents, such as riots.

- **Other Qualifications:**

Background Investigation: Successful passing of a thorough background investigation.

Felony Disqualification: Existing law provides that persons convicted of a felony are disqualified from employment as peace officers. Such people are not eligible to compete for or be appointed to positions in this class.

Weapons Prohibition: No prohibition from State or Federal law from possessing, using or having in his/her custody or control any firearm device, or other weapon or device authorized for use by the California CDCR.

Training Requirement: Under the provisions of Penal Code Section 832, successful completion of a training course in laws of arrest, search and seizure, and in firearms and chemical agents is a requirement for permanent status in this class.

Citizenship Requirement: United States citizen or a permanent resident alien who is eligible and has applied for United States citizenship.

Mental Demands: Captains must be alert and must have the ability to sustain their alertness over an 8-hour workday or longer if overtime is required. Captains are at risk by aggressive or combative incarcerated person of physical violence at all times in a correctional institution; by physical attack including verbal abuse/harassment by incarcerated person or physical attack including violence between incarcerated persons.

Captains must be able to make decisions rapidly and correctly and respond in life threatening situations. Captains must be able to shoot to kill if necessary. Captains may be exposed to unpleasant situations, including incarcerated person who have attempted or committed suicide by hanging themselves in their cells or slashing their wrists; gassings or having body fluids thrown on them; etc.

Captains must be able to perform the full range of duties and assignments described herein and cannot count on the same daily routine of duties.

- **WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. May be exposed to contagious life-threatening diseases such as AIDS/HIV, Hepatitis, Tuberculosis, and other communicable diseases. Frequently works in a temperature-controlled office space with florescent lighting, linoleum covered flooring. While performing inspections, he/she may occasionally be exposed to fumes, outdoor weather conditions, temperature extremes, high noise levels, significant vibration, and moving mechanical parts. In addition, while walking throughout the institution, the employee will be working on surfaces including dirt, asphalt, grass, concrete, steel staircases, kitchen areas, tile/linoleum covered floors, on paved and unpaved uneven terrain. Areas may become slippery due to weather or spillage of liquids and grease.

178-261-9646-VARIOUS

- **Machines, Tools, Equipment, and Work-Aids:** Personal computer, photocopier, calculator, telephone, fax machine, and the usual office supplies. Equipment that can be utilized by a Facility Captain includes a two-way handheld radio, side-handle baton, binoculars, flashlights, large cell and door keys, clipboards, hand trucks or dollies, whistles, riot equipment, various types of restraint devices, shot guns, high powered rifles, and handguns.
- **Sexual Harassment Policy:** Sexual Harassment is illegal. All staff is required to conform to applicable laws, rules, codes, policies and procedures regarding Sexual harassment and Equal Employment Opportunity (EEO). References are found in DOM Section 31010.
- **Code of Conduct:** As an employee of the Department of Corrections and Rehabilitation, we are expected to perform our duties at all time as follows: Demonstrate professionalism, honest, and integrity; accept responsibility for our actions and their consequences; appreciate differences in people, their ideas and opinions; treat fellow employees, incarcerated persons and wards, families of incarcerated population and wards, parolees, and the public with dignity and fairness; respect the rights of others and treat others fairly regardless of race, color, national origin, ancestry, gender, religion, marital status, age, disability, medical condition, pregnancy, sexual orientation, veteran status, or political affiliation: comply with all applicable laws and regulations; report misconduct or any unethical or illegal activity and cooperate fully with any investigation.
- **Incompatible Activities:** Per California Code of Regulations, Title 15, Section 3413, Incompatible Activities, subsections (a) (1), (3), (6) and (b), employees are not to engage in activities for profit using State facilities, materials or time.

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 Calipatria State Prison		POSITION NUMBER (Agency-Unit-Class-Serial) 178-261-9646-008	
DIVISION / UNIT Division of Adult Institutions / Administration		CLASSIFICATION TITLE Captain, AI	
		WORKING TITLE Health Care Access Captain	
		TIME BASE / TENURE LT/FT	CBID M06
LOCATION 7018 Blair Road, Calipatria, CA (Imperial County)		INCUMBENT	
EFFECTIVE DATE			
CDCR'S MISSION, VISION and COMMITTEMENT			
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			
Strive to enhance the safety and wellness of our staff, community and incarcerated persons for which we are responsible, while providing quality health care and meaningful rehabilitation.			
GENERAL STATEMENT			
Under the general direction of the Warden, Correctional Administrator - Operations, and indirectly the Chief Executive Officer - Health Care Services (CEO-HCS), the Health Care Access Captain is responsible for managing an institution's custodial operations in support of the health care services provided both on and off institution grounds. The Health Care Access Captain will provide first level management for the Health Care Operations Division. They will develop close and cooperative working relationships with clinical, administrative, and custodial staff at the institution, off-site hospital guarding units concerning access to care, adequate clinical space, and compliance issues involving court mandates as it relates to the interface between custody and medical staff. They will be responsible for ensuring all patient-incarcerated persons are present and/or escorted/transported to all scheduled and unscheduled health care appointments both within the institution and to all outside community providers. This access to care responsibility includes all health care including medical, dental, and mental health services.			

% 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%	Plans, directs, and organizes custodial operations to ensure incarcerated-patient access to all scheduled and unscheduled, on-site health care appointments, including medical, mental health, and dental; serves 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-patient access to Health Care Services; monitors and ensures 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; ensures 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; ensures all post orders, organizational charts, and operational procedures relating to health care access are accurate and updated annually; coordinates with the Institution Associate Warden - Operations 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-patients to health care services and provide for the safety and security of staff and incarcerated-patients within on and off-site clinical areas. Work closely with the Receivers Custody Support Services Division regarding HCAU issues
20%	Directs the custodial operations of all incarcerated patients transported off institutional grounds for health care services; determines security requirements for the safe and secure transport of incarcerated patients; coordinates security inspections of off-site health care operations to ensure safety and security of staff, incarcerated person and the public. Ensure Health Care staff appropriately documenting the incarcerated person/patient's refusal (i.e. CDC 128-B, Progressive Discipline). Monitor/Evaluate CDCR 837 Crime Incident Reports, 602 Incarcerated Persons Appeals/Staff Complaints, work orders and employee discipline.
15%	Reviews all recommendations and attends meetings, discussions, and/or forums regarding new or revised policy/procedures and/or issues (a) impacting correctional support of Health Care Services programs, (b) focusing on improving access to care, delivery of quality care, and/or (c) resolving operational barriers impeding the delivery of health care; participates in or chairs the institutional Quality Improvement Committee meeting, Emergency Response Review Committee, Suicide Prevention Committee, Program Modification meetings, Executive Use of Force, and Health Care Services Governing Body; reviews and evaluates all Use of Force incidents/packages completed by the HCAU; participates in Corrective Action Plans related to Health Care Services' operational deficiencies or other health care related court imposed remedial plans, settlement agreements or orders by ensuring remedies meet policy or procedure requirements and are implemented within identified time frames.
10%	May participate Unit Classification Committees, and assist in the decision making process, including but not limited to appropriateness of incarcerated-patient's placement, transfer, privilege group, work group, and housing status (i.e. single cell or double cell status) while meeting the incarcerated-patient's health care needs and adhering to the incarcerated person's security/custody requirements; works with appropriate health care staff to ensure all custody-related medical appeals are handled in a timely manner and to identify potential deficiencies affecting an incarcerated-patients access to health care services.
5%	Act as the PREA Compliance Manager for the Institution to include receiving notification for all allegations of PREA incidents, provide required reports to HQ, conduct necessary follow-up for Reception Center incarcerated person within 30 days of arrival, ensure Protection Against Retaliation processes are assigned and documented, act as a member of the Institutional PREA Review Committee, lead preparation for PREA audits, and attend meetings and training related to PREA policies.
5%	Serves as the institution Administrative Officer of the Day and other duties as assigned by the Warden and/or CEO-HCS
5%	Perform administrative duties including, but not limited to adhere to Department policies, rules and procedures; submitting administrative requests including leave, travel, and training in a timely and appropriate manner;

accurately report time and submit timesheets by the due date. Attends In-Service Training as required, ensuring staff do the same.

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 incarcerated persons, 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 Departmental Operations Manual sections 32010.19.1, 33020.13, and 86010.13.
- **Supervisory Responsibilities:** The Health Care Captain directly supervises one Lieutenant during the first part of each day (2nd watch) and one Lieutenant during the second part of the day (3rd watch). The Captain also indirectly supervises one Office Technician, one Associate Governmental Program Analyst, and the Correctional Sergeants and Correctional Officers assigned within the Health Care Operations Division at Calipatria State Prison.
- **Qualifications:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.
- **Education and/or Experience:** Two years of experience in the California state service in custody work performing duties of a class with a level of responsibility equivalent to the class of a Correctional Lieutenant or in classification and treatment work performing duties of a class with a level of responsibility equivalent to the class of a Correctional Counselor II or a Parole Agent II.
- **Language Skills:** Speak and write effectively; maintain records and prepare reports.
- **Mathematical Skills:** Ability to make arithmetical computations; including the ability to add, subtract, multiply, and divide using whole numbers and common fractions.
- **Reasoning Ability:** Ability to plan, assign, and direct the work of a large force of correctional personnel; plan, organize, and administer the custodial operation of an institution; think and act quickly in emergencies; analyze situations accurately and adopt an effective course of action.
- **Other Skills and Abilities:** Ability to enforce rules and regulations with firmness, tact, and impartiality; promote socially acceptable attitudes and behavior among incarcerated person; establish and maintain cooperative relations with people interested in correctional programs.
Knowledge of principles and practices of correctional administration and criminology; methods of discipline, and the attitudes, problems, and behavior of persons under restraint; care and use of firearms; job requirements and work performed by incarcerated person of a penal institution; business principles and problems involved in the administration and supervision of institutions and prison camps; principles of personnel management, supervision, and training; sanitation, health, and safety standards and State laws pertaining thereto; purposes, activities, regulations, policies and functions of the California CDCR and the term-setting authorities; State laws pertaining to criminal activities.
- **Special Personal Characteristics:** Emotional maturity and stability; sympathetic and objective understanding of persons under restraint; satisfactory record as a law-abiding citizen; leadership ability; tact; good personal and social adjustment for correctional work, neat personal appearance, courage, alertness, willingness to work at night and to report for duty at any time emergencies arise, willingness to travel throughout the State and in isolated areas; normal hearing, sound physical condition. Performs peace office duties which include maintaining order and supervising the conduct of incarcerated population, protecting and maintaining the safety of persons and property, inspecting premises and searching incarcerated person for contraband, and replacing and/or assisting the custodial staff during emergency situations, such as suicide (committed or attempted), fights, attempted escapes, or major incidents, such as riots.
- **OTHER QUALIFICATIONS:**
Background Investigation: Successful passing of a thorough background investigation.
Felony Disqualification: Existing law provides that persons convicted of a felony are disqualified from employment as peace officers. Such people are not eligible to compete for or be appointed to positions in this class.
Weapons Prohibition: No prohibition from State or Federal law from possessing, using or having in his/her custody or control any firearm device, or other weapon or device authorized for use by the California CDCR.

Training Requirement: Under the provisions of Penal Code Section 832, successful completion of a training course in laws of arrest, search and seizure, and in firearms and chemical agents is a requirement for permanent status in this class.

Citizenship Requirement: United States citizen or a permanent resident alien who is eligible and has applied for United States citizenship.

Mental Demands: Captains must be alert and must have the ability to sustain their alertness over an 8-hour workday or longer. Captains are at risk by aggressive or combative incarcerated person of physical violence at all times in a correctional institution; by physical attack including verbal abuse/harassment by incarcerated person or physical attack including violence between incarcerated population.

Captains must be able to make decisions rapidly and correctly and respond in life threatening situations. Captains must be able to shoot to kill if necessary. Captains may be exposed to unpleasant situations including incarcerated persons who have attempted or committed suicide by hanging themselves in their cells or slashing their wrists; gassings or having body fluids thrown on them; etc.

Captains must be able to perform the full range of duties and assignments described herein and cannot count on the same daily routine of duties.

- **Work Environment:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

May be exposed to contagious life-threatening diseases such as AIDS/HIV, Hepatitis, Tuberculosis, and other communicable diseases.

Frequently works in a temperature-controlled office space with florescent lighting, linoleum covered flooring. While performing inspections, he/she may occasionally be exposed to fumes, outdoor weather conditions, temperature extremes, high noise levels, significant vibration, and moving mechanical parts. In addition, while walking throughout the institution, the employee will be working on surfaces including dirt, asphalt, grass, concrete, steel staircases, kitchen areas, tile/linoleum covered floors, on paved and unpaved uneven terrain. Areas may become slippery due to weather or spillage of liquids and grease.

- **Machines, Tools, Equipment, and Work-Aids:** Personal computer, photocopier, calculator, telephone, fax machine, and the usual office supplies. Equipment that can be utilized by a Facility Captain includes a two-way handheld radio, side-handle baton, binoculars, flashlights, large cell and door keys, clipboards, hand trucks or dollies, whistles, riot equipment, various types of restraint devices, shot guns, high powered rifles, and handguns.
- **Sexual Harassment Policy:** Sexual Harassment is illegal. All staff is required to conform to applicable laws, rules, codes, policies and procedures regarding Sexual harassment and Equal Employment Opportunity (EEO). References are found in DOM Section 31010.
- **Code of Conduct:** As an employee of the Department of Corrections and Rehabilitation, we are expected to perform our duties at all time as follows: Demonstrate professionalism, honest, and integrity; accept responsibility for our actions and their consequences; appreciate differences in people, their ideas and opinions; treat fellow employees, incarcerated population and wards, families of incarcerated population and wards, parolees, and the public with dignity and fairness; respect the rights of others and treat others fairly regardless of race, color, national origin, ancestry, gender, religion, marital status, age, disability, medical condition, pregnancy, sexual orientation, veteran status, or political affiliation: comply with all applicable laws and regulations; report misconduct or any unethical or illegal activity and cooperate fully with any investigation.
- **Incompatible Activities:** Per California Code of Regulations, Title 15, Section 3413, Incompatible Activities, subsections (a) (1), (3), (6) and (b), employees are not to engage in activities for profit using State facilities, materials or time.

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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

POSITION NUMBER (Agency – Unit – Class – Serial)
178-261-9646-008

Page 5 of 5

- 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 Calipatria State Prison		POSITION NUMBER (Agency-Unit-Class-Serial) 178-261-9646-003	
DIVISION / UNIT Division of Adult Institutions / Custody		CLASSIFICATION TITLE Captain, AI	
		WORKING TITLE Custody Captain	
		TIME BASE / TENURE LT/FT	CBID M06
LOCATION 7018 Blair Road, Calipatria, CA (Imperial County)		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			
Strive to enhance the safety and wellness of our staff, community and incarcerated people for which we are responsible, while providing quality health care and meaningful rehabilitation.			
GENERAL STATEMENT			
Under general direction of the Correctional Administrator-Central Operations, the Captain is responsible for planning, organizing and directing a program which provides for the safe custody, discipline, care and treatment of the incarcerated people as they apply to the Minimum Support Facility. In Addition, the Captain will ensure that custodial supervision is maintained adequately to provide a safe and secure environment for staff, incarcerated persons and the community at large.			
% 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.		
20%	Keep abreast of the Post Assignment Schedule and ensure that assignments are justifiable regarding overtime, special assignments, etc. Confer with custody staff concerning Post Assignments Schedules and proper		

	assignment/placement of personnel as they pertain to their subordinates. Monitor all Minimum Support Facility personnel job changes to endure ongoing operational efficiency and enhancement of Equal Job Opportunity for employees.
20%	Review and update procedures as necessary, communicate with staff and subordinates with regard to any changes that may pertain to their areas of responsibility, and complete performance reports on subordinate employees. Provide adequate training for custody staff in the pursuit of achieving Departmental goals and policies. Make suggestions to update and plan current lessons offered through the In-Service Training Department. When necessary, provide qualified instructors to present an informative and beneficial lesson plan.
15%	Work closely with all Facility Captains in the planning and implementation of mutually beneficial projects. Track and prepare annual revisions of all security post orders for the Minimum Support Facility, conduct periodic post order audits. Track, prepare and or/revise D.O.M. supplements or CAL operations procedure sections as prescribed the area of responsibility. Participate in all other related duties and responsibilities within sphere of administration.
15%	Oversee visiting policies and procedures, making certain that a safe and harmonious environment is provided for all concerned. Ensure that the CAL complex outer perimeter and all gates entering the Institution are secure and maintained in a safe manner. It is critical that all staff assigned to these areas be appraised of all policies and procedures governing the importance of safely controlling and monitoring the gates. Oversee the operational functions and procedures of Receiving and Release at the Minimum Support Facility, periodically reviewing and recommending changes. Must ensure that, all staff assigned to this area are properly trained and follow Departmental policy, and that incarcerated persons appeals are properly answered
15%	Stay abreast of all administrative techniques and functions. Oversee the preparation of all Minimum Support Facility incident and closure reports. Maintain necessary tracking logs for these documents. Formulate and monitor the plans to correct Minimum Support Facility Fire/Life safety deficiencies. Monitor parking enforcement and traffic regulations throughout CAL property boundaries.
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: adhering 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.
- **NON-ESSENTIAL DUTIES AND RESPONSIBILITY INCLUDE, BUT ARE NOT LIMITED TO, THE FOLLOWING:** None noted
- **SUPERVISORY RESPONSIBILITIES:** Directly supervises the Custody staff assigned to the Personnel Assignment Office and Non-Custody staff (Office Technician and Locksmith positions), oversees the Mailroom, Incarcerated Assignments Office, Armory and Visiting Departments. The captain directly supervises one Lieutenant during the first part of each day (2nd watch), and one Lieutenant during the second part of the day (3rd watch). The Captain also indirectly supervises Sergeants, Correctional Officers, and is responsible for Level 4 (maximum security) incarcerated people.
- **QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- **EDUCATION and/or EXPERIENCE:** Two years of experience in the California state service in custody work performing duties of a class with a level of responsibility equivalent to the class of a Correctional Lieutenant or in classification and treatment

work performing duties of a class with a level of responsibility equivalent to the class of a Correctional Counselor II or a Parole Agent II.

- **LANGUAGE SKILLS:** Speak and write effectively; maintain records and prepare reports.
- **MATHEMATICAL SKILLS:** Ability to make arithmetical computations; including the ability to add, subtract, multiply, and divide using whole numbers and common fractions.
- **REASONING ABILITY:** Ability to plan, assign, and direct the work of a large force of correctional personnel; plan, organize, and administer the custodial operation of an institution; think and act quickly in emergencies; analyze situations accurately and adopt an effective course of action
- **CERTIFICATES, LICENSES, REGISTRATIONS:** None
- **OTHER SKILLS AND ABILITIES:** Ability to enforce rules and regulations with firmness, tact, and impartiality; promote socially acceptable attitudes and behavior among incarcerated people establish and maintain cooperative relations with persons interested in correctional programs.

Knowledge of principles and practices of correctional administration and criminology; methods of discipline, and the attitudes, problems, and behavior of persons under restraint; care and use of firearms; job requirements and work performed by incarcerated persons of a penal institution; business principles and problems involved in the administration and supervision of institutions and prison camps; principles of personnel management, supervision, and training; sanitation, health, and safety standards and State laws pertaining thereto; purposes, activities, regulations, policies and functions of the California CDCR and the term-setting authorities; State laws pertaining to criminal activities.

- **SPECIAL PERSONAL CHARACTERISTICS:** Emotional maturity and stability; sympathetic and objective understanding of persons under restraint; satisfactory record as a law-abiding citizen; leadership ability; tact; good personal and social adjustment for correctional work, neat personal appearance, courage, alertness, willingness to work at night and to report for duty at any time emergencies arise, willingness to travel throughout the State and in isolated areas; normal hearing, sound physical condition. Performs peace officer duties which include maintaining order and supervising the conduct of incarcerated persons, protecting and maintaining the safety of persons and property, inspecting premises and searching incarcerated persons for contraband, and replacing and/or assisting the custodial staff during emergency situations, such as suicide (committed or attempted), fights, attempted escapes, or major incidents, such as riots.
- **OTHER QUALIFICATIONS:**
- **Background Investigation:** Successful passing of a thorough background investigation.
- **Felony Disqualification:** Existing law provides that persons convicted of a felony are disqualified from employment as peace officers. Such people are not eligible to compete for, or be appointed to positions in this class.
- **Weapons Prohibition:** No prohibition from State or Federal law from possessing, using or having in his/her custody or control any firearm device, or other weapon or device authorized for use by the California CDCR.
- **Training Requirement:** Under the provisions of Penal Code Section 832, successful completion of a training course in laws of arrest, search and seizure, and in firearms and chemical agents is a requirement for permanent status in this class.
- **Citizenship Requirement:** United States citizen or a permanent resident alien who is eligible and has applied for United States citizenship.
- **WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.
- May be exposed to contagious life threatening diseases such as AIDS/HIV, Hepatitis, Tuberculosis, and other communicable diseases.
- Frequently works in a temperature controlled office space with fluorescent lighting, linoleum covered flooring. While performing inspections, he/she may occasionally be exposed to fumes, outdoor weather conditions, temperature extremes, high noise levels, significant vibration, and moving mechanical parts. In addition, while walking throughout the institution, the employee will be working on surfaces including dirt, asphalt, grass, concrete, steel staircases, kitchen areas, tile/linoleum covered floors, on paved and unpaved uneven terrain. Areas may become slippery due to weather or spillage of liquids and grease.
- **MACHINES, TOOLS, EQUIPMENT, AND WORK-AIDS:** Personal computer, photocopier, calculator, telephone, fax machine, and the usual office supplies. Equipment that can utilized by a Facility Captain includes a two-way handheld radio, Manadnock Expandable baton, binoculars, flashlights, large cell and door keys, clipboards, hand trucks or dollies, whistles, riot equipment, various types of restraint devices, ~~shot~~ guns, high powered rifles, and handguns.
- **COMMENTS:** Work hours are flexible. There are three basic shifts or watches during a 24-hour period. These shifts are or watches are identified as first, second, and third watch. Shift time frames are generally:
 - 0600 to 1400 (second watch)

- 1400 to 2200 (third watch)
- 2200 to 0600 (first watch)

Overtime ranges from occasional to excessive under certain circumstances and may be mandatory.

All "uniformed" staff must wear uniforms consisting of shirt, pant, regulation cap, badge, boot (high or low top with nonskid sole), waist belt (approximately eight pounds) with radio, flashlight, keys, handcuffs, etc.

In the Administrative Segregation Unit all staff must wear a stab proof vests and Manadnock Expandable batons.

Must be familiar with all weapons currently in use by the CDCR. Must be range qualified with all weapons yearly.

Information for this job description was obtained by reviewing the California State Personnel Board Specification and through observation of duties as they are currently performed.

- **Sexual Harassment Policy:**

Sexual Harassment is illegal. All staff is required to conform to applicable laws, rules, codes, policies and procedures regarding Sexual harassment and Equal Employment Opportunity (EEO). References are found in DOM Section 31010.

- **Code of Conduct:**

As an employee of the Department of Corrections and Rehabilitation, we are expected to perform our duties at all time as follows: Demonstrate professionalism, honest, and integrity; accept responsibility for our actions and their consequences; appreciate differences in people, their ideas and opinions; treat fellow employees, incarcerated persons, wards, families of incarcerated persons and wards, parolees, and the public with dignity and fairness; respect the rights of others and treat others fairly regardless of race, color, national origin, ancestry, gender, religion, marital status, age, disability, medical condition, pregnancy, sexual orientation, veteran status, or political affiliation: comply with all applicable laws and regulations; report misconduct or any unethical or illegal activity and cooperate fully with any investigation.

- **Incompatible Activities:**

- Per California Code of Regulations, Title 15, Section 3413, Incompatible Activities, subsections (a) (1), (3), (6) and (b), employees are not to engage in activities for profit using State facilities, materials or time.

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

- 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