

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT – Peace Officer

☒ PROPOSED☐ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM CDCR Salinas Valley State Prison		POSITION NUMBER (Agency-Unit-Class-Serial) 936-222-9904-XXX			
DIVISION / UNIT Division of Adult Institutions - Counselors		CLASSIFICATION TITLE Correctional Counselor I			
		WORKING TITLE Correctional Counselor I			
		TIME BASE / TENURE LFT	CBID R06	WWG 2	COI Yes ☐ No ☒
LOCATION Soledad, CA		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					
Under the supervision of the Correctional Counselor II (Supervisor), the Correctional Counselor I (CCI) interviews IP's and evaluates their adjustment to and progress in correctional treatment programs					
GENERAL STATEMENT					
The CCI counsels IP's on personal, institutional and family problems; collects, evaluates, and records social, behavioral, and vocational data on IP's; analyzes and contributes to cumulative case history data and makes recommendation pertinent to classification and assignment planning; identifies and reports on special, educational, and vocational problems as basis for recommending appropriate programs for vocational training; maintains case histories on IPs during confinement and makes recommendations on changes in classification assignments; prepares board reports on IP's activities in the institution; prepares					

pre-release reports for field use; maintains regular updating of classification score and schedules cases for classification committee and transfer as indicated.

% 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.
65%	Review the Strategic Offender Management System (SOMS) for IP assignment caseload changes. Prepare and update SOMS and the Electronic Records Management System (ERMS) information to conduct Classification Committee actions, including Initial, Annual and Program Reviews as required. Participate as a member of Unit Classification Committee (UCC) and provide recommendations. Ensure attendance to Interdisciplinary Treatment Teams (IDTT's) as mandated to provide input relative to the program best suited for the IP. Ensure case work for Camp/Minimum Support Facility (MSF) IP's is completed expeditiously for referral and appropriate placement. Also ensure IP's who are not cleared for Camp/MSF are expeditiously processed for transfer to proper housing and not delayed to the next Annual Review. This is in compliance with timelines outlined in the October 1, 2015, memorandum entitled, Minimum Support Facility and Camp Pipeline Process. Recommend specific self-help and other programs provided by the Division of Rehabilitative Programs (DRP), based on the IP's criminogenic needs. Maintain a listing from the Community Resource Manager of religious and self-help programs available. Assign IP's to an appropriate waiting list. Assist with family reunification, when needed to improve post release outcomes. Assist with connecting the IP with appropriate entities in programs such as Custody to Community Transitional Reentry Program Male Community Reentry Program, Cognitive Behavioral Treatment, etc., as needed throughout the year. Review available education or vocational programs and support service jobs with a mindset of equipping IPs with the skills needed for a job when they are released, including Youth Offender Program IPs. Assist with the facilitation of the Prison to Employment plan by pairing IPs with job assignments or education classes which will provide for practical skill sets to help them gain employment upon release. Utilize the Rehabilitative Case Plan (RCP) System designated in SOMS to identify the current programs the IP is participating in and what they need for their own rehabilitate case plan.
20%	Complete six (6) hours of an open line, which will allow incarcerated person's access and guidance, to you as a resource. Facilitate the IP's communication with the necessary staff within DRP, Division of Adult Parole Operations, or Post Release Community Supervision, to ensure effective assistance on transitional planning, housing, resources in the community, and assist in the initial advocacy programs/benefits for veterans. Provide additional accommodation for disabled IP's to ensure equal access to programs, services, and activities, to include the preparation for Board Suitability hearings.
5%	Review Board Information Technology Systems (BITS) for required case work. Prepare and complete Board of Parole Hearings (BPH) reports and required related documents. Issue BITS generated documents to IP's within prescribed timeframes. Responsible for assisting incarcerated people with disabilities in understanding, preparing for, and participating in the BPH suitability hearing process as needed. Review SOMS and DECS/BITS to identify the incarcerated person's need for assistance, primary and secondary method of effective communication, adaptive support needs, assistive device(s), or software (e.g., electronic magnifier, personal sound amplification device, Microsoft Ease of Access, etc.) that are required to accommodate the incarcerated person for BPH proceedings. Accommodation shall be provided in a manner to allow privacy and independence. Review BITS at least weekly for any assignments associated with a BPH proceeding. Meet with the incarcerated person and complete a CDC Form 128B, BPH Accommodations Questionnaire, when prompted do so by BITS. Serve the incarcerated person with a Notice of DPV/DNV Rights for BPH Proceedings or a Notice of Deaf-Signer Rights for BPH Proceedings, as applicable.
5%	Perform required Peace Officer duties, conduct interviews and respond to incidents and emergencies. Attend and participate in peace officer training including weapons qualifications, chemical agents, inmate restraints and searches. May be required to supervise an inmate housing unit or man an observation tower.

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.			
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>I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH MY SUPERVISOR AND RECEIVED A COPY OF THIS DUTY STATEMENT.</i>			
EMPLOYEE'S NAME (Print)	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%; padding: 5px; vertical-align: top;">EMPLOYEE'S SIGNATURE</td> <td style="width: 30%; padding: 5px; vertical-align: top;">DATE</td> </tr> </table>	EMPLOYEE'S SIGNATURE	DATE
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SUPERVISOR'S STATEMENT:			
<i>I CERTIFY THIS DUTY STATEMENT REFLECTS CURRENT AND AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION</i> <i>I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH THE EMPLOYEE AND PROVIDED THE EMPLOYEE A COPY OF THIS DUTY STATEMENT.</i>			
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