

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT – Peace Officer

☐ PROPOSED☒ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM California Health Care Facility (CHCF)		POSITION NUMBER (Agency-Unit-Class-Serial) 190-201-9659-XXX			
Division of Adult Institutions		CLASSIFICATION TITLE Correctional Sergeant			
		WORKING TITLE Correctional Sergeant			
		TIME BASE / TENURE P/FT	CBID S06	WWG 2	COI Yes ☐ No ☒
LOCATION Stockton, 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					
YOU ARE A VALUED MEMBER OF THE DEPARTMENT'S TEAM. YOU ARE EXPECTED TO WORK COOPERATIVELY WITH TEAM MEMBERS AND OTHERS TO ENABLE THE DEPARTMENT TO PROVIDE THE HIGHEST LEVEL OF SERVICE POSSIBLE. YOUR CREATIVITY AND INGENUITY ARE ENCOURAGED. YOUR EFFORTS TO TREAT OTHERS FAIRLY, HONESTLY, AND WITH RESPECT ARE CRITICAL TO THE SUCCESS OF THE DEPARTMENT'S MISSION.					
GENERAL STATEMENT					
Under the supervision of the assigned Correctional Lieutenant, the Correctional Sergeant develops plans, coordinates, organizes and supervises and directs Correctional Officers in the general security provisions within an Adult Institution. Develop schedules and operational methods specific to all secured areas within and out, of an Institutional setting maintaining all security protocols. The Correctional Sergeant is responsible to ensure that Correctional Officers maintain security and incarcerated person's discipline. Ensure that Correctional Officers work cohesively with a multiple classification of departmental staff in the maintenance of all incarcerated patients health care access and provisions. The Correctional Sergeant is responsible for his/her entire area/facility/unit,					

ensuring the safe custody, discipline and welfare of all incarcerated persons is maintained. The Correctional Sergeant will develop, implement and practice safe supervisory practices, assuring that compliance with established departmental/institutional policies and procedures are maintained.

% 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%	Confers with Managerial staff and supervises Correctional Officers ensuring the safe custody, discipline and welfare of all incarcerated persons is maintained. The Correctional Sergeant will develop, implement and practice safe supervisory practices, assuring that compliance with established departmental and/or institutional policies and procedures are maintained. Keeps informed of new developments, methods, and policy changes as they occur within the entire Adult Institution.
30%	Determine training needs of all assigned Correctional Officers and provide such training as required. Develops systematic practices within his/her entire area/facility/unit, ensuring all staff are current in all Peace Officer mandates, policies and procedures, as they pertain to all functions within an Adult Institution. Compiles data and analyzes training requirements to prepare reports and/or analysis for managerial review. Formulates plans and implements programs and schedules within his/her entire area/facility/unit as directed by the area/facility/unit Correctional Lieutenant.
20%	Develop Local Operational Procedures, Post Orders, Departmental Operations Manual Supplements, Addendum's and/or operational schedules consistent with the aforementioned. Develop and maintain Institutional Correctional Officer Post Orders, as changes may occur within his/her area/facility/unit, as directed by the Correctional Lieutenant and Captain of his/her assigned area/facility/unit, via the Institutional Correctional Captain. Prepares, supervises and coordinates all Correctional Officer's in their daily facilitation of security protocols within their assigned areas. Ensures that all Correctional Officers assigned to his/her area/facility/unit are in compliance with all annual and/or quarterly training requirements. Maintains staff discipline and implements staff corrective actions as deemed appropriate by the Correctional Lieutenant. Maintains Correctional Officers Uniform and Grooming standards, conducting frequent inspections of such, throughout his/her established work week
10%	Conducts incarcerated person(s) Administrative Disciplinary Hearings consistent with Title 15 outlines and maintains incarcerated persons(s) discipline within his/her area/facility/unit, under the direction of the Correctional Lieutenant. Reviews all Correctional Officers written reports, conducts tours, maintains cleanliness of all areas assigned to his/her area(s). Reviews logs, responds to Incarcerated person(s) Appeals, staff Complaints and any other duties assigned by the Correctional Lieutenant. Ensures that the area/facility/unit's disciplinary, Rules Violation Report (RVR), tracking process is maintained in accordance with all mandated timelines listed within the CDCR, Title 15. Analytical duties specific to any assignments delegated by managerial staff. Minimal travel may be deemed necessary. Maintains all FLSA's mandates. Supervises all subordinate personnel and incarcerated workers, develops time schedules and timecards, with appropriate recording of attendance records as required. Conducts Weekly staff meetings, submits proposals for any procedural changes as they occur within his/her area/facility/unit. Ensures that all subordinate personnel are familiar with their specific duties and obligations of their assigned area(s). Ensures that all assigned Correctional Officers are familiar with and understanding all Departmental and Institutional policy and procedural practices associated with the health care of the incarcerated patient.
5%	Special projects and other duties, within the scope of the Correctional Sergeant classification, as assigned.

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.

JOB DESCRIPTION

The following is a definition of on-the-job time spent in physical activities:

Constantly: Involves 2/3 or more of a workday
Frequently: Involves 1/3 to 2/3 of a workday
Occasionally: Involves 1/3 or less of a workday
N/A: Activity or condition is not applicable

Standing: Occasionally stands for periods of time.

Walking: Frequently – must walk throughout Institution on uneven, sometimes rough terrain – including walking up and down ramps and slopes.

Sitting: Constantly – at a desk or computer table. There is flexibility for movement on a frequent basis to break sitting with standing and walking.

Lifting: Occasionally – lifts files weighing a few ounces and rarely files weighing up to 50 lbs.

Carrying: Occasionally – this activity can be considered to require the same physical demands as lifting.

Stooping/Bending/Kneeling/Crouching: Occasionally – stretches, stoops/bends, kneels, and crouches to pull/refile documents from the lower shelves in filing cabinets.

Reaching in Front of Body: Frequently – will be utilizing a keyboard and reaching for items such as the telephone, files and supply boxes.

Reaching Overhead: Occasionally – reaches overhead to retrieve objects from the top shelf of the file cabinet.

Climbing: Occasionally – climbs when using the step stool to reach objects. Climb steps throughout the institution during performance of regular work responsibilities.

Balancing: Occasionally – balances when using the step stool, stairs or lifts.

Pushing/Pulling: Occasionally – must push/pull to open file drawers, desk drawers, carts and racks.

Fine Finger Dexterity: Constantly – will use fine-finger dexterity to write information onto documents and to type information into the computer, manipulate equipment such as a fax machine or telephone.

Hand/Wrist Movement: Constantly – uses hands and wrists in the handling of documents and files, typing, data entry and writing.

Crawling: N/A

Driving: N/A

Sight/Hearing/Speech/Writing Ability: Adequate vision and hearing, as well as the ability to write and speak clearly, are required to effectively perform the essential job duties. The incumbent will frequently use hearing, speech and written language to interface with staff, visitors, patients and community.

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.

MACHINES, TOOLS, EQUIPMENT, AND WORK-AIDS: The incumbent may at any time utilize a computer, a printer, a telephone, vertical filing cabinets, copy machines, shredder, fax machine, typewriter, and the usual office supplies.

KNOWLEDGE AND ABILITIES

Knowledge of: Modern principles and practices in correctional administration and criminology;
General knowledge of psychology of criminal behavior and methods of discipline, and the attitude, problems, and behavior of persons under restraint;
General knowledge of supervisory techniques and methods of maintaining discipline, both of staff personnel and incarcerated person;
General knowledge of principles and methods used in the custody, control and adjustment of antisocial persons;
General knowledge of interviewing techniques;
General knowledge of literature in the fields of correctional administration and criminology;
General knowledge of laws, rules, and regulations pertaining to criminal activities, governing State correctional institution and purposes, activities, regulations, policies, and functions of the California Department of Corrections and Rehabilitation and the term-setting authorities;
General knowledge of State laws pertaining to criminal activities;

General knowledge of care and use of firearms;
General knowledge of job requirements and work performed by incarcerated person of a correctional facility;
General knowledge of principles and practices of business management and problems involved in the administration and supervision of correctional facilities and prison camps, sanitation, health, and safety standards and State laws pertaining thereto;
General knowledge of principles and practices of personnel management, supervision, and training;
General knowledge of principles of effective verbal and written communication and group dynamics;
General knowledge of tactical operational and situational awareness;
General knowledge of supervisory responsibilities under the Ralph C. Dills Act;
General knowledge of the Department's Equal Employment Opportunity program objectives;

GENERAL POST ORDER ADDENDUM

General requirements: Incarcerated person(s)/patients with disabilities are entitled to reasonable modifications and accommodations to CDCR policies, procedures, and physical plant to facilitate effective access to CDCR programs, services, and activities. These modifications and accommodations might include, but are not limited to, the following:

- measures to ensure effective communication (see below).
- housing accommodations such as wheelchair accessible cells, medical beds for incarcerated patients who cannot be safely housed in general population due to their disabilities, dorm housing, or ground floor or lower bunk housing;
- health care appliances such as canes, crutches, walkers, wheelchairs, glasses, and hearing aids; and
- work rules that allow the incarcerated patient to have a job consistent with his/her disabilities. Medical staff shall provide appropriate evaluations of the extent and nature of incarcerated person disabilities to determine the reasonableness of requested accommodations and modifications.

Equally Effective Communication: The Americans with Disabilities Act (ADA) and the *Armstrong* Remedial Plan require CDCR to ensure that communication with individuals with disabilities is equally effective as with others.

- Staff must identify incarcerated person(s)/patients with disabilities prior to their appointments.
- Staff must dedicate additional time and/or resources as needed to ensure equally effective communication with incarcerated patients who have communication barriers such as hearing, vision, speech, learning, or developmental disabilities. Effective communication measures might include slower and simpler speech, sign language interpreters, reading written documents aloud, and scribing for the incarcerated person(s)/patient. Consult the ADA Coordinator for information or assistance.
- Staff must give primary consideration to the preferred method of communication of the individual with a disability.
- Effective communication is particularly important in health care delivery settings. At all clinical contacts, medical staff must document whether the incarcerated patient understood the communication, the basis for that determination, and how the determination was made. A good technique is asking the incarcerated person(s)/patient to explain what was communicated in his or her own words. It is not effective to ask "yes or no" questions; the incarcerated person(s)/patient must provide a substantive response indicating understanding of the matters that were communicated.
- Staff must obtain the services of a qualified sign language interpreter for medical consultations when sign language is the incarcerated person(s)/patients' primary or only means of communication. An interpreter need not be provided if an incarcerated person(s)/patient knowingly and intelligently waives the assistance, or in an emergency situation when delay would pose a safety or security risk, in which case staff shall use the most effective means of communication available such as written notes.

DECS: The Disability Effective Communication System (DECS) contains information about incarcerated person(s)/patients with disabilities. Every institution has DECS access and staff must review the information it contains in making housing determinations and providing effective communication.

Housing restrictions: All incarcerated person(s)/patients shall be housed in accordance with their documented housing restrictions such as lower bunks, ground floor housing, and wheelchair accessible housing, as noted in DECS and their central and medical files. All staff making housing determinations shall ensure that incarcerated person(s)/patients are housed appropriately.

Prescribed Health Care Appliances (including dental appliances): Staff (health or security) shall not deny or deprive prescribed health care appliances to any incarcerated person(s)/patient for whom it is indicated unless (a) a physician/dentist has determined it is no longer necessary or appropriate for that incarcerated person(s)/patient, or (b) documented safety or security concerns regarding that incarcerated person(s)/patient require that possession of the health care appliance be disapproved. If

safety or security concern arises, a physician, dentist, Health Care Manager, or Chief Medical Officer shall be consulted immediately to determine appropriate action to accommodate
The incarcerated person(s)/patient's needs.

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

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