

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT – Peace Officer

☒ PROPOSED

☐ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM Headquarters		POSITION NUMBER (Agency-Unit-Class-Serial) 065-246-9656-002	
DIVISION / UNIT Division of Adult Institutions, Region II		CLASSIFICATION TITLE Correctional Lieutenant	
		WORKING TITLE Correctional Lieutenant	
		TIME BASE / TENURE P/FT	CBID S06
LOCATION Fresno, 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			
Region II provides safe and secure housing for females with opportunities such as vocational and academic programs, substance abuse treatment, self-help programs, Career Technical Education, pre-release guidance and community betterment projects. This office manages and provides oversight to all female programs, in addition to seven designated male and female institutions, fire camps and community programs.			
GENERAL STATEMENT			
Under the general direction of the Captain, the Lieutenant performs a variety of complex staff assignments related to institution security, correctional program issues, and facility operations in the program area of Region II. Travel may be required.			
% 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%	Review Use of Force (UOF) occurrences that rise to the level of review based on policy. This includes the review of In-Cell/Cell Front UOF, Departmental Executive Review Committee (DERC), Incident Reports (IRs) for reporting compliance and all other UOF policy issues that come to the attention of the Associate Director. The Lieutenant will be the UOF policy expert for Region II and will be required to produce the documentation related to the UOF reviews noted above. There may be Corrective Action Plans implemented based on the findings which require		

	monitoring, a necessary step in the review process through fruition. May serve as a subject matter expert in various workgroups and task forces.
25%	Complete a variety of complex assignments related to institutional security, correctional program issues and facility operations to include the department's drug interdiction program, incarcerated persons discipline, Contraband Surveillance Watch tracking and J-Pay email reporting. Prepare the hunger strike log, next of kin log and Program Status Reports under Region II for the administration. Ensure the implementation of effective standards and ongoing compliance and monitoring of institutional operations. Research sections of the California Code of Regulations and Department Operations Manual (DOM) for revision, as they pertain to various institution operational areas under Region II. Prepare issue papers and reports on custodial, supervisory, and security issues of specific program sensitivity.
20%	Prepare various scheduled annual, quarterly, monthly and weekly reports. Act as the Region II investigative services lieutenant for the non-institutional programs and may be required to respond to emergencies. Generate the confidential Administrative Time Off report and assist with the statewide visiting and visiting correspondence.
10%	Personnel Management: 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%	Prepare the Daily Briefing Report from information gathered from Region II institutions and institutional IRs. Provide training to institutional staff in the reporting of accurate information/completion of the IR. Present the findings of DERC reviews to the Region II administration and Office of the Inspector General.
5%	Respond to correspondence and inquiries from the public and incarcerated persons families via formal letterhead Memorandum, email contact or by telephone. Provide training to the Basic Correctional Officer Academy on various lesson plans Region II is involved in. Assist staff as a backup on an as-needed basis or as assigned by a supervisor. Correspond with Region II institutions as needed to complete assignments.
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 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 incarcerated people, visitors, nonemployees and employees shall be made aware of this.
- Maintenance of peace officer standards and training in accordance with Penal Code 832 and DOM 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