

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) 065-210-9646-004	
DIVISION / UNIT Adult Institutions, Classification Services Unit		CLASSIFICATION TITLE Captain, Adult Institution	
		WORKING TITLE Captain, Adult Institution	
		TIME BASE / TENURE PFT	CBID M06
LOCATION Elk Grove, 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.			
DIVISION OVERVIEW			
The Classification Services Unit provides leadership to the Department in the area of classification and housing of incarcerated people. Our goal is to promote consistency in the application of, and compliance with, regulations and policies related to the classification of incarcerated people. The Unit also strives to make the classification process more dynamic in order to both improve the Department's ability to respond to the changing demographics of the population and to implement national best practices.			
GENERAL STATEMENT			
Under the general direction of the Chief, Classification Services Unit (CSU), this position is responsible for the supervision of those functions and services related to the technical management of departmental incarcerated persons classification policies and procedures, and will provide expertise in all areas of minimum custody criteria and placement, including, Camps, Minimum Support Facilities (MSF), Community Correctional Facilities (CCF), Prison Mother Programs, and the United States (US) Immigration and Customs Enforcement (ICE).			
% 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%	Responsible for the ongoing management, operation, and evaluation of issues related to the development and implementation of new systems and procedures related to incarcerated persons classification, camps, MSF, and CCFs.		

30%	Supervises Correctional Counselor (CC) IIIs, Classification Staff Representatives (CSR), and CC IIs. Conducts studies, prepares reports and provides ongoing direction to departmental staff regarding incarcerated persons classification related issues; review and approve the more complex classification related issues including the US ICE. Responds to classification issues, provides interpretation and/or clarification of the laws and rules governing the Incarcerated persons Classification System.
15%	Conduct audit/review of CSR field activity ensuring consistency, conformity and standardization as related to the incarcerated persons classification process, due process issues, and realignment of incarcerated persons population and programs.
10%	Participate on departmental task forces and projects and develop reports related to incarcerated persons classification. Develop, administer, and participate in incarcerated persons classification related training programs and meetings. Serve as Acting Chief, CSU as required.
10%	Plan, organize, direct, and evaluate the work and performance of staff. This includes but is not limited to the following: Comply with state and federal laws, rules, regulations, bargaining unit contracts, and policies in all personnel practices, including, but not limited to: hiring, employee development, and management. Recruit, hire, train, develop, and provide leadership to a diverse staff. Monitor, evaluate, and create written performance appraisals of staff. Counsel staff and initiate disciplinary actions as necessary. Identify appropriate long-range plans and goals to address succession planning and knowledge transfer.
5%	Perform administrative duties including, but not limited to: adhere to Department policies, rules and procedures; submit administrative requests including leave, travel, and training in a timely and appropriate manner; accurately report time, and submit 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, nonemployees 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

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) 065-210-9646-006			
DIVISION / UNIT Adult Institutions, Classification Services Unit		CLASSIFICATION TITLE Captain, Adult Institution			
		WORKING TITLE Captain, Classification Policy			
		TIME BASE / TENURE PFT	CBID M06	WWG E	COI Yes ☒ No ☐
LOCATION Elk Grove, 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.					
DIVISION OVERVIEW					
The Classification Services Unit provides leadership to the Department in the area of classification and housing of incarcerated people. Our goal is to promote consistency in the application of, and compliance with, regulations and policies related to the classification of incarcerated people. The Unit also strives to make the classification process more dynamic in order to both improve the Department's ability to respond to the changing demographics of the population and to implement national best practices.					
GENERAL STATEMENT					
Under the general direction of the Chief, Classification Services Unit (CSU), this position is directly responsible for managing the CSU training division and the enforcement of Departmental policies and procedures related to the incarcerated persons classification system. This position provides direction and supervision for the oversight and implementation of training related to new systems as well as Regulation and Policy updates. Liaison with the Office of Labor Relations on labor issues impacting Correctional Counselors and the incarcerated persons classification process. This position provides direct supervision to up to fifteen Classification Staff Representatives (CSRs) and three in-house Correctional Counselor IIIs (CCIIIs), as well as indirect supervision of three Correctional Counselor IIs as required. Serves as technical expert for the Division and coordinates related staff work as needed. Coordinates CSR/CC III scheduling and vacation leave, monitors CSR exit audit reports, and compiles statistics on CSR deferrals and work productivity. This position may be required to serve as Administrative Officer of the Day on a rotational basis at least one week per year.					
% 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%	Responsible for the ongoing management, operation and evaluation related to staff training on the application of the incarcerated persons classification process. Provides specialized training; plans and organizes changes; writes instructional memorandums, administrative bulletins and manual revisions. Oversees the training mission for classification services staff both within CSU and statewide. Monitors and evaluates issues related to the development and implementation of new regulations, procedures and systems related to incarcerated persons classification. Reviews various audit reports for critical training needs, provides oversight and support for the development of lesson plans and training aides for presentation to counseling staff.
25%	Supervises Classification Staff Representatives in the audit and endorsement of incarcerated persons cases. This may include statewide travel to review worksites, conduct performance evaluations, and provide training to direct report CSRs. Conducts audits of CSR endorsements.
15%	Provides support to Reception Centers and General Population institutions regarding regulations and policy application practices on incarcerated persons classification process and the use of the Strategic Offender Management System (SOMS) and the Electronic Records Management System (ERMS).
10%	Participation in departmental task forces and projects; develops reports related to incarcerated persons classification. Responsible for oversight and assignment of special projects related to classification changes with statewide implications. Attend numerous meetings and taskforces with various divisions and outside agencies. Serves as Acting Chief, CSU as required.
10%	Liaison with the Office of Labor Relations, including the scheduling and research for the Counselor Policy Committee and coordinating CSU presence at main table negotiations regarding classification issues.
5%	Plan, organize, direct, and evaluate the work and performance of staff. This includes but is not limited to the following: Comply with state and federal laws, rules, regulations, bargaining unit contracts, and policies in all personnel practices, including, but not limited to: hiring, employee development, and management. Recruit, hire, train, develop, and provide leadership to a diverse staff. Monitor, evaluate, and create written performance appraisals of staff. Counsel staff and initiate disciplinary actions as necessary. Identify appropriate long-range plans and goals to address succession planning and knowledge transfer.
5%	Perform administrative duties including, but not limited to: adhere to Department policies, rules and procedures; submit administrative requests including leave, travel, and training in a timely and appropriate manner; accurately report time, and submit 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, nonemployees 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
---------------------------	------------------------	------