

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT

☐ PROPOSED☒ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM Division of Correctional Policy, Research and Internal Oversight	POSITION NUMBER (Agency-Unit-Class-Serial) 065-162-9656-XXX			MCR / HCR
DIVISION / UNIT Office of Internal Affairs (OIA) Allegation Investigation Unit (AIU) – Central Region	CLASSIFICATION TITLE Correctional Lieutenant			
	WORKING TITLE Investigative Lieutenant			
	TIME BASE / TENURE Perm/FT	CBID S06	WWG 2	COI Yes ☒ No ☐
LOCATION 5001 California Avenue Ste. 206, Bakersfield, CA 93309	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 The California Department of Corrections and Rehabilitation (CDCR) and California Correctional Health Care Services (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. The California Department of Corrections and Rehabilitation (CDCR) and California Correctional Health Care Services (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. The California Department of Corrections and Rehabilitation (CDCR) and California Correctional Health Care Services (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				
The Office of Internal Affairs (OIA) is the entity within CDCR with the authority and responsibility to review, initiate, and investigate allegations of criminal or administrative misconduct. All investigations are conducted in a thorough, objective, impartial, and independent manner, to ensure justice and to maintain the integrity of CDCR.				
GENERAL STATEMENT				
The Investigative Lieutenant will complete offender grievance investigations for the AIU Captain or designee's signature, consistent with the rules and regulations outlined in the CCR and the DOM. The incumbent will be proficient in the interpretation and implementation of current departmental policy as it relates to CDCR operations, policies, and procedures. The Investigative Lieutenant conducts research on and investigation into offender grievances involving CDCR employee misconduct allegations, conducts employee complaint analysis, and prepares memorandums and investigative reports. Coordinates and completes special assignments related to proposed policies and procedures, program evaluation, training, and communication with executive and management staff in various CDCR divisions and outside entities, ensuring unbiased, objective, efficient, timely and thorough Investigation responses.				

% 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%	Manages a caseload of complex and sensitive offender allegations of staff misconduct requiring investigation utilizing custodial supervisor expertise. Reviews and compiles grievance documents, interview statements, institutional records, and all relevant information associated with assigned cases. Identifies the allegation, violation, potential policy issues, and involved staff, witnesses, or other relevant parties. Prepares an investigation plan outlining the proposed strategy and coordinates case conferences with the Captain. Assesses the sensitivity or complexity of the investigation and promptly consults with the Captain regarding changes in scope, resource needs, and/or developing concerns. Conducts objective and thorough interviews of witnesses and involved parties. When required by policy, conducts digitally recorded interviews and accurately summarizes recorded statements to ensure the record is complete, factual, and properly formatted. Maintains ongoing communication with the Captain and keeps leadership apprised of any change in the complexity or egregiousness of the investigation.
35%	Produces and completes objective and timely investigation reports for review and signature by the AIU Captain or designee. Provides direction to institutional staff to ensure appropriate completion of the investigative process as needed. Collects, analyzes, and synthesizes necessary information to prepare detailed, fact-based reports and memorandums for the Captain and Associate Warden. Accurately tracks and documents investigative activities in the Allegation Against Staff Tracking System (AASTS) and any other authorized databases. All case activity, evidence collection, interviews, decisions, and timeline changes must be documented in a timely, clear, and comprehensive manner. All written products must meet established standards for accuracy, organization, punctuation, completeness, and adherence to departmental format. Regularly communicates with institution stakeholders and departmental staff to support timely and effective completion of investigations which includes coordinating interview notifications, obtaining documents, clarifying issues relevant to the allegation(s), and addressing procedural matters that impact the investigation.
15%	Assists with monthly, quarterly, and annual AIU reporting; identifies and interprets grievance allegation trends; and provides suggested corrective actions. Monitors data requirements and provides recommendations for process improvements based on emerging trends. As directed, completes special projects related to policy, procedure, program evaluation, training development, and/or other assignments that support continuous improvement of the investigative process and departmental operations.
5%	Prepares documents, memorandums, and correspondence as appropriate and ensures all administrative work is completed timely and accurately. Receives ongoing training to maintain proficiency in investigative methods, investigative procedures, and regulatory updates.
5%	Performs administrative duties including, but not limited to: adheres to Department policies, rules and procedures; submits administrative requests including leave, travel, and training in a timely and appropriate manner; accurately reports time and submits timesheets by the due date. Attends required annual block training, OIA peace officer training, and any additional specialized training.
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, 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. • In this assignment, you are entrusted with sensitive and confidential information which requires you to maintain confidentiality at all times. Information relating to an ongoing investigation or investigative material may not be discussed or disclosed without proper authorization from the respective Captain, AIU Associate Warden, AIU Chief, OIA Assistant Deputy Director, or OIA Deputy Director.	

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