

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT

☐ PROPOSED

☒ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM Correctional Policy Research and Internal Oversight		POSITION NUMBER (Agency-Unit-Class-Serial) 065-163-9656-XXX		MCR / HCR	
DIVISION / UNIT Allegation Investigation Unit (AIU) Southern Region		CLASSIFICATION TITLE Correctional Lieutenant			
		WORKING TITLE Investigative Lieutenant			
		TIME BASE / TENURE P/FT	CBID S06	WWG	COI Yes ☐ No ☒
LOCATION San Bernardino County		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 Correctional Lieutenant (Investigative Lieutenant) is under the direction of the Captain, Office of Internal Affairs (OIA), Allegation Investigation Unit (AIU), and the indirect supervision from the Regional Administrator, Chief Deputy Administrator (CDA), AIU and OIA Deputy Director.					
GENERAL STATEMENT					
The Investigative Lieutenant will complete incarcerated person(s) grievance inquiries for the AIU, Regional Administrator, or designee's signature, consistent with the rules and regulations outlined in the California Code of Regulations (CCR) and the Department Operations Manual (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 inquiry into incarcerated person(s) grievances involving CDCR employee misconduct allegations, conducts employee complaint analysis, and prepares memorandums and inquiry 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 inquiry 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%	Responsible for managing a caseload of complex and sensitive incarcerated person(s) allegations of staff misconduct requiring investigation utilizing custodial supervisor expertise. The Investigative Lieutenant will complete incarcerated person(s) allegation investigations related to complaints against staff to ensure compliance and consistency with current processes, and relevant contractual agreements, policies and regulations. Review and compile documents, interview statements and other information relative to an assigned incarcerated person(s) allegation investigation, which may require travel to institutions and/or other offsite locations. Responsible for reviewing incarcerated person(s) grievances to identify the allegation, violation, etc., as well as determine which staff person(s), civilian(s) and/or incarcerated person(s) should be identified for allegation investigation interviews. Prepare investigation plan outlining proposed strategy, and case conference with the Captain. Provide appropriate notifications for interviews in accordance with policy and contractual agreements. Conduct objective and thorough interviews of witnesses; identify and collect all essential information relevant to the grievance allegation; identify additional allegations of misconduct uncovered during the investigation. Keep the Captain apprised of any change in the complexity or egregiousness of the investigation.
35%	Responsible for objective completion and timely submission of investigation reports to the AIU Captain or designee for signature. Provide direction and instruction to institutional staff to assist in the completion of the incarcerated person(s) grievance inquiry process when applicable. Responsible for collecting, analyzing and synthesizing the necessary information and documentation and provide a detailed, fact-based report to the AIU Captain and/or Regional Administrator. When appropriate, provide inquiry processing training to institutional staff.
15%	Assists with the monthly, quarterly, and annual AIU/AIU reports; identifies, interprets and reports on grievance allegation trends and provides suggested corrective action, as well as monitors Tableau data requirements and provides recommendations for process changes based upon grievance allegation trends.
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 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 Departmental 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