

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT – Correctional Lieutenant

☐ PROPOSED☐ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM MULE CREEK STATE PRISON		POSITION NUMBER (Agency-Unit-Class-Serial) 025-208-9656-XXX	
DIVISION / UNIT		CLASSIFICATION TITLE CORRECTIONAL LIEUTENANT	
		WORKING TITLE CORRECTIONAL LIEUTENANT	
		TIME BASE / TENURE	CBID S06
LOCATION IONE, CA – AMADOR 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 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			
Under direction, either (1) in a line capacity, as a second level supervisor, to have charge of an assigned watch or a major area in a State correctional facility or to have charge of a conservation camp; to supervise the work of subordinates in the safe custody, discipline, and welfare of incarcerated individuals; or (2) as a staff assistant to a custodial manager, to be responsible for and perform a complex and sensitive staff function requiring supervisory custodial expertise; may supervise subordinate staff; and (3) as a staff consultant to headquarters management, to perform complex consultative staff assignments requiring a thorough knowledge of institution security and program operations; and to do other related work.			
GENERAL STATEMENT			
Under the direction of the Captain, the Correctional Lieutenant is responsible for the daily operations and activities of the Facility.			

% 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%	Provide direction and supervision to subordinate Correctional Sergeants in the daily operations of individual areas of responsibility; and provide custodial direction and supervision over facility security areas (i.e., housing units, industries, vocations, and gym, etc.).
25%	Participate as a member of Unit Classification Committee and acts as Unit Senior Disciplinary Hearing Officer. Responsible for maintaining order and discipline in accordance with established procedures relating to incarcerated people and staff.
20%	Perform administrative assignments as directed by the Facility Captain that includes dealing with incarcerated individuals appeals, employee grievances, investigations of disciplinary matters, maintaining updated Operational Procedures specifically related to their respective watch.
10%	Participate in the employee adverse action process, monitor custodial job assignments ensuring that appropriate rotation is maintained, and ethnic balances are maintained on their respective watch; participate as an instructor in In-Service Training and On-The-Job training; prepare reports as necessary and attend meetings as required. 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, 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
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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
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