

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT

☐ PROPOSED

☒ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM VALLEY STATE PRISON		POSITION NUMBER (Agency-Unit-Class-Serial) 919-222-9904-XXX	
DIVISION / UNIT HOUSING / COUNSELING / FACILITIES A, B, C, D		CLASSIFICATION TITLE CORRECTIONAL COUNSELOR I	
		WORKING TITLE CORRECTIONAL COUNSELOR I	
		TIME BASE / TENURE P / FT	CBID R06
LOCATION CHOWCHILLA		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

Under general supervision of the Correctional Counselor II (Supervisor), the Correctional Counselor I (CCI) is required to assemble, organize, analyze, and record information necessary for classification and parole planning for the incarcerated person; to interview and counsel incarcerated person and assist with their adjustment and development or modification of the incarcerated person's program in a correctional setting; to perform peace officer duties as required, and to replace and/or assist custodial staff during emergency situations, such as fights, attempted escapes, or major incidents such as riots; to maintain order and supervise the conduct of the incarcerated person; to maintain the safety of persons and property; and to do other related work.

GENERAL STATEMENT

The CCI interviews the incarcerated person to gather information; reads, evaluates, reviews, and summarizes reports from a variety of sources to assist in classification of an incarcerated person; writes and prepares board reports to the Board of Prison Hearings (BPH) summarizing all data on the incarcerated person; gathers, verifies, and evaluates information in regard to enemy or gang affiliations between incarcerated persons, incidents, and requests made by the courts; interprets and evaluates the incarcerated person's Strategic Offender Management System (SOMS) and Electronic Record Management System (ERMS) files for patterns of positive or negative behavior; and recommends the level of institution to which the incarcerated person will be assigned. The CCI makes recommendations for placement of incarcerated person in programs, or for withdrawal of incarcerated person from programs; determines the custody requirements of incarcerated person on an ongoing basis; records observations or contacts with incarcerated person, families, outside agencies, confidential information, etc.; responds to written or verbal requests from incarcerated persons; reevaluates the program needs of the incarcerated person on an ongoing basis; encourages and discourages specific incarcerated person behavior; appears with and/or may represent the incarcerated person at a disciplinary, classification, or parole hearing to discuss/present findings and recommendations. As a CCI, you are expected to satisfy your duties, which include

reporting to work on your scheduled workdays on a continuous basis. You will report to the Watch office at the beginning and ending of your shift to sign in and then out on the FLSA. At no time should you sign in and out at the same time.

Uniform, Equipment and Grooming Standards:

When you report for duty you will have the following: State Identification Card, Whistle, Key Chits, a current CDC 861 Weapon Qualification Card and a Cardio Pulmonary Resuscitation Mouth Shield. Prior to entering the secured perimeter, you shall wear the state issued Stab Resistant Vest (underneath your outer garment). You will report to Central Control and chit out the following required equipment: an Oleoresin Capsicum (O.C.) Spray, Mechanical Restraints (Handcuffs), and a Personal Alarm Device (PAD) and proper keys. You may also chit out and a Monadnock Expandable Baton (MEB), if desired. You will be well groomed and properly attired at all times in accordance with department grooming standards.

% 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.
35%	Review/update SOMS/ERMS files as required, update CDC Offender Separation Alerts/Classification Scoresheets and other required documents. Prepare Notices of Classification Hearings and complete Classification Committee Chronos in SOMS, appear and present an incarcerated person's case to the Unit Classification Committee (UCC). Utilize the Rehabilitative Case Plan (RCP) System designed in SOMS/ERMS to identify the current programs the incarcerated person is participating in and what they need for their own rehabilitative case plan. Ensure casework for fire camp incarcerated persons is completed expeditiously for referral and appropriate placement. Also ensure incarcerated persons who are not cleared for fire camp are expeditiously processed for transfer to proper housing (i.e., MCCF, MSF), and not delayed to the next annual. This is in compliance with the timelines outlined in the October 1, 2015, memorandum entitled, Minimum Support Facility and Camp Pipeline Process.
25%	Hold open-line a minimum of six (6) hours per week serving as an advocate. Recommend specific self-help and other programs provided by the Division of Rehabilitative Programs (DRP), based on the incarcerated person's criminogenic needs. Maintain a listing from the Community Resources Manager of religious and self-help programs available. Assign incarcerated person to an appropriate waiting list. Assist with family reunification, when needed, to improve post release outcomes. Review available education or vocational programs and support service jobs with a mindset of equipping incarcerated person with the skills needed for a job when they are released, including Youthful Offender Program for an incarcerated person. Assist with the facilitation of the Prison to Employment plan by pairing incarcerated person with job assignments or education classes, which will provide for practical skill sets to help them gain employment upon release. Facilitate the incarcerated person's communication with the necessary staff within DRP, Division of Adult Parole Operations, or Post Release Community Supervision, to ensure effective assistance on transitional planning, housing, resources in the community, and assist in the initial advocacy programs/benefits for veterans.
10%	Review BITS at least weekly for any assignments associated with a BPH proceeding. Responsible for assisting incarcerated persons with disabilities in understanding, preparing for, and participating in the BPH suitability hearing process as needed. Review SOMS and DECS/BITS to identify the incarcerated person's need for assistance, primary and secondary method of effective communication, adaptive support needs, assistive device(s), or software (e.g., electronic magnifier, personal sound amplification device, Microsoft Ease of Access, etc.) that are required to accommodate the incarcerated person for BPH proceedings. Accommodations shall be provided in a manner to allow privacy and independence. Meet with the incarcerated person and complete a CDC Form 128B, BPH Accommodations Questionnaire, when prompted do so by BITS. Serve the incarcerated person with a Notice of DPV/DNV Rights for BPH Proceedings or a Notice of Deaf-Signer Rights for BPH Proceedings, as applicable. Provide additional accommodation for disabled incarcerated persons to ensure equal access to programs, services, and activities, to include preparation for Board Suitability hearings. Provide reasonable accommodations and effective communication of documents to the incarcerated person with disabilities during BPH proceedings (i.e. large print, braille, audio format, assist in reading documents so interpretation can be video recorded by the Sign Language Interpreter (SLI), etc., or may require use of an assistive device).
5%	Review pertinent information from Archives, CYA files, police reports, arrest histories, Probation Officers Reports (POR), complete and review COMPAS reports, and other community agency contacts as appropriate.
5%	Review and approve or disapprove an incarcerated person's request for family visiting, correspondence and Temporary Community Leaves (TCL). Complete other related duties as assigned and required by immediate supervisors and management.

5%	Assist with connecting the incarcerated person with appropriate entities in programs such as Male Community Reentry Program, Cognitive Behavioral Treatment, etc., as needed throughout the year.
5%	Participate as a member of the Institutional and/or Facility Interdisciplinary Treatment Team (IDTT) as mandated to provide input relative to the program best suited for the incarcerated person. Perform duties as a Staff Assistant (SA) during UCC or Institutional Classification Committee (ICC) if required and as instructed by your supervisor.
5%	Respond to emergencies in your immediate area in accordance with the Institution Alarm Response Plan. Participate in the investigative process during emergency situations. Special assignment as required and directed by supervisor. Prevent escapes, maintain security and carry out custodial functions as required.
5%	MARGINAL FUNCTIONS 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. Attend staff meetings, In-Service Training (IST), annual and other training as required. Maintain Apprenticeship Program records if applicable and monthly On-the-Job Training record books.

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 incarcerated persons, 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
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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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CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT

☐ PROPOSED☒ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM VALLEY STATE PRISON		POSITION NUMBER (Agency-Unit-Class-Serial) 919-222-9904-XXX		
DIVISION / UNIT HOUSING / COUNSELING / ADA		CLASSIFICATION TITLE CORRECTIONAL COUNSELOR I		
		WORKING TITLE CORRECTIONAL COUNSELOR I		
		TIME BASE / TENURE P / FT	CBID R06	WWG 2
LOCATION CHOWCHILLA		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 supervision of the American's with Disabilities Act Coordinator (ADAC) the DDP Correctional Counselor I (CCI) has responsibility for the Armstrong Program.				
GENERAL STATEMENT				
The DPP Correctional Counselor I (CCI) has an overall responsibility for the Armstrong Program including, establishing and monitoring on-going programing and housing for Armstrong Class Members. The DPP CCI shall not perform any duties that are not related to the DPP. Uniform, Equipment and Grooming Standards: When you report for duty you will have the following: State Identification Card, Whistle, Key Chits, a current CDC 861 Weapon Qualification Card and a Cardio Pulmonary Resuscitation Mouth Shield. Prior to entering the secured perimeter, you shall wear the state issued Stab Resistant Vest (underneath your outer garment). You will report to Central Control and chit out the following required equipment: an Oleoresin Capsicum (O.C.) Spray, Mechanical Restraints (Handcuffs), and a Personal Alarm Device (PAD) and proper keys. You may also chit out and a Monadnock Expandable Baton (MEB), if desired. You will be well groomed and properly attired at all times in accordance with department grooming standards.				

% 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.
35%	Maintain oversight of the ADA class members assigned to Valley State Prison (VSP). Enter data and maintain classification information when necessary, utilizing ERMS and SOMS. Provide custody, security, and safety for staff and incarcerated persons. Conduct ADA Orientation with Armstrong class members at VSP and documents this on a CDCR 128-B. Participate in and ensure compliance with all CDCR audits to the Armstrong Remedial Plan.
30%	Oversee the review of CDC 7410s and CDC 1845s for medical verification of health care appliances. Review all soms.java emails received, which are titled as New Accommodation Chrono's and New DPP Verification to ensure DPP housing compliance is being achieved (housing restrictions for incarcerated persons with low bunk or tier chrono's and special limitations). Participate in the weekly Reasonable Accommodation Panel (RAP) meetings. Ensure the Interim Accommodation Process (IAP) has been accomplished. Assist RAP in interviewing incarcerated persons and gathering additional information for CDCR responses.
10%	Screen incarcerated person workers for the ADA Worker program and participate and assist as a subject matter expert in orienting and training of ADA Workers with the Supervisor who is conducting the training. Assist with the completion of daily/weekly ADA reports at the direction of the ADAC and assist in responding to letters received in the ADA Office. Reports can change based on new/revised policies etc.
10%	Serve as an ADA/DPP resource to other Officers and Counselors who manage and supervise DPP incarcerated persons within the institution. Conduct periodic tours/audits of areas within the prison to ensure compliance with the Armstrong Remedial Plan.
5%	Assist in special projects for the ADAC. Ensure Work Order Coordinators and or facility staff is trained to properly receive and identify work orders on institution accessible assets. Assist the ADAC as needed with ensuring ADA accessible assets/features are repaired.
5%	Assist custody operations during emergency situations such as escape or major disturbances; maintain order, supervise the conduct of incarcerated persons, protect the safety of persons property, inspect facility premises, conduct incarcerated person searches. This position is required to meet yearly qualification and training requirements. Perform other duties as required. Attend Block Training annually.
5%	MARGINAL FUNCTIONS 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. This position is required to meet yearly qualification and training requirements; perform other duties as required.

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.
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SPECIAL REQUIREMENTS

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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

☐ PROPOSED

☒ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM VALLEY STATE PRISON	POSITION NUMBER (Agency-Unit-Class-Serial) 919-222-9904-XXX			
DIVISION / UNIT DDP / COUNSELING	CLASSIFICATION TITLE CORRECTIONAL COUNSELOR I			
	WORKING TITLE CORRECTIONAL COUNSELOR I DDP			
	TIME BASE / TENURE P / FT	CBID R06	WWG 2	COI Yes ☐ No ☒
LOCATION CHOWCHILLA	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

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Commitment

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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 indirect supervision of the ADA Coordinator, and direct supervision of the Facility A Correctional Counselor II (Supervisor), the Correctional Counselor I (CCI) is required to assemble, organize, analyze, and record information necessary for classification and parole planning for incarcerated persons with physical and/or cognitive disabilities; to interview and counsel incarcerated persons and assist with their adjustment and development or modification of the incarcerated persons' program in a correctional setting; to perform peace officer duties as required, and to replace and/or assist custodial staff during emergency situations, such as fights, attempted escapes, or major incidents such as riots; to maintain order and supervise the conduct of the incarcerated population; to maintain the safety of persons and property; and to do other related work. The ADA Coordinator must approve any request for DDP CCI to assist in any additional duties.

GENERAL STATEMENT

The Correctional Counselor I has an overall responsibility for the Developmental Disability Program (DDP) including classification, establishing and monitoring an on-going program for DD incarcerated persons, and ensuring recommended services are provided. Coordinate and monitor all developmentally disabled classification activities; provide orientation to DDP incarcerated persons, as necessary; participate in IDST for all DD1, DD2, or DD3 incarcerated persons; serve as a resource to the ADA Coordinator; provide SA duties as required; assist DDP incarcerated persons in the completion of forms and documents; assist DDP incarcerated persons with issues of classification, program assignments, grievances, and elements of due process; ensure recommended adaptive services are provided; maintain logs and records of issues relative to DDP incarcerated person's; communicate with work supervisors regarding DDP incarcerated persons' progress; offer and conduct Olson Reviews; provide assistance with other BPH processes, including, but not limited to, Nonviolent Offender Parole Review, when applicable. Ensure and document effective communication

when serving pre-hearing documents (such as the Notice of Rights, Comprehensive Risk Assessment, Post-Conviction Report), when assisting with Release Planning and Olson Reviews. Provide additional safety and security resources, as needed; advise incarcerated persons of services available through Department of Developmental Services (DDS); maintain confidentiality of all information about developmentally disabled incarcerated persons. At 120 days, if not determined by the Parole Services Associate, ask the incarcerated person if they want to go to a Regional Center, then complete case note and forward to Records for scanning into SOMS. Ensure the Regional Center referral forms are forwarded to the respective Regional Centers. Document contact with medical staff; upon notification from the LTA, inform the court of an Incarcerated Person's developmental disability; provide the court with information related to the Incarcerated Person's developmental disability when necessary. Inform other CCI's with incarcerated persons in the DDP on their caseload of the notice to the courts. You will serve as a resource to other counselors who manage incarcerated persons in the DDP. As a CCI, you are expected to satisfy your duties, which include reporting to work on your scheduled workdays on a continuous basis. You will report to the Watch office at the beginning and ending of your shift to sign in and then out on the FLSA. At no time should you sign in and out at the same time.

Equipment and Grooming Standards:

When you report for duty you will have the following: State Identification Card, Whistle, Key Chits, a current CDC 861 Weapon Qualification Card and a Cardio Pulmonary Resuscitation Mouth Shield. Prior to entering the secured perimeter, you shall wear the state issued Stab Resistant Vest. You will report to Central Control and chit out the following required equipment: an Oleoresin Capsicum (O.C.) Spray, Mechanical Restraints (Handcuffs), and a Personal Alarm Device (PAD) and proper keys. You may also chit out and a Monadnock Expandable Baton (MEB), if desired. You will be well groomed and properly attired at all times in accordance with department grooming standards.

% 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.
35%	Review/update Strategic Offender Management System (SOMS)/ Electronic Records Management System (ERMS) files as required, update CDCR Offender Separation Alerts/Classification Scoresheets and other required documents. Prepare Notices of Classification Hearings and complete Classification Committee Chronos in SOMS, appear and present a DDP incarcerated person's case to the Unit Classification Committee (UCC) and Inter-Disciplinary Support Team (IDST); in addition, the Committee's documentation shall include: the incarcerated person's adaptive support needs, Clark Psychologist comments with any recommendations for changes, name of staff assistant present and effective communication was ensured; utilize the Rehabilitative Case Plan (RCP) System designed in SOMS/ERMS to identify the current programs the incarcerated person is participating in and what they need for their own rehabilitative case plan. Ensure casework for fire camp incarcerated persons is completed expeditiously for referral and appropriate placement. Also ensure incarcerated persons who are not cleared for fire camp are expeditiously processed for transfer to proper housing (i.e., MCCF, MSF), and not delayed to the next annual. This is in compliance with the timelines outlined in the October 1, 2015, memorandum entitled, Minimum Support Facility and Camp Pipeline Process.
25%	Hold open-line a minimum of six (6) hours per week serving as an advocate. Recommend specific self-help and other programs provided by the Division of Rehabilitative Programs (DRP), based on the incarcerated person's criminogenic needs. Maintain a listing from the Community Resources Manager of religious and self-help programs available. Assign incarcerated person to an appropriate waiting list. Assist with family reunification, when needed, to improve post release outcomes. Review available education or vocational programs and support service jobs with a mindset of equipping incarcerated person with the skills needed for a job when they are released, including Youthful Offender Program for an incarcerated person. Assist with the facilitation of the Prison to Employment plan by pairing incarcerated person with job assignments or education classes, which will provide for practical skill sets to help them gain employment upon release. Facilitate the incarcerated person's communication with the necessary staff within DRP, Division of Adult Parole Operations, or Post Release Community Supervision, to ensure effective assistance on transitional planning, housing, resources in the community, and assist in the initial advocacy programs/benefits for veterans. Review disciplinary or behavioral reports and discuss consequences of behavior with DDP incarcerated person.
15%	Review and enter into BITS all required forms for BPH at least weekly. Provide additional accommodation for disabled incarcerated person to ensure equal access to programs, services, and activities, to include preparation for Board Suitability hearings. Provide reasonable accommodations and effective communication of documents to the incarcerated person with disabilities during BPH proceedings (i.e. large print, braille, audio format, assist in reading documents so interpretation can be video recorded by the Sign Language Interpreter (SLI), etc., or may

	require use of an assistive device). This includes assisting the incarcerated person with disabilities with understanding, preparing for and participating in, the BPH hearing suitability process (i.e. reading documents not accessible with assistive software technology such as Microsoft Ease of Access/Adobe Acrobat Read-out-loud). Review pertinent information from Archives, DJJ files, police reports, arrest histories, Probation Officers Reports (POR), complete and review COMPAS reports, and other community agency contacts as appropriate.
10%	Review and approve or disapprove an incarcerated person's request for family visiting, correspondence and Temporary Community Leaves (TCL). Complete other related duties as assigned and required by immediate supervisors and management for the DDP population. Assist with connecting the incarcerated person with appropriate entities in programs such as Male Community Reentry Program, Cognitive Behavioral Treatment, etc., as needed throughout the year; complete the Regional Center Referral letter for DDP incarcerated person's.
5%	Participate as a member of the Institutional and/or Facility Interdisciplinary Treatment Team (IDTT) as mandated to provide input relative to the program best suited for the DDP incarcerated person. Perform duties as a Staff Assistant (SA) during UCC or Institutional Classification Committee (ICC) if required and as instructed by your supervisor for the DDP population.
5%	Respond to emergencies in your immediate area in accordance with the Institution Alarm Response Plan. Participate in the investigative process during emergency situations. Prevent escapes, maintain security and carry out custodial functions as required. Special assignment as required and directed by your supervisor and approved by the ADA Coordinator.
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. Attend staff meetings, In-Service Training (IST), annual and other training as required. Maintain Apprenticeship Program records if applicable and monthly On-the-Job Training record books.

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.
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SPECIAL REQUIREMENTS

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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

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☒ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM VALLEY STATE PRISON		POSITION NUMBER (Agency-Unit-Class-Serial) 919-222-9904-XXX	
DIVISION / UNIT BUSINESS SERVICES / RECORDS / MDO		CLASSIFICATION TITLE CORRECTIONAL COUNSELOR I	
		WORKING TITLE CORRECTIONAL COUNSELOR I	
		TIME BASE / TENURE P / FT	CBID R06
LOCATION CHOWCHILLA		INCUMBENT	
		EFFECTIVE DATE	

CDCR'S MISSION, VISION and COMMITMENT

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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 supervision of the Correctional Counselor III (Classification & Parole Representative (C&PR)) the Correctional Counselor I (CCI) is the Mentally Disordered Offender (MDO) Coordinator for the institution.

GENERAL STATEMENT

The CCI will perform peace officer duties as required and will replace and/or assist custodial staff during emergency situations, such as fights, attempted escapes, or major incidents, such as riots; maintain order and supervise the conduct of incarcerated persons; maintain the safety of persons and property; and do other related work. As a CCI, you are expected to satisfy your duties, which include reporting to work on your scheduled workdays on a continuous basis. You will report to the Records office at the beginning and ending of your shift to sign in and then out on the FLSA. At no time should you sign in and out at the same time.

Uniform, Equipment and Grooming Standards:

When you report for duty you will have the following: State Identification Card, Whistle, Key Chits, a current CDC 861 Weapon Qualification Card and a Cardio Pulmonary Resuscitation Mouth Shield. Prior to entering the secured perimeter, you shall wear the state issued Stab Resistant Vest (underneath your outer garment). You will report to Central Control and chit out the following required equipment: an Oleoresin Capsicum (O.C.) Spray, Mechanical Restraints (Handcuffs), and a Personal Alarm Device (PAD) and proper keys. You may also chit out a Monadnock Expandable Baton (MEB), if desired. You will be well groomed and properly attired at all times in accordance with department grooming standards.

% 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%	ESSENTIAL FUNCTIONS The CCI shall conduct a review of the incarcerated person's commitment offense to determine whether criteria are met for any active controlling or non-controlling offense for the purpose of potential MDO referral. This review is conducted as part of the development of the Institutional Staff Recommendation Summary (ISRS), Reception Center Readmission Summary (CDCR Form 816). The results of this screening shall be documented on the MDO Screening Form (MDO-101) which shall be filed within the BPH section of the central file.
40%	Following the completion of the MDO-101 Screening Form, either as part of the Reception Center process for new cases, or the Pre-Release Screening for incarcerated persons approaching parole, there may be a need for a re-screening for possible referral for a full clinical evaluation. The CCI will work closely with the C&PR in flagging, tracking and updating logs for the MDO cases.
15%	Attend staff meetings, In-Service Training (IST), and other training as required. Complete annual required training. Maintain Apprenticeship Program records if applicable and monthly On-the-Job Training record books. Participate in the investigative process during emergency situations. Special assignments as required and directed by supervisor. Prevent escapes, maintain security and carry out custodial functions as required.
5%	MARGINAL FUNCTIONS 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. This position is required to meet yearly qualification and training requirements; perform other duties as required.

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 incarcerated persons, 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
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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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