

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT

REV 2/2026

☐ PROPOSED☒ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM Division of Administrative Services	POSITION NUMBER (Agency-Unit-Class-Serial) 048-101-9659-xxx	MCR / HCR 1/D	
DIVISION / UNIT Peace Officer Selection and Employee Development Office of Training and Professional Development Correctional Training Center	CLASSIFICATION TITLE CORRECTIONAL SERGEANT		
	WORKING TITLE CORRECTIONAL SERGEANT		
	TIME BASE / TENURE FT/P	CBID S06	WWG 2 COI Yes ☐ No ☒
LOCATION Twin Cities Road, Galt 95632	INCUMBENT	EFFECTIVE DATE	

CDCR'S MISSION and VISION**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

Office of Training and Professional Development – Correctional Training Center prepares cadets to become Correctional Officers by providing on-site institutional training. The Correctional Training Center also provides training for current CDCR staff with a variety of specialized custody trainings to assist in strengthening their skills physically and mentally.

GENERAL STATEMENT

Under the direction of a Correctional Lieutenant and/or the Captain (AI), the Correctional Sergeant functions as a Basic Correctional Officer Academy (BCOA) Instructor at the Correctional Training Center (CTC) in Galt. Some travel may be required. Duties include but are not limited to:

% 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%	BCOA instructor Sergeants will assist with BCOA Programs (i.e., Watch Office, Range Tactical, Scheduling, Curriculum, Academy Programs, and In-Service Training). Instruct classroom and field classes for the BCOA in various subject matters based on departmental policy, procedures, directives, and requirements.
25%	Monitor and rate cadet performance in a multi-instructor classroom and in scenario exercises. Grade BCOA class assignments.
20%	Monitor BCOA cadet performance in BCOA rules and regulations (i.e., address, correct, and document cadets below standard and unacceptable behaviors and performances). Conduct security checks, living quarter inspections, and maintain BCOA cadet discipline. Provide meal coverage of BCOA cadet feeding.
10%	Transport BCOA cadets and other training participants to various locations for training purposes. Possession of a commercial (Class B) passenger endorsed license may be required.
5%	Act in the capacity as Correctional Sergeant providing supervision of all unusual occurrences, incidents, or emergencies which may occur within the area of responsibility. Perform other job-related duties as needed and as directed by direct supervisor. Assist with paperwork in preparation for the BCOA cadet on-site and Cadet Off-Site Institution Training (COSIT) assignments. Assist the Watch Sergeant in various BCOA cadet processing, organize and distribute BCOA cadet mail. Perform additional job related duties such as Watch Sergeant or Outside Patrol Sergeant. Obtain any training certifications the BCOA may require.
5%	Personnel Management 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

- 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 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