

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT

☐ PROPOSED

☒ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM California Medical Facility (CMF)		POSITION NUMBER (Agency-Unit-Class-Serial) 076-261-9646-XXX	
DIVISION / UNIT CMF / Administration		CLASSIFICATION TITLE Captain, AI	
		WORKING TITLE Captain, AI	
		TIME BASE / TENURE FT/P	CBID M06
LOCATION Solano 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			
BRIEFLY DESCRIBE THE DIVISION/UNIT FUNCTIONS The Captain, AI is responsible for both the custody phase and the general operation of the programs under policy established by the Warden and the Department.			
GENERAL STATEMENT			
BRIEFLY (1 OR 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS Under the general direction of the Correctional Administrator, DOC, the Captain, AI plans, organizes and directs a program for the safe custody, classification, discipline, care and treatment of the inmates housed within the program unit of a correctional 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.		
25%	Ensuring that all Departmental and CDCR policies and procedures are conveyed to, and followed by, Custody and Counseling staff. Revises and updates unit Operational Plans and develops unit procedures as necessary and indicated. Modifies post orders and caseload assignments as indicated and needed. Reviews and facilitates work/training program in and involving unit inmates. Coordinates with the CMF Medical Department to ensure medical needs of unit inmates are met. Coordinates with the CMF Maintenance Department regarding the overall		

	maintenance needs of the unit. Conducts periodic inspections of units for cleanliness, health and safety issues and compliance with OP's.
20%	Provides direction and supervision in sound security and custodial functions to subordinate Correctional Lieutenants and Correctional Counselor II (Supervisors) and indirect supervision for Correctional Sergeants and Correctional Counselor I's. May also provide direct supervision to non-custody clerical staff. Write reports, correspondence, inmate appeals, parole referrals, etc.
20%	Provides overall supervision and coordination for all of the Unit Classification Committees (UCC) and is a member of the Institution Classification Committee (ICC) held throughout each week and chairs Sub-Committees, requiring approximately 10-12 hours each week. Ensures the necessary documents are available for committees as these are required by top administration or circumstances. Ensures that all necessary paperwork regarding Administrative Segregation cases are properly processed. .
10%	Review Use of Force incidents to ensure that they are in compliance with Departmental Policies, Procedures and Training.
10%	Investigate, review appeals generated within the unit, interviewing inmates and other concerned parties, preparing a disposition of the appeal.
5%	Attends weekly Warden's Executive Staff Meetings, attends weekly payday meetings, attends Division meetings and conducts monthly staff meetings. Formulate and implement policy and/or procedural changes as a member of the management team.
5%	Review CDCR 837's, CDCR 115's and CDCR 128's to ensure compliance with Departmental guidelines. Overall responsibilities for all unit disciplinary hearing, supervises and audits Program Lieutenants in hearing of serious CDC-115's, audits administrative CDC-115's heard by Unit Sergeants, Chairs unit Disciplinary Committee hearings, reviews and handles CDC-114D's on unit inmates, conducts OJT and IST regarding the overall disciplinary process.
5%	Serves as the Administrative Officer of the Day (AOD) when scheduled. Attends in/out service training as required. Performs other job related duties as required.
	The following is a definition of on-the-job time spent in physical activities: Constantly: Involves 2/3 or more of a workday Frequently: Involves 1/3 to 2/3 of a workday Occasionally: Involves 1/3 or less of a workday N/A: Activity or condition is not applicable <u>Standing:</u> Occasionally stands for periods of time. <u>Walking:</u> Frequently – has to walk throughout Institution on uneven, sometimes rough terrain – including walking up and down ramps and slopes. <u>Sitting:</u> Constantly – at a desk or computer table. There is a flexibility for movement on a frequent basis to break sitting with standing and walking. <u>Lifting:</u> Occasionally –lifts files weighing a few ounces and rarely files weighing up to 50 lbs. <u>Carrying:</u> Occasionally – this activity can be considered to require the same physical demands as lifting. <u>Stooping/Bending/Kneeling/Crouching:</u> Occasionally – stretches, stoops/bends, kneels, and crouches to pull/refile documents from the lower shelves in filing cabinets. <u>Reaching in Front of Body:</u> Frequently–will be utilizing a keyboard and reaching for items such as the telephone, files and supply boxes. <u>Reaching Overhead:</u> Occasionally – reaches overhead to retrieve objects from the top shelf of the file cabinet. <u>Climbing:</u> Occasionally – climbs when using the step stool to reach objects. Climbs steps throughout the institution during performance of regular work responsibilities. <u>Balancing:</u> Occasionally – balances when using the step stool, stairs or lifts. <u>Pushing/Pulling:</u> Occasionally – has to push/pull to open file drawers, desk drawers, carts and racks.

Fine Finger Dexterity: Constantly – will use fine-finger dexterity to write information onto documents and to type information into the computer, manipulate equipment such as a fax machine or telephone.

Hand/Wrist Movement: Constantly – uses hands and wrists in the handling of documents and files, typing, data entry and writing.

Crawling: N/A

Driving: N/A

Sight/Hearing/Speech/Writing Ability: Adequate vision and hearing, as well as the ability to write and speak clearly, are required to effectively perform the essential job duties. The incumbent will frequently use hearing, speech and written language to interface with staff, visitors, patients and community.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

MACHINES, TOOLS, EQUIPMENT, AND WORK-AIDS: The incumbent may at any time utilize a computer, a printer, a telephone, vertical filing cabinets, copy machines, shredder, fax machine, typewriter, and the usual office supplies.

Knowledge and Abilities:

Knowledge of: Modern principles and practices in correctional administration and criminology;
General knowledge of the methods of discipline, and the attitudes, problems and behavior of persons under restraint;
General knowledge of principles and practices of personnel management and supervision;
General knowledge of care and use of firearms;
General knowledge of the job requirements and work performed by inmates in an institution or camp;
General knowledge of business principles and problems involved in administration and supervision of institutions and camps; camp and institution sanitation, and health and safety standards;
General knowledge of principles and methods of employee training, determining training needs, and evaluating training results;
General knowledge of purposes, activities, regulations, and functions of the California Department of Corrections and term-setting authorities;
General knowledge of interviewing and investigative techniques;
General knowledge of the Department's Affirmative Action Program objectives;
General knowledge of a manager's role in the Affirmative Action Program and the processes available to meet affirmative action objectives.

Ability to: Plan, organize, conduct, and evaluate training programs;
Establish and maintain cooperative relations with persons interested in correctional programs;
Plan, assign, and direct the work of others;
Enforce institutional rules and regulations with firmness, tact, and impartiality;
Promote socially acceptable attitudes and behavior among inmates;
Think and act quickly in emergencies;
Analyze situations accurately and adopt an effective course of action;
Speak and write effectively;
Keep records and prepare reports;
Effectively contribute to the Department's affirmative action objectives.

GENERAL POST ORDER ADDENDUM.

General requirements: Inmates/patients with disabilities are entitled to reasonable modifications and accommodations to CDCR policies, procedures, and physical plant to facilitate effective access to CDCR programs, services, and activities. These modifications and accommodations might include, but are not limited to, the following:

- measures to ensure effective communication (see below);
- housing accommodations such as wheelchair accessible cells, medical beds for inmates/patients who cannot be safely housed in general population due to their disabilities, dorm housing, or ground floor or lower bunk housing;
- health care appliances such as canes, crutches, walkers, wheelchairs, glasses, and hearing aids; and
- work rules that allow the inmate/patient to have a job consistent with his/her disabilities. Medical staff shall provide appropriate evaluations of the extent and nature of inmates' disabilities to determine the reasonableness of requested accommodations and modifications.

Equally Effective Communication: The Americans with Disabilities Act (ADA) and the *Armstrong* Remedial Plan require CDCR to ensure that communication with individuals with disabilities is equally effective as with others.

- Staff must identify inmates/patients with disabilities prior to their appointments.
- Staff must dedicate additional time and/or resources as needed to ensure equally effective communication with inmates/patients who have communication barriers such as hearing, vision, speech, learning, or developmental disabilities. Effective communication measures might include slower and simpler speech, sign language interpreters, reading written documents aloud, and scribing for the inmates/patient. Consult the ADA Coordinator for information or assistance.
- Staff must give primary consideration to the preferred method of communication of the individual with a disability.
- Effective communication is particularly important in health care delivery settings. At all clinical contacts, medical staff must document Whether the inmates/patient understood the communication, the basis for that determination, and how the determination was made. A good technique is asking the inmate/patient to explain what was communicated in his or her own words. It is not effective to ask "yes or no" questions; the inmate/patient must provide a substantive response indicating understanding of the matters that were communicated.
- Staff must obtain the services of a qualified sign language interpreter for medical consultations when sign language is the inmates/patients' primary or only means of communication. An interpreter need not be provided if an inmate/patient knowingly and intelligently waives the assistance, or in an emergency situation when delay would pose a safety or security risk, in which case staff shall use the most effective means of communication available such as written notes.

DECS: The Disability Effective Communication System (DECS) contains information about inmates/patients with disabilities. Every institution has DECS access and staff must review the information it contains in making housing determinations and providing effective communication.

Housing restrictions: All inmates/patients shall be housed in accordance with their documented housing restrictions such as lower bunks, ground floor housing, and wheelchair accessible housing, as noted in DECS and their central and medical files. All staff making housing determinations shall ensure that inmates/patients are housed appropriately.

Prescribed Health Care Appliances (including dental appliances): Staff (health or security) shall not deny or deprive prescribed health care appliances to any inmate/patient for whom it is indicated unless (a) a physician/dentist has determined it is no longer necessary or appropriate for that inmate/patient, or (b) documented safety or security concerns regarding that inmate/patient require that possession of the health care appliance be disapproved. If a safety or security concern arises, a physician, dentist, Health Care Manager, or Chief Medical Officer shall be consulted immediately to determine appropriate action to accommodate the inmate/patient's needs.

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

- Example: 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