

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT

☐ PROPOSED

☒ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM Pelican Bay State Prison		POSITION NUMBER (Agency-Unit-Class-Serial) 394-VAR-9656-VAR		MCR / HCR	
DIVISION / UNIT Custody		CLASSIFICATION TITLE Correctional Lieutenant			
		WORKING TITLE Correctional Lieutenant			
		TIME BASE / TENURE Perm/ FT	CBID S06	WWG 2	COI Yes ☐ No ☒
LOCATION Crescent City, CA		INCUMBENT		EFFECTIVE DATE 01/01/2025	
CDCR'S MISSION and VISION					
Mission We enhance public safety through safe and secure incarceration of offenders, effective parole supervision, and rehabilitative strategies to successfully reintegrate offenders into our communities. Vision We enhance public safety and promote successful community reintegration through education, treatment, and active participation in rehabilitative and restorative justice programs.					
COMMITMENT TO DIVERSITY, EQUITY, AND INCLUSION					
The California Department of Corrections and Rehabilitation (CDCR) and California Correctional Health Care Services (CCHCS) are committed to building and fostering a diverse workplace. We believe cultural diversity, backgrounds, experiences, perspectives, and unique identities should be honored, valued, and supported. We believe all staff should be empowered. CDCR/CCHCS are proud to foster inclusion and representation at all levels of both Departments.					
DIVISION OVERVIEW					
BRIEFLY DESCRIBE THE DIVISION/UNIT FUNCTIONS YOU ARE A VALUED MEMBER OF THE DEPARTMENT'S TEAM. YOU ARE EXPECTED TO WORK COOPERATIVELY WITH TEAM MEMBERS AND OTHERS TO ENABLE THE DEPARTMENT TO PROVIDE THE HIGHEST LEVEL OF SERVICE POSSIBLE. YOUR CREATIVITY AND PRODUCTIVITY ARE ENCOURAGED. YOUR EFFORTS TO TREAT OTHERS FAIRLY, HONESTLY, AND WITH RESPECT ARE IMPORTANT TO EVERYONE WHO WORKS WITH YOU.					
GENERAL STATEMENT					
BRIEFLY (1 OR 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS Under the direction of the Facility Captain, the Correctional Lieutenant supervises the work of subordinates in the safe custody, discipline and welfare of incarcerated persons. Whether serving as a Camp Commander, Custodial Manager, Training Lieutenant, Public information Officer, Administrative Assistant, Assistant Commander, in an institution or in Headquarters.					
% 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.			
20%		Provide overall custodial supervision of assigned area of responsibility. Monitor the work performance of subordinate personnel, assuring maintenance of safety and security throughout the institution. Evaluate subordinate staff through preparation and discussion of performance reports. Train subordinate staff through preparation and presentation of In-Service Training and On the Job Training classes and individual training with subordinates as need arises.			
20%		Maintain order and discipline within the incarcerated persons population by ensuring compliance with departmental and institutional procedures and policies. Respond to emergency situations in order to supervise, give directions, assist in controlling incident and ensure adherence to departmental policy and procedures.			
20%		Act as Senior Hearing Officer on California Department of Corrections and Rehabilitation (CDCR) 115s. This can include classifying CDCR 115s as serious or administrative rules violations, preparing and issuing CDCR 114Ds, conducting interviews with the reporting employee, staff and/or incarcerated persons witnesses, determining a finding (guilty or not guilty), and taking appropriate action (dismissal,			

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	reclassifying to CDCR 128, etc.). Upon completion of the hearing, the incarcerated persons will be counseled on his right to appeal.
15%	Responsible for written reports regarding activities occurring on Watch, i.e., CDCR 837s, Watch Logs, notice of unusual occurrences. When it is necessary to prepare a CDCR 837, ensure appropriate review and distribution is made within established time frames. Complete the corresponding incident package, including all reports from involved staff, and ensure routing of said package is completed within established time frames.
15%	Counsel incarcerated persons regarding personal problems and problems involving their discipline and the security of the institution. Interview incarcerated persons and witnesses in order to respond to incarcerated persons appeals at the formal level. Attend Watch meetings and monthly Warden/Second Line supervisor meetings. 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.
10%	Ensure proper sanitation conditions in area of responsibility. In case of any type of accident, ensure that both staff and incarcerated persons receive medical attention as soon as possible after the accident occurs. Ensure an accident report is filed and routed to the appropriate areas. Any other duty assigned by a correctional supervisor. 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. Other duties as required.

SPECIAL REQUIREMENTS

- **Knowledge of:** Principles and practices of correctional administration and criminology; methods of discipline, and the attitudes, problems and behavior of persons under restraint; principles and practices of personnel management and supervision; care and use of firearms; job requirements and work performed by incarcerated persons in an institution or camp; business principles and problems involved in administration and supervision of institutions and camps; camp and institution sanitation, and health and safety standards; principles and methods of employee training, determining training needs, and evaluating training results; purposes, activities, regulations, and functions of the California Department of Corrections and term-setting authorities; interviewing and investigative techniques;
- **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 incarcerated persons; 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.
- **Special Personal Characteristics:** Emotional maturity and stability; sympathetic and objective understanding of persons under restraint; satisfactory record as a law-abiding citizen; leadership ability; tact; good personal and social adjustment for correctional work; neat personal appearance; courage; alertness; willingness to work at night and to report for duty at any time emergencies arise; normal hearing; sound physical condition; strength; endurance; and agility
- **COMMENTS:** Work hours are varied. Information for this job description was obtained by reviewing the California State Personnel Board Specification and through observation of duties as they are

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currently performed. 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.

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 time line 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