

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT – Peace Officer

☒ PROPOSED☐ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM Sierra Conservation Center		POSITION NUMBER (Agency-Unit-Class-Serial) 099-201-9659-XXX			
DIVISION / UNIT Central Operations		CLASSIFICATION TITLE Correctional Sergeant			
		WORKING TITLE Correctional Sergeant			
		TIME BASE / TENURE LTFT	CBID S06	WWG 2	COI Yes ☐ No ☒
LOCATION Jamestown, California		INCUMBENT		EFFECTIVE DATE 5/11/2026	
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					
The primary mission of SCC is to provide housing, programs and services for minimum and medium custody incarcerated people, to aid in their rehabilitation. SCC is responsible for the training and placement of incarcerated people in the Conservation Camp Program. SCC administers fire camps which are located statewide throughout the State of California.					
GENERAL STATEMENT					
Under direction of the Correctional Lieutenant, the Correctional Sergeant supervises the work of Correctional Officers in the custody, discipline and welfare of incarcerated people. The Correctional Sergeant must be able to work in conditions that require the following essential functions.					

% 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%	Provide overall custodial supervision of assigned area of responsibility, subordinate staff and incarcerated people. Closely monitor the work performance of subordinate personnel, assuring constant and consistent maintenance of safety and security throughout the institution. Evaluate subordinate staff through preparation and discussion of performance reports. Train subordinate staff through presentation of In Service Training and On-the-Job Training classes and individual training with subordinates as need arises.
25%	Maintain and update Federal Labor and Standard Acts (FLSA), post orders, and other documents, as necessary. This is accomplished via regular audits in order to verify accuracy and identify necessary corrective action. Ensure all required modifications are completed prior to finalizing said documents. Review all reports issued by subordinate staff for accuracy and completeness; such as Disciplinary Hearing Worksheets (CDCR 115s), various documentation chronos (i.e. CDCR 128s), supplemental incident reports, etc.
20%	Maintain order and discipline within the incarcerated people population by ensuring compliance with departmental and institutional policies and procedures. Attend Watch and Warden/First Line supervisors meetings.
15%	Act as hearing officer on administrative CDCR 115s by conducting interviews with the reporting employee and any staff and/or incarcerated people witnesses, determining a finding to adjudicate the disposition, and taking appropriate action. Assist in the processing of appeals at the First Level of review by interviewing incarcerated people and staff and preparing responses.
5%	Ensure proper sanitation conditions in area of responsibility. In case of any type of accident, ensure that both staff and incarcerated people receive medical attention as soon as possible after the accident occurs. Ensure an accident report is filed and routed to the appropriate areas when necessary. Any other job related duty as assigned by a correctional supervisor.
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

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