

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT

☐ PROPOSED☒ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM Division of Correctional Policy, Research and Internal Oversight	POSITION NUMBER (Agency-Unit-Class-Serial) 065-346-9656-003			MCR / HCR
DIVISION / UNIT Office of Audits and Appeals (OAA)	CLASSIFICATION TITLE Correctional Lieutenant			
	WORKING TITLE Correctional Lieutenant			
	TIME BASE / TENURE P/FT	CBID S06	WWG E	COI Yes ☐ No ☐
LOCATION San Bernardino	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 The California Department of Corrections and Rehabilitation (CDCR) and California Correctional Health Care Services (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. The California Department of Corrections and Rehabilitation (CDCR) and California Correctional Health Care Services (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. The California Department of Corrections and Rehabilitation (CDCR) and California Correctional Health Care Services (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 Office of Audits and Appeals (Audits Section) has authority to conduct audits of all the department's programs using nationally recognized auditing standards to ensure the department complies with all its legal and professional obligations. The Audits Section is also responsible for implementation of the department's administrative remedies process which provides all incarcerated individuals and supervised persons with the opportunity to readdress their complaints in a timely and meaningful way. In these ways, The Audits Section reaffirms the department's commitment to the safe and humane incarceration and supervision of offenders, and the department's commitment to taxpayers to reduce costly litigation.				
GENERAL STATEMENT				
Under the general direction of the Deputy Director and the direct supervision of the Correctional Captain, the Correctional Lieutenant will perform a variety of tasks to ensure the effective monitoring of security items are conducted during the Security Audit Tours. The Office of Audits and Appeals, Audits Section Correctional Lieutenant, acting as a lead while conducting security reviews at all CDCR institutions. The position requires regular, routine travel including multiple overnight stays. The Correctional Lieutenant will accurately review, evaluate, and assess custodial operations, practices and procedures. Via the security audit, will				

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identify processes and procedures meeting standards and those areas that do not, while providing a summary of results that are incorporated into a final report for each institution. This requires a strong understanding of institution safety and security; as well as sufficient knowledge of CDCR operational policies and procedures, applicable federal and State laws, California Penal Code, Administrative Law, and other local procedures.

% 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%	Conduct security audit reviews and follow-up CAP reviews at CDCR adult institutions. These reviews are conducted to ensure compliance with CDCR policy and procedures, Federal and State laws, and State regulations. Understand and utilize the para-military reporting/management structure to obtain required information; effectively interact with institution peace officers to accurately assess their roles and responsibilities related to a particular task or activity; correctly identify and decipher the numerous custodial documents and records that pertain to any incarcerated person movement. The Correctional Lieutenant functions as a recognized authority in an area of extreme sensitivity providing classification, program evaluation, policy analysis and formulation, and ongoing coordination with other review teams. Serve as team leader/member during compliance reviews.
20%	Conduct staff and incarcerated person interviews and site inspections/tours of all institutional affected areas. When conducting interviews, utilize knowledge and skills of safety concerns, versus incarcerated person manipulations, understand the dynamics of incarcerated person custody levels, affiliations, and behaviors. Prepare reports of findings and present findings to executive and management staff. Submit findings and discuss with designated staff.
20%	Conduct entrance and exit meetings with key local administrative staff including Wardens and Chief Executive Officers; identify risks encountered outside of the security audit review process and report to the institution administration, deal tactfully and diplomatically with sensitive issues; complete the security audit review tool, executive summary and administrative work, attend meetings regarding the progress and status of the security audit review; and provide status updates and review the security audit review results with OACC management staff and the institution administration. Respond to complex inquiries and correspondence from departmental staff and other parties regarding security items.
15%	Prepare the security audit review final notes, submit the notes to the Captain (Adult Institution). Research and gather information as necessary and prepare responses to inquiries from internal and external stakeholders regarding security audit reviews or report of findings.
10%	Participate in required training, assist with training subject matter experts, prepare documentation for travel expenses, conduct conference calls, attend required meetings, entrance meetings, and exit meetings

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.

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EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE
SUPERVISOR'S STATEMENT: • <i>I CERTIFY THIS DUTY STATEMENT REFLECTS CURRENT AND AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION</i> • <i>I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH THE EMPLOYEE AND PROVIDED THE EMPLOYEE A COPY OF THIS DUTY STATEMENT.</i>		
SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE