

**CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION**  
**POSITION DUTY STATEMENT**

☐ PROPOSED

☒ **CURRENT**

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| CDCR INSTITUTION OR HEADQUARTERS PROGRAM<br>Pelican Bay State Prison                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |  | POSITION NUMBER (Agency-Unit-Class-Serial)<br>394-261-9646-008                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |             | MCR / HCR                    |                                                                            |
| DIVISION / UNIT<br><br>Administration - Crescent City, CA                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |  | CLASSIFICATION TITLE<br>Captain, Adult Institution                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |             |                              |                                                                            |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |  | WORKING TITLE<br>Captain, Adult Institution                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |             |                              |                                                                            |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |  | TIME BASE /<br>TENURE<br>Perm/ FT                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | CBID<br>M06 | WWG<br>E                     | COI<br>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> |
| LOCATION<br>Crescent City, CA                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |  | INCUMBENT                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |             | EFFECTIVE DATE<br>01/01/2025 |                                                                            |
| <b>CDCR'S MISSION and VISION</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |             |                              |                                                                            |
| <p><b>Mission</b><br/>We enhance public safety through safe and secure incarceration of offenders, effective parole supervision, and rehabilitative strategies to successfully reintegrate offenders into our communities.</p> <p><b>Vision</b><br/>We enhance public safety and promote successful community reintegration through education, treatment, and active participation in rehabilitative and restorative justice programs.</p>                                                                                                                                                                                                                                                              |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |             |                              |                                                                            |
| <b>COMMITMENT TO DIVERSITY, EQUITY, AND INCLUSION</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |             |                              |                                                                            |
| 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.                                                                                                                                                                                                                                |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |             |                              |                                                                            |
| <b>DIVISION OVERVIEW</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |             |                              |                                                                            |
| BRIEFLY DESCRIBE THE DIVISION/UNIT FUNCTIONS<br>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                                                                                                                                                                                                                                                                                          |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |             |                              |                                                                            |
| <b>GENERAL STATEMENT</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |             |                              |                                                                            |
| BRIEFLY (1 OR 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS<br>Under the general direction of the Associate Warden, Central Services, the Captain is responsible for the Locksmith, Main Kitchen, Industries/Vocational, Visiting, In-Service Training, Receiving and Release, Towers and Entrance Gates, Armory/Range, Watch Office, Outside Patrol, Central Control, and Personnel Assignment Office. The Captain is responsible for the planning and assigning of work duties and directing of custodial staff, including corrective action when required. Through subordinate employees, the Captain shall prepare and review operational procedures as directed. |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |             |                              |                                                                            |
| % 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%                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |  | Manage and plan work duties for custodial staff, responsible for the development and implementation of custodial employee job assignments and the documentation of their actual duty requirements in each position. Develop and implement procedures for the accountability, care and use of firearms, utilization of restraints and equipment, search and escort of incarcerated persons, gate procedures, and incarcerated persons and staff movement. Develop subsequent implementation of operational procedures for the care and use of firearms, accurate system of incarcerated person counts, and movement of staff and incarcerated persons. Develop procedures for the inspection and accountability of incoming and outgoing vehicles, and materials and supplies, for the presence of contraband. |             |                              |                                                                            |

394-261-9646-008

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| 30% | Responsible for the development and subsequent implementation of operational procedures for gate inspections and job assignments. Develop and implement procedures related to employee bargaining unit contracts.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| 20% | Responsible for the development of the site-specific post assignment schedule and addendum watch sheets. This will also entail the development of appropriate procedures and methodologies for maintaining staff accountability and filling vacant security positions in the appropriate fashion. Prison Tattoo Removal Program coordinator.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| 10% | Assist in the recruitment and selection of custodial staff for Pelican Bay State Prison, ensuring that the Department of Corrections and Rehabilitation objectives are implemented. 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%  | Attend the following meetings: COMPSTAT, Emergency Medical Response Review Committee, Executive Review Committee, Executive Staff, Health and Safety Committee, Indecent Exposure, Incarcerated person Advisory Council, Line Item, Overtime Sick Leave Management Review, Space and Modification Committee, and Armory/Range meetings. The Correctional Captain will chair the following committees: quarterly Electrified Fence Review and Formulation Committee, monthly Staff Assault Review Committee, and Unit Classification Committee as needed. 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:** Modern principles and practices of correctional administration and criminology; psychology of criminal behavior and methods of discipline, and the attitudes, problems, and behavior of persons under restraint; supervisory techniques and methods of maintaining discipline, both of staff personnel and incarcerated persons; principles and methods used in the custody, control, and adjustment of antisocial persons; interviewing techniques; literature in the fields of correctional administration and criminology; laws, rules, and regulations pertaining to criminal activities, governing State correctional institutions and purposes, activities, regulations, policies, and functions of the California Department of Corrections and Rehabilitation and the term-setting authorities; State laws pertaining to criminal activities; care and use of firearms; job requirements and work performed by incarcerated persons of a correctional facility; principles and practices of business management and problems involved in the administration and supervision of correctional facilities and prison camps; sanitation, health, and safety standards and State laws pertaining thereto; principles and practices of personnel management, supervision, and training; principles of effective verbal and written communication and group dynamics; tactical operational and situational awareness; supervisory responsibilities under the Ralph C. Dills Act; the Department's Equal Employment Opportunity Program objectives; a manager's role in this Program and the processes available to meet Equal Employment Opportunity objectives.
- **Ability to:** Interpret and apply laws, rules, and regulations, Departmental policies and procedures; plan, assign, and direct the work of a large force of correctional personnel; plan, organize, and administer the custodial operation of a correctional facility; train staff; enforce rules and regulations with firmness, tact, and impartiality;

promote socially acceptable attitudes and behavior among incarcerated persons; formulate programs for the safe custody, discipline, and welfare of incarcerated persons; interpret and apply provisions of law and rules; understand incarcerated person case histories and interpret them to others; coordinate the custodial functions with the care and treatment program; establish, promote, and maintain confident and cooperative working relationships with staff; communicate effectively; understand and respond to verbal/written instructions; maintain records and prepare reports; analyze situations and take effective action; secure the respect and cooperation of prison officials and incarcerated persons; think and act quickly in emergencies; effectively contribute to the Department's Equal Employment Opportunity objectives.

- **Special Personal Characteristics:** Sympathetic and objective understanding of the problems of persons under restraint; demonstrated leadership ability; tact, emotional stability, and maturity; demonstrated integrity and ethical behavior; satisfactory record as a law-abiding citizen; good personal and social adjustment for correctional work; courage; alertness; compliance with Departmental uniform and grooming standards; and neat personal appearance.
- **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 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

**CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION**  
**POSITION DUTY STATEMENT**

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| CDCR INSTITUTION OR HEADQUARTERS PROGRAM<br>Pelican Bay State Prison                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | POSITION NUMBER (Agency-Unit-Class-Serial)<br>394-261-9646-004 |             | MCR / HCR                    |                                                                            |
| DIVISION / UNIT<br><br>Administration                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | CLASSIFICATION TITLE<br>Captain, Adult Institution             |             |                              |                                                                            |
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| LOCATION<br>Crescent City, CA                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | INCUMBENT                                                      |             | EFFECTIVE DATE<br>01/01/2026 |                                                                            |
| <b>CDCR'S MISSION and VISION</b>                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                |             |                              |                                                                            |
| <b>Mission</b><br>We enhance public safety through safe and secure incarceration of offenders, effective parole supervision, and rehabilitative strategies to successfully reintegrate offenders into our communities.                                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                |             |                              |                                                                            |
| <b>Vision</b><br>We enhance public safety and promote successful community reintegration through education, treatment, and active participation in rehabilitative and restorative justice programs.                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                |             |                              |                                                                            |
| <b>COMMITMENT TO DIVERSITY, EQUITY, AND INCLUSION</b>                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                |             |                              |                                                                            |
| 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. |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                |             |                              |                                                                            |
| <b>DIVISION OVERVIEW</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                |             |                              |                                                                            |
| 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.                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                |             |                              |                                                                            |
| <b>GENERAL STATEMENT</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                |             |                              |                                                                            |
| BRIEFLY (1 OR 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                |             |                              |                                                                            |
| Under the general direction of the Specialized Housing Division (SHD) Correctional Administrator, the Captain, Adult Institution, is responsible for overall security and daily operation of assigned facilities, Restricted Housing Unit (RHU), and Facility D, Level II Non- Designated Programming 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%                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Under the general direction of the Correctional Administrator, the incumbent will plan, organize, direct, formulate, and maintain overall responsibility pertaining to the custody, discipline, welfare, and safety of all staff and incarcerated persons within assigned facility. Enforce and ensure that programs are administered properly and in accordance with established policies and procedures. Ensure that appropriate training is administered to staff on a continuous basis. Responsible for facility maintenance needs and staffing. |                                                                |             |                              |                                                                            |
| 25%                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Review all assignments, incoming and outgoing correspondence, and special projects as assigned. Coordinate and review working relations with all other departments. Ensure the audit of all unit files and records including, but not limited to: <ul style="list-style-type: none"> <li>• The CDCR Form 115/114 Processes</li> <li>• Employees' Annual and Probationary Reports</li> <li>• Incident Packages/Reports</li> </ul>                                                                                                                     |                                                                |             |                              |                                                                            |

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|     | <ul style="list-style-type: none"> <li>• Operational Procedures</li> <li>• Department Operations Manual Addenda</li> <li>• Post Orders/Duty Statements</li> <li>• Grievances</li> <li>• Maintaining compliance with Americans with Disabilities Act and Armstrong Remedial Plan for facility D and RHU and report findings to Americans with Disabilities Act Coordinator.</li> <li>•</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| 25% | Call and/or attend all appropriate staff meetings to facilitate the operation of assigned facility. Attend Executive Review Committee as scheduled. Participate in the recruitment, selection, and training of personnel.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| 25% | Attend the Unit Classification Committee / Institution Classification Committee on a weekly basis. 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. 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. |

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- **Ability to:** Interpret and apply laws, rules, and regulations, Departmental policies and procedures; plan, assign, and direct the work of a large force of correctional personnel; plan, organize, and administer the custodial operation of a correctional facility; train staff; enforce rules and regulations with firmness, tact, and impartiality; promote socially acceptable attitudes and behavior among incarcerated persons; formulate programs for the safe custody, discipline, and welfare of incarcerated persons; interpret and apply provisions of law and rules; understand incarcerated persons case histories and interpret them to others; coordinate the custodial functions with the care and treatment program; establish, promote, and maintain confident and cooperative working relationships with staff; communicate effectively; understand and respond to verbal/written instructions; maintain records and prepare reports; analyze situations and take effective action; secure the respect and

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EMPLOYEE'S SIGNATURE

DATE

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SUPERVISOR'S NAME (Print)

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**CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION**  
**POSITION DUTY STATEMENT**

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☒ **XX** CURRENT

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| <b>CDCR INSTITUTION OR HEADQUARTERS PROGRAM</b><br>Pelican Bay State Prison                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | <b>POSITION NUMBER (Agency-Unit-Class-Serial)</b><br>394-261-9646-003 |                    | <b>MCR / HCR</b>                    |                                                                                   |
| <b>DIVISION / UNIT</b><br><br>Administration- General Population - Facility B                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | <b>CLASSIFICATION TITLE</b><br>Captain, Adult Institution             |                    |                                     |                                                                                   |
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| <b>LOCATION</b><br>Crescent City, CA                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | <b>INCUMBENT</b>                                                      |                    | <b>EFFECTIVE DATE</b><br>01/01/2025 |                                                                                   |
| <b>CDCR'S MISSION and VISION</b>                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                       |                    |                                     |                                                                                   |
| <b>Mission</b><br>We enhance public safety through safe and secure incarceration of offenders, effective parole supervision, and rehabilitative strategies to successfully reintegrate offenders into our communities.                                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                       |                    |                                     |                                                                                   |
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| <b>COMMITMENT TO DIVERSITY, EQUITY, AND INCLUSION</b>                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                       |                    |                                     |                                                                                   |
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| <b>DIVISION OVERVIEW</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                       |                    |                                     |                                                                                   |
| <b>BRIEFLY DESCRIBE THE DIVISION/UNIT FUNCTIONS</b>                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                       |                    |                                     |                                                                                   |
| 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.                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                       |                    |                                     |                                                                                   |
| <b>GENERAL STATEMENT</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                       |                    |                                     |                                                                                   |
| <b>BRIEFLY (1 OR 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS</b>                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                       |                    |                                     |                                                                                   |
| Under the general supervision of the Correctional Administrator to the General Population, the Facility B Captain is responsible for directing the program and implementing policies for Facility B General Population and Enhanced Outpatient Program (EOP).                                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                       |                    |                                     |                                                                                   |
| <b>% of time performing duties</b>                                                                                                                                                                                                                                                                                                                                                                                                                                       | <b>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.</b>                                                                                                                                                                                                                                                              |                                                                       |                    |                                     |                                                                                   |
| 35%                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Plans organizes, formulates and directs a progressive program for the custody, discipline, Classification, treatment, employment, and recreation of incarcerated persons of the Facility B and EOP; interprets and carries out policies of the Department of Corrections and Rehabilitation and the institution.                                                                                                                                                 |                                                                       |                    |                                     |                                                                                   |
| 25%                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Review all assignments and/or projects. Coordinate and review working relations with all other departments. Ensure the audit of all unit files and records including, but not limited to, the following: <ul style="list-style-type: none"> <li>• Employee Annual and Probationary Reports</li> <li>• Incident Packages</li> <li>• Operational Procedures</li> <li>• Department Operations Manual Addendum</li> <li>• Post Orders and Duty Statements</li> </ul> |                                                                       |                    |                                     |                                                                                   |

394-261-9646-003

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|-----|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|     | <ul style="list-style-type: none"> <li>• Incarcerated person Work Incentive Program</li> <li>• Maintaining compliance with Americans with Disabilities Act and Armstrong Remedial Plan for their specific area and report finding to Americans with Disabilities Act Coordinator.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| 15% | Functions as the chairperson on Initial and Unit Classification Committees and audits all CDCR-128G's and CDC-115's. Reviews appeals at the First Level of Review and is responsible for miscellaneous incoming and outgoing correspondence.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| 15% | Monitors staff interaction in relation to Equal Employment Opportunity. Audits, reviews, and initiates employee discipline and Adverse Action processes. Evaluates all General Population programs and is assigned special projects as needed. Attends all Pelican Bay State Prison staff meetings as called for and/or other meetings necessary to facilitate the operation of the assigned facility. Assigned on a rotation basis as the Administrative Officer of the Day, during non-working hours, weekends, and holidays.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| 10% | Responsible for budget and staff management and directly responsible for the general supervision, performance, and training of all correctional counselors, correctional lieutenants, correctional sergeants, correctional officers, and clerical staff. 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. 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:** Modern principles and practices of correctional administration and criminology; psychology of criminal behavior and methods of discipline, and the attitudes, problems, and behavior of persons under restraint; supervisory techniques and methods of maintaining discipline, both of staff personnel and incarcerated persons; principles and methods used in the custody, control, and adjustment of antisocial persons; interviewing techniques; literature in the fields of correctional administration and criminology; laws, rules, and regulations pertaining to criminal activities, governing State correctional institutions and purposes, activities, regulations, policies, and functions of the California Department of Corrections and Rehabilitation and the term-setting authorities; State laws pertaining to criminal activities; care and use of firearms; job requirements and work performed by incarcerated persons of a correctional facility; principles and practices of business management and problems involved in the administration and supervision of correctional facilities and prison camps; sanitation, health, and safety standards and State laws pertaining thereto; principles and practices of personnel management, supervision, and training; principles of effective verbal and written communication and group dynamics; tactical operational and situational awareness; supervisory responsibilities under the Ralph C. Dills Act; the Department's Equal Employment Opportunity Program objectives; a manager's role in this Program and the processes available to meet Equal Employment Opportunity objectives.
- **Ability to:** Interpret and apply laws, rules, and regulations, Departmental policies and procedures; plan, assign, and direct the work of a large force of correctional personnel; plan, organize, and administer the custodial operation of a correctional facility; train staff; enforce rules and regulations with firmness, tact, and impartiality; promote socially acceptable attitudes and behavior among incarcerated persons; formulate programs for the safe custody, discipline, and welfare of incarcerated persons; interpret and apply provisions of law and rules;

understand incarcerated persons case histories and interpret them to others; coordinate the custodial functions with the care and treatment program; establish, promote, and maintain confident and cooperative working relationships with staff; communicate effectively; understand and respond to verbal/written instructions; maintain records and prepare reports; analyze situations and take effective action; secure the respect and cooperation of prison officials and incarcerated persons; think and act quickly in emergencies; effectively contribute to the Department's Equal Employment Opportunity objectives.

- **Special Personal Characteristics:** Sympathetic and objective understanding of the problems of persons under restraint; demonstrated leadership ability; tact, emotional stability, and maturity; demonstrated integrity and ethical behavior; satisfactory record as a law-abiding citizen; good personal and social adjustment for correctional work; courage; alertness; compliance with Departmental uniform and grooming standards; and neat personal appearance.
- **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 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

**CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION**  
**POSITION DUTY STATEMENT**

☐ PROPOSED

☒ **CURRENT**

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                       |                    |                                     |                                                                                   |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------|--------------------|-------------------------------------|-----------------------------------------------------------------------------------|
| <b>CDCR INSTITUTION OR HEADQUARTERS PROGRAM</b><br>Pelican Bay State Prison                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | <b>POSITION NUMBER (Agency-Unit-Class-Serial)</b><br>394-261-9646-004 |                    | <b>MCR / HCR</b>                    |                                                                                   |
| <b>DIVISION / UNIT</b><br><br>Administration- General Population - Facility A                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | <b>CLASSIFICATION TITLE</b><br>Captain, Adult Institution             |                    |                                     |                                                                                   |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | <b>WORKING TITLE</b><br>Captain, Adult Institution                    |                    |                                     |                                                                                   |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | <b>TIME BASE / TENURE</b><br>Perm/ FT                                 | <b>CBID</b><br>M06 | <b>WWG</b><br>E                     | <b>COI</b><br>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> |
| <b>LOCATION</b><br>Crescent City, CA                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | <b>INCUMBENT</b>                                                      |                    | <b>EFFECTIVE DATE</b><br>01/01/2026 |                                                                                   |
| <b>CDCR'S MISSION and VISION</b>                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                       |                    |                                     |                                                                                   |
| <b>Mission</b><br>We enhance public safety through safe and secure incarceration of offenders, effective parole supervision, and rehabilitative strategies to successfully reintegrate offenders into our communities.                                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                       |                    |                                     |                                                                                   |
| <b>Vision</b><br>We enhance public safety and promote successful community reintegration through education, treatment, and active participation in rehabilitative and restorative justice programs.                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                       |                    |                                     |                                                                                   |
| <b>COMMITMENT TO DIVERSITY, EQUITY, AND INCLUSION</b>                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                       |                    |                                     |                                                                                   |
| 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. |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                       |                    |                                     |                                                                                   |
| <b>DIVISION OVERVIEW</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                       |                    |                                     |                                                                                   |
| <b>BRIEFLY DESCRIBE THE DIVISION/UNIT FUNCTIONS</b>                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                       |                    |                                     |                                                                                   |
| 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.                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                       |                    |                                     |                                                                                   |
| <b>GENERAL STATEMENT</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                       |                    |                                     |                                                                                   |
| <b>BRIEFLY (1 OR 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS</b>                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                       |                    |                                     |                                                                                   |
| Under the general supervision of the Correctional Administrator to the General Population, the Facility A Captain is responsible for directing the program and implementing policies for Facility A General Population, and Minimum Support Facility (MSF).                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                       |                    |                                     |                                                                                   |
| <b>% of time performing duties</b>                                                                                                                                                                                                                                                                                                                                                                                                                                       | <b>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.</b>                                                                                                                                                                                                                                                                                                                    |                                                                       |                    |                                     |                                                                                   |
| 35%                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Plans organizes, formulates and directs a progressive program for the custody, discipline, Classification, treatment, employment, and recreation of incarcerated persons of the General Population and Administrative Segregation Unit; interprets and carries out policies of the Department of Corrections and Rehabilitation and the institution.                                                                                                                                                                   |                                                                       |                    |                                     |                                                                                   |
| 25%                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Review all assignments and/or projects. Coordinate and review working relations with all other departments. Ensure the audit of all unit files and records including, but not limited to, the following: <ul style="list-style-type: none"> <li>• Employee Annual and Probationary Reports</li> <li>• Incident Packages</li> <li>• Operational Procedures</li> <li>• Department Operations Manual Addendum</li> <li>• Post Orders and Duty Statements</li> <li>• Incarcerated person Work Incentive Program</li> </ul> |                                                                       |                    |                                     |                                                                                   |

394-261-9646-004

15%

- Maintaining compliance with Americans with Disabilities Act and Armstrong Remedial Plan for their specific area and report finding to Americans with Disabilities Act Coordinator.

15%

Functions as the chairperson on Initial and Unit Classification Committees and audits all CDCR-128G's and CDC-115's. Reviews appeals at the First Level of Review and is responsible for miscellaneous incoming and outgoing correspondence.

10%

Monitors staff interaction in relation to Equal Employment Opportunity. Audits, reviews, and initiates employee discipline and Adverse Action processes. Evaluates all General Population programs and is assigned special projects as needed. Attends all Pelican Bay State Prison staff meetings as called for and/or other meetings necessary to facilitate the operation of the assigned facility. Assigned on a rotation basis as the Administrative Officer of the Day, during non-working hours, weekends, and holidays.

Responsible for budget and staff management and directly responsible for the general supervision, performance, and training of all correctional counselors, correctional lieutenants, correctional sergeants, correctional officers, and clerical staff. 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. 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:** Modern principles and practices of correctional administration and criminology; psychology of criminal behavior and methods of discipline, and the attitudes, problems, and behavior of persons under restraint; supervisory techniques and methods of maintaining discipline, both of staff personnel and incarcerated persons; principles and methods used in the custody, control, and adjustment of antisocial persons; interviewing techniques; literature in the fields of correctional administration and criminology; laws, rules, and regulations pertaining to criminal activities, governing State correctional institutions and purposes, activities, regulations, policies, and functions of the California Department of Corrections and Rehabilitation and the term-setting authorities; State laws pertaining to criminal activities; care and use of firearms; job requirements and work performed by incarcerated persons of a correctional facility; principles and practices of business management and problems involved in the administration and supervision of correctional facilities and prison camps; sanitation, health, and safety standards and State laws pertaining thereto; principles and practices of personnel management, supervision, and training; principles of effective verbal and written communication and group dynamics; tactical operational and situational awareness; supervisory responsibilities under the Ralph C. Dills Act; the Department's Equal Employment Opportunity Program objectives; a manager's role in this Program and the processes available to meet Equal Employment Opportunity objectives.
- **Ability to:** Interpret and apply laws, rules, and regulations, Departmental policies and procedures; plan, assign, and direct the work of a large force of correctional personnel; plan, organize, and administer the custodial operation of a correctional facility; train staff; enforce rules and regulations with firmness, tact, and impartiality; promote socially acceptable attitudes and behavior among incarcerated persons; formulate programs for the safe custody, discipline, and welfare of incarcerated persons; interpret and apply provisions of law and rules; understand incarcerated person case histories and interpret them to others; coordinate the custodial functions

with the care and treatment program; establish, promote, and maintain confident and cooperative working relationships with staff; communicate effectively; understand and respond to verbal/written instructions; maintain records and prepare reports; analyze situations and take effective action; secure the respect and cooperation of prison officials and incarcerated persons; think and act quickly in emergencies; effectively contribute to the Department's Equal Employment Opportunity objectives.

- **Special Personal Characteristics:** Sympathetic and objective understanding of the problems of persons under restraint; demonstrated leadership ability; tact, emotional stability, and maturity; demonstrated integrity and ethical behavior; satisfactory record as a law-abiding citizen; good personal and social adjustment for correctional work; courage; alertness; compliance with Departmental uniform and grooming standards; and neat personal appearance.
- **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 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**

- 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 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

**CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION**  
**POSITION DUTY STATEMENT**

☐ PROPOSED

☒ **XX** CURRENT

|                                                                             |  |                                                                       |                    |                                     |                                                                            |
|-----------------------------------------------------------------------------|--|-----------------------------------------------------------------------|--------------------|-------------------------------------|----------------------------------------------------------------------------|
| CDCR INSTITUTION OR HEADQUARTERS PROGRAM<br><b>Pelican Bay State Prison</b> |  | POSITION NUMBER (Agency-Unit-Class-Serial)<br><b>394-261-9646-005</b> |                    | MCR / HCR                           |                                                                            |
| DIVISION / UNIT<br><br><b>Administration- Health Care Access Unit</b>       |  | CLASSIFICATION TITLE<br><b>Captain, Adult Institution</b>             |                    |                                     |                                                                            |
|                                                                             |  | WORKING TITLE<br><b>Captain, Adult Institution</b>                    |                    |                                     |                                                                            |
|                                                                             |  | TIME BASE /<br>TENURE<br><b>Perm/ FT</b>                              | CBID<br><b>M06</b> | WWG<br><b>E</b>                     | COI<br>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> |
| LOCATION<br><b>Crescent City, CA</b>                                        |  | INCUMBENT                                                             |                    | EFFECTIVE DATE<br><b>01/01/2026</b> |                                                                            |

**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 general supervision of the Correctional Administrator, Health Care Operations the Captain is responsible for planning, assigning, and directing the work of all custody personnel within the Health Care Access Unit.

| % 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.                                                                                                                                                                                                                                                                                                                                                                                                                   |
|-----------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 40%                         | Plans, organizes, and directs the Health Care Custody meetings in all aspects of program functions, classification, disciplinary and incarcerated persons health care. The Health Care Access Captain conducts/attends various meetings such as Medical/Custody, and disciplinary, ensuring all decisions reached are consistent with departmental policy. Attends meetings organized by California Correctional Health Care Services staff to provide input from a custodial perspective. Reviews and approves Temporary Release Orders for incarcerated persons scheduled for off-site medical appointments. |
| 35%                         | Supervises and trains custodial personnel in all aspects of prison management functions including classification action, disciplinary action, incarcerated persons access to care, medical transportation, and processing of newly committed incarcerated persons through diagnostics.                                                                                                                                                                                                                                                                                                                         |

394-261-9646-005

20%

Reviews employee performance appraisals, corrective personnel action and related tasks. Attends staff meetings; serves as Administrative Officer of the Day (AOD). The Health Care Access Captain shall participate as a student and instructor in required training to maintain the effectiveness in peace officer standards, and biyearly AOD training. Reviews incident reports, Appeals Rules Violation Reports, and Operational Procedures prior to submission to the Health Care Operations Correctional Administrator for approval. Each Captain is responsible for maintaining compliance with Americans with Disabilities Act and Armstrong Remedial Plan for their specific area and report finding to Americans with Disabilities Act Coordinator.

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. Other duties as required.

**SPECIAL REQUIREMENTS**

- **Knowledge of:** Modern principles and practices of correctional administration and criminology; psychology of criminal behavior and methods of discipline, and the attitudes, problems, and behavior of persons under restraint; supervisory techniques and methods of maintaining discipline, both of staff personnel and incarcerated persons; principles and methods used in the custody, control, and adjustment of antisocial persons; interviewing techniques; literature in the fields of correctional administration and criminology; laws, rules, and regulations pertaining to criminal activities, governing State correctional institutions and purposes, activities, regulations, policies, and functions of the California Department of Corrections and Rehabilitation and the term-setting authorities; State laws pertaining to criminal activities; care and use of firearms; job requirements and work performed by incarcerated persons of a correctional facility; principles and practices of business management and problems involved in the administration and supervision of correctional facilities and prison camps; sanitation, health, and safety standards and State laws pertaining thereto; principles and practices of personnel management, supervision, and training; principles of effective verbal and written communication and group dynamics; tactical operational and situational awareness; supervisory responsibilities under the Ralph C. Dills Act; the Department's Equal Employment Opportunity Program objectives; a manager's role in this Program and the processes available to meet Equal Employment Opportunity objectives.
- **Ability to:** Interpret and apply laws, rules, and regulations, Departmental policies and procedures; plan, assign, and direct the work of a large force of correctional personnel; plan, organize, and administer the custodial operation of a correctional facility; train staff; enforce rules and regulations with firmness, tact, and impartiality; promote socially acceptable attitudes and behavior among incarcerated persons; formulate programs for the safe custody, discipline, and welfare of incarcerated persons; interpret and apply provisions of law and rules; understand incarcerated persons case histories and interpret them to others; coordinate the custodial functions with the care and treatment program; establish, promote, and maintain confident and cooperative working relationships with staff; communicate effectively; understand and respond to verbal/written instructions; maintain records and prepare reports; analyze situations and take effective action; secure the respect and cooperation of prison officials and incarcerated persons; think and act quickly in emergencies; effectively contribute to the Department's Equal Employment Opportunity objectives.
- **Special Personal Characteristics:** Sympathetic and objective understanding of the problems of persons under restraint; demonstrated leadership ability; tact, emotional stability, and maturity; demonstrated integrity and ethical behavior; satisfactory record as a law-abiding citizen; good personal and social adjustment for correctional work; courage; alertness; compliance with Departmental uniform and grooming standards; and neat personal appearance.
- **Special Physical Characteristics:** Hearing not less than 15/15 acuity sufficient to perform the essential functions of the job; vision at 20/60 uncorrected, 20/20 corrected in each eye and distinguish colors in compliance with POST; have and maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health and well-being

or that of their fellow employees or incarcerated persons; sound physical condition; and manipulate and operate firearms, chemical agents, cell phones, hand-held radios, flashlights, computer equipment, mechanical restraints, etc.

- **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 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 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