

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT

☐ PROPOSED

☐ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM High Desert State Prison		POSITION NUMBER (Agency-Unit-Class-Serial) 934-XXX-9656-XXX		MCR / HCR 1 / D	
DIVISION / UNIT Various		CLASSIFICATION TITLE Correctional Lieutenant			
		WORKING TITLE Correctional Lieutenant			
		TIME BASE / TENURE LT/FT	CBID S06	WWG 2	COI Yes ☐ No ☐
LOCATION High Desert State Prison		INCUMBENT		EFFECTIVE DATE	
CDCR'S MISSION and VISION					
Mission To facilitate the successful reintegration of the individuals in our care back to their communities equipped with the tools to be drug-free, healthy, and employable members of society by providing education, treatment, rehabilitative, and restorative justice programs, all in a safe and humane environment.					
Vision We enhance public safety and promote successful community reintegration through education, treatment, and active participation in rehabilitative and restorative justice programs.					
COMMITMENT					
CDCR and CCHCS are committed to transforming the correctional landscape to create safer, more professional, and more fulfilling environments for our employees, the incarcerated population, and those supervised in our communities. Through systemwide improvements grounded in proven and emerging practices, we aim to strengthen rehabilitation, enhance workplace satisfaction, and support successful reentry into the community through our institutions, parole, and community partnerships. Our shared mission is to promote safety, wellness, and human dignity while fostering positive change for all those who live and work within our institutions and communities.					
CDCR and CCHCS are committed to building an inclusive respectful workplace. We are determined to attract and hire candidates from all communities and empower employees from a variety of backgrounds, perspectives, and personal experiences. We are proud to foster inclusion and drive collaborative efforts at all levels of the Department.					
DIVISION OVERVIEW					
Under the direction of the Institution Captain, AI					
GENERAL STATEMENT					
Under the direction of the Captain (AI), the Correctional Lieutenant will be in charge of the custodial operation and is responsible for maintaining order and discipline in accordance with established procedures throughout the facility; (i.e., housing units, dining halls, work area, exercise yards, etc.). The Correctional Lieutenant will train and evaluate new Correctional Sergeants and Correctional Officers in custodial procedures and practices, assisting them in all areas which will enable them to become more efficient in their duties. The Correctional Lieutenant will supervise all subordinate custodial personnel assigned to the Watch, ensuring the custodial functions are being performed in accordance with institution procedures; will adjudicate in and make disciplinary reports; monitor Incarcerated individual activities and program functions within the living conditions and ensuring that institutional rules and regulations are being enforced.					
% of time performing duties		Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first.			
30%		Supervise and train all subordinate staff; ensure that all staff and Incarcerated individuals comply with departmental and institutional rules, regulations, and procedures.			
25%		Conduct disciplinary hearings; monitor and audit the appeal process; and ensure accuracy and timely processing of Work Incentive paperwork, Incarcerated individual pay appeals and disciplinaries.			
10%		Ensure ongoing integrity of morning/afternoon program activities.			
10%		Conduct regular health and safety inspections.			

10%	Conduct investigative interviews as needed; maintain employee discipline at appropriate levels; and ensure compliance with employee contracts in all areas of responsibility.
10%	Maintain system for timely and appropriate maintenance of supervisory files, to include regular and accurate completion of probationary and annual reports of subordinate staff. Supervise and monitor regular updates of unit procedures and post orders.
5%	Perform administrative duties including, but not limited to: adhere to Department policies, rules and procedures; submit administrative requests including leave, travel, and training in a timely and appropriate manner; accurately report time and submit timesheets by the due date.

SPECIAL PERSONAL CHARACTERISTICS

- Influence, change, and strengthen the community. Set an example each day through positive and pro-social role modeling, utilizing dynamic security concepts through observation and building rapport.
- Willingness to play a significant role in the collaborative efforts toward rehabilitation and public safety enhancement.
- Ability to facilitate conversations as a coach and mentor, engaging in a respectful and understanding manner.
- Ability to build trust, improve communication, and assist with the transformation of correctional culture.

SPECIAL REQUIREMENTS

- CDCR does not recognize hostages for bargaining purposes. CDCR has a "NO HOSTAGE" policy, and all prison Incarcerated individuals, visitors, nonemployees, and employees shall be made aware of this.
- Maintenance of peace officer standards and training in accordance with Penal Code 832 and Departmental Operations Manual sections 32010.19.1, 33020.13, and 86010.13.

CONSEQUENCE OF ERROR

- Example: Consequences of error may result in loss of time and could cause significant delays in program production. Such delays can result in inefficient use or misdirection of department resources resulting in the inability to meet efficiency and timeline goals, and varying degrees of negative financial impacts to the department.

To be reviewed and signed by the supervisor and employee:

EMPLOYEE'S STATEMENT:

- *I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH MY SUPERVISOR AND RECEIVED A COPY OF THIS DUTY STATEMENT.*

EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE
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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
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