

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT – Peace Officer

☐ PROPOSED☐ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM Mule Creek State Prison		POSITION NUMBER (Agency-Unit-Class-Serial) 025-207-9659-110		
DIVISION / UNIT DIVISION OF ADULT INSTITUTIONS		CLASSIFICATION TITLE Correctional Sergeant		
		WORKING TITLE Correctional Sergeant (K-9)		
		TIME BASE / TENURE P/FT	CBID S06	WWG 2
LOCATION Ione, Ca – Amador County (Northern Region K-9 Coordinator)		INCUMBENT		EFFECTIVE DATE
CDCR'S MISSION, VISION and COMMITMENT				
Mission To facilitate the successful reintegration of the individuals in our care back to their communities equipped with the tools to be drug-free, healthy, and employable members of society by providing education, treatment, rehabilitative, and restorative justice programs, all in a safe and humane environment. Vision We enhance public safety and promote successful community reintegration through education, treatment, and active participation in rehabilitative and restorative justice programs. Commitment CDCR and CCHCS are committed to transforming the correctional landscape to create safer, more professional, and more fulfilling environments for our employees, the incarcerated population, and those supervised in our communities. Through systemwide improvements grounded in proven and emerging practices, we aim to strengthen rehabilitation, enhance workplace satisfaction, and support successful reentry into the community through our institutions, parole, and community partnerships. Our shared mission is to promote safety, wellness, and human dignity while fostering positive change for all those who live and work within our institutions and communities. CDCR and CCHCS are committed to building an inclusive respectful workplace. We are determined to attract and hire candidates from all communities and empower employees from a variety of backgrounds, perspectives, and personal experiences. We are proud to foster inclusion and drive collaborative efforts at all levels of the Department. CDCR and CCHCS strive to collaborate with the community to enhance public safety and promote successful community reintegration through education, treatment and active participation in rehabilitative and restorative justice programs. Incumbents establish and maintain cooperative working relationships within the department, other governmental agencies, health care partners, and communities.				
DIVISION OVERVIEW				
The Correctional Sergeant is responsible to ensure that Correctional Officers maintain institutional security and welfare of Correctional Officers and incarcerated persons on an assigned watch or area. Ensure that Correctional Officers work cohesively with multiple other classifications of departmental staff in the maintenance of all incarcerated person(s) health care access, programs, and provisions. The Correctional Sergeant will practice and implement departmentally authorized safe supervisory practices, assuring that compliance with established departmental/institutional policies and procedures are maintained.				
GENERAL STATEMENT				
Under the direction of the Statewide Canine Coordinator, Division of Adult Institutions, Region IV, the Regional Canine Coordinator has the responsibility and full accountability for all canine-specific related activities within the assigned geographical area (Northern, Central, or Southern regions). Responsibilities include providing for care, training, and overall maintenance of their assigned canine. The Regional Canine Coordinator also maintains the daily functional supervisory and scheduling responsibility for each canine unit assigned to their region. All canine teams, including those of the Regional Canine Coordinators, are required to be recertified				

annually by the Statewide Canine Coordinator. Travel is required to continually monitor and train canine teams throughout the region. Incumbents may perform all or a combination of the below duties.

% 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%	Supervise and direct subordinate K-9 Officer staff in the performance of their duties; provide leadership during day to day and emergency situations; maintain discipline amongst subordinate staff; maintain daily operational supervision of the K-9 Unit, to include scheduling K-9 teams for daily operations and training; continuously evaluate the duty performance of subordinates, taking necessary action to provide appropriate training and submission of timely probationary annual written reports; continually take appropriate corrective action on those subordinate staff who require it and keep the Statewide Canine Coordinator, K9 Lieutenant apprised of any and all situations which may adversely affect any involved operations.
20%	Perform inspections of all areas under your supervision ensuring standards of hygiene, training, exercise, grooming, feeding, veterinarian support and cleanliness are maintained; support the home institution whenever your K-9 duties are complete; maintain cleanliness of kennels and assigned Canine Vehicle; provide safe custody, care and welfare for staff, canines and incarcerated person(s) of any institutions.
20%	Conduct daily searches of institutional areas, utilizing assigned canine. Ensure canine teams within assigned geographical area are current with the recording, tracking, and reporting of all canine searches and discoveries on a monthly basis, to include, but not limited to, updating the designated K9 Contraband Application site with team hours, team discoveries, and vehicle mileage.
15%	Inspect canine kennels and vehicles for cleanliness. Inspect uniform staff under direct supervision for correct uniform and fitness for duty. Assist and coordinate Investigative Services Unit (ISU) related activities via the appropriate ISU Lieutenant when not engaged in canine unit operations.
5%	Maintain quarterly/annual weapon qualifications and annual qualification of the expandable Baton, Chemical Agents, CPR, and First Aid; and perform other duties as required.
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.
	The following is a definition of on-the-job time spent in physical activities: Constantly: Involves 2/3 or more of a workday Frequently: Involves 1/3 to 2/3 of a workday Occasionally: Involves 1/3 or less of a workday N/A: Activity or condition is not applicable Standing: Occasionally stands for periods of time. Walking: Frequently – must walk throughout Institution on uneven, sometimes rough terrain – including walking up and down ramps and slopes. Sitting: Constantly – at a desk or computer table. There is a flexibility for movement on a frequent basis to break sitting with standing and walking. Lifting: Occasionally – lifts files weighing a few ounces and rarely files weighing up to 50 lbs. Carrying: Occasionally – this activity can be considered to require the same physical demands as lifting. Stooping/Bending/Kneeling/Crouching: Occasionally – stretches, stoops/bends, kneels, and crouches to pull/refile documents from the lower shelves in filing cabinets. Reaching in Front of Body: Frequently – will be utilizing a keyboard and reaching for items such as the telephone, files and supply boxes. Reaching Overhead: Occasionally – reaches overhead to retrieve objects from the top shelf of the file cabinet. Climbing: Occasionally – climbs when using the step stool to reach objects. Climb steps throughout the institution during performance of regular work responsibilities. Balancing: Occasionally – balances when using the step stool, stairs or lifts.

Pushing/Pulling: Occasionally – has to push/pull to open file drawers, desk drawers, carts and racks.

Fine Finger Dexterity: Constantly – will use fine-finger dexterity to write information onto documents and to type information into the computer, manipulate equipment such as a fax machine or telephone.

Hand/Wrist Movement: Constantly – uses hands and wrists in the handling of documents and files, typing, data entry and writing.

Crawling: N/A

Driving: N/A

Sight/Hearing/Speech/Writing Ability: **Adequate** vision and hearing, as well as the ability to write and speak clearly, are required to effectively perform the essential job duties. The incumbent will frequently use hearing, speech and written language to interface with staff, visitors, patients and community.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

MACHINES, TOOLS, EQUIPMENT, AND WORK-AIDS: The incumbent may at any time utilize a computer, a printer, a telephone, vertical filing cabinets, copy machines, shredder, fax machine, typewriter, and the usual office supplies.

Knowledge of:

Comprehensive knowledge of principles and practices of correctional administration and rehabilitation and methods of discipline as applied to persons under restraint; principles and practices of personnel supervision and training; first aid; use and care of firearms; Basic knowledge of the department's Equal Employment Opportunity (EEO) objectives and the manager's role in the EEO Program and the processes available to meet EEO objectives.

Ability to: Supervise the work of others; control, direct, and instruct incarcerated person(s) individually and in groups; interpret and enforce institutional rules and regulations with firmness, tact, and impartiality; promote socially acceptable attitudes and behavior of incarcerated person(s) or parolees and to rate their conduct and productivity accurately and impartially; think and act quickly in emergencies; make simple arithmetic computations; analyze situations accurately and adopt an effective course of action; keep records and prepare reports; effectively contribute to the department's affirmative action objectives.

GENERAL POST ORDER ADDENDUM.

General requirements: Incarcerated person(s)/patients with disabilities are entitled to reasonable modifications and accommodations to COCR policies, procedures, and physical plant to facilitate effective access to COCR programs, services, and activities. These modifications and accommodations might include, but are not limited to, the following:

- measures to ensure effective communication (see below);
- housing accommodations such as wheelchair accessible cells, medical beds for incarcerated person(s)/patients who cannot be safely housed in general population due to their disabilities, dorm housing, or ground floor or lower bunk housing;
- health care appliances such as canes, crutches, walkers, wheelchairs, glasses, and hearing aids; and
- work rules that allow the incarcerated person(s)/patient to have a job consistent with his/her disabilities.

Medical staff shall provide appropriate evaluations of the extent and nature of incarcerated individuals' disabilities to determine the reasonableness of requested accommodations and modifications.

Equally Effective Communication: The Americans with Disabilities Act (AOA) and the Armstrong Remedial Plan require COCR to ensure that communication with individuals with disabilities is equally effective as with others.

- Staff must identify incarcerated individuals/patients with disabilities prior to their appointments.
- Staff must dedicate additional time and/or resources as needed to ensure equally effective communication with incarcerated individuals/patients who have communication barriers such as hearing, vision, speech, learning, or developmental disabilities. Effective communication measures might include slower and simpler

speech, sign language interpreters, reading written documents aloud, and scribing for the incarcerated person(s)/patient. Consult the ADA Coordinator for information or assistance.

- Staff must give primary consideration to the preferred method of communication of the individual with a disability.
- Effective communication is particularly important in health care delivery settings. At all clinical contacts, medical staff must document Whether the incarcerated individual/patient understood the communication, the basis for that determination, and how the determination was made. A good technique is asking the incarcerated individual/patient to explain what was communicated in his or her own words. It is not effective to ask "yes or no" questions; the incarcerated individual/patient must provide a substantive response indicating understanding of the matters that were communicated.
- Staff must obtain the services of a qualified sign language interpreter for medical consultations when sign language is the incarcerated person(s)/patients' primary or only means of communication. An interpreter need not be provided if an incarcerated individual/patient knowingly and intelligently waives the assistance, or in an emergency situation when delay would pose a safety or security risk, in which case staff shall use the most effective means of communication available, such as written notes.

DECS: The Disability Effective Communication System (DECS) contains information about incarcerated person(s)/patients with disabilities. Every institution has OECS access and staff must review the information it contains in making housing determinations and providing effective communication.

Housing restrictions: All incarcerated person(s)/patients shall be housed in accordance with their documented housing restrictions such as lower bunks, ground floor housing, and wheelchair accessible housing, as noted in DECS and their central and medical files. All staff making housing determinations shall ensure that incarcerated person(s)/patients are housed appropriately.

Prescribed Health Care Appliances (including dental appliances): Staff (health or security) shall not deny or deprive prescribed health care appliances to any incarcerated individual/patient for whom it is indicated unless (a) a physician/dentist has determined it is no longer necessary or appropriate for that incarcerated individual/patient, or (b) documented safety or security concerns regarding that incarcerated individual/patient require that possession of the health care appliance be disapproved. If a safety or security concern arises, a physician, dentist, Health Care Manager, or Chief Medical Officer shall be consulted immediately to determine appropriate action to accommodate the incarcerated person(s)/patient's needs.

SPECIAL PERSONAL CHARACTERISTICS

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

SPECIAL REQUIREMENTS

- CDCR does not recognize hostages for bargaining purposes. CDCR has a "NO HOSTAGE" policy, and all prison individuals, visitors, non-employees and employees shall be made aware of this.
- Maintenance of Peace Officer Standards and training in accordance with Penal Code 832 and Department Operations Manual sections 32010.19.1, 33020.13, and 86010.13.

CONSEQUENCE OF ERROR

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

To be reviewed and signed by the supervisor and employee:

EMPLOYEE'S STATEMENT:

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

EMPLOYEE'S NAME (Print)

EMPLOYEE'S SIGNATURE

DATE

SUPERVISOR'S STATEMENT:

- I CERTIFY THIS DUTY STATEMENT REFLECTS CURRENT AND AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION

POSITION NUMBER (Agency – Unit – Class – Serial) 025-207-9659-110	Page 5 of 5
--	-------------

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