

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT – Peace Officer

☐ PROPOSED☒ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM WASCO STATE PRISON-RECEPTION CENTER		POSITION NUMBER (Agency-Unit-Class-Serial) 180-209-9656-002	
DIVISION / UNIT DIVISION OF ADULT INSTITUTIONS/CUSTODY	CLASSIFICATION TITLE CORRECTIONAL LIEUTENANT		
	WORKING TITLE CORRECTIONAL LIEUTENANT		
	TIME BASE / TENURE FULL TIME/ LIMITED TERM	CBID S06	WWG 2
LOCATION WASCO, CA	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			
Facility Operations Division is committed to ensuring the operation of safe and secure Institutional settings for staff and incarcerated people, while partnering with stakeholders to provide rehabilitative programming opportunities. The Division collaborates with the Division of Rehabilitative Programs, California Correctional Training and Rehabilitation Authority (CALCTRA), various community colleges, and community volunteers to provide meaningful rehabilitative programs throughout all institutions.			
GENERAL STATEMENT			
Under the supervision of the Captain, the Correctional Lieutenant is in charge of the custodial operation and is responsible for maintaining order and discipline in accordance with established procedures throughout a facility; (i.e., housing units, dining halls, work areas, exercise yards, central services, etc.). The Correctional Lieutenant will train and evaluate new 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 facility and/or			

central services, ensuring that custodial functions are being performed in accordance with institution procedures; adjudicate disciplinary reports; monitor incarcerated persons activities and program functions 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.
35%	Supervise and train all subordinate staff; ensure that all staff and incarcerated persons comply with departmental and institutional rules, regulations and procedures.
30%	Conduct disciplinary hearings and monitor the overall disciplinary process; monitor the accuracy and timely processing of grievance responses, initiate and ensure incident packages are completed thoroughly and in a timely manner.
20%	Ensure ongoing integrity of morning/afternoon program activities. Conduct regular health and safety inspections. Conduct investigative and/or allegation interviews and draft inquiry reports; maintain employee discipline at appropriate levels; ensure compliance with employee contracts in all areas of responsibility. Maintain a system for timely and appropriate maintenance of supervisory files to include regular and accurate completion of probationary and annual reports of subordinate staff.
10%	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%	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. Supervise and monitor regular updates of institutional procedures and post orders.

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
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POSITION NUMBER (Agency – Unit – Class – Serial) 180-209-9656-002	Page 3 of 3
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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