

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT

☐ PROPOSED☐ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM Richard J. Donovan Correctional Facility		POSITION NUMBER (Agency-Unit-Class-Serial) 030-xxx-9659-xxx		
DIVISION / UNIT Operations / Security		CLASSIFICATION TITLE Correctional Sergeant		
		WORKING TITLE Correctional Sergeant		
		TIME BASE / TENURE	CBID S06	WWG 2
LOCATION 480 Alta Road, San Diego, CA 92179	REVISION DATE 3/1/2026	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 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. 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				
BRIEFLY DESCRIBE THE DIVISION/UNIT FUNCTIONS An employee in this class supervises Correctional Officers in an assigned major area or on an assigned watch or may be in charge of the custodial functions in limited but difficult and responsible areas of activities. These include the arsenal, dining room, kitchen, visiting room, mail room, cell blocks, storeroom, receiving and release unit, or control room. In some assignments, the Correctional Sergeant is not required to supervise Correctional Officers.				
GENERAL STATEMENT				
BRIEFLY (1 OR 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS Under the general supervision of a Correctional Lieutenant, incumbents may supervise the work of Correctional Officers in the safe custody, discipline, and welfare of incarcerated individuals on an assigned watch; call roll of Correctional Officers supervise; make inspection tours to see that Correctional Officers are alert and diligent in the performance of their duties; convey to superiors complaints made by Correctional Officers and incarcerated individuals; take, receive and check periodic counts of incarcerated individuals; direct the inspection of quarters of incarcerated individuals for contraband, sanitary conditions, and orderliness; examine incoming and outgoing mail; provide on-the-job training for Correctional Officer staff; promote acceptable attitudes and behavior of incarcerated individuals; report infractions of rules and regulations and irregular or suspicious occurrences and takes or recommends appropriate action; prevent escapes and injury by incarcerated individuals to themselves or to property; search for and recapture escaped incarcerated individuals; receive, check and issue guns, ammunition and other supplies and equipment; keep records and prepare reports. Duties include but are not limited to:				

% 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%	Provide direct supervision to all officers assigned to custody operations. Supervise the work of Correctional Officers in safe custody, discipline and the welfare of incarcerated individuals on an assigned watch.
25%	Report infractions of rules and regulations and irregular and suspicious occurrences and takes recommended appropriate action. Conduct incarcerated individual's disciplinary hearings. Keep records and prepare reports. Review all pay and timecards, ensuring they are submitted in a timely manner to the Facility Captain.
15%	Call roll of Correctional Officers on an assigned watch. Provide on-the-job training for Correctional Officers.
10%	Provide ongoing training and evaluation for all custodial subordinates under his/her supervision. Attend appropriate In-Service Training.
05%	Supervisory responsibility for all keys and emergency equipment throughout the unit/facility.
05%	Responsible for maintenance of order and discipline in accordance with established procedures relative to incarcerated individuals and staff.

SPECIAL REQUIREMENTS

- CDCR does not recognize hostages for bargaining purposes. CDCR has a "NO HOSTAGE" policy, and all prison incarcerated population, 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 Departmental 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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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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