

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT – Peace Officer

☐ PROPOSED☒ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM HQ/MCRP LA 1		POSITION NUMBER (Agency-Unit-Class-Serial) 065-235-9902-013		MCR / HCR 1	
DIVISION / UNIT Division of Rehabilitative Programs Office of Program Operations Community Reentry Programs		CLASSIFICATION TITLE CORRECTIONAL COUNSELOR III			
		WORKING TITLE CORRECTIONAL COUNSELOR III			
		TIME BASE / TENURE PERM/FT	CBID S06	WWG E	COI Yes ☐ No ☒
LOCATION Los Angeles, 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					
The Division of Rehabilitative Programs (DRP) provides rehabilitative programs including academic and career and technical education for incarcerated persons. DRP's Office of Program Operations provides comprehensive pre-release rehabilitative programs and services for incarcerated individuals and comprehensive post-release rehabilitative programs and services to supervised persons to facilitate the successful reintegration of the individuals served back to their communities with the skills to thrive.					

GENERAL STATEMENT	
Under general direction of the Captain, the Correctional Counselor III (CCIII) will have responsibility for the field administration of the Female Community Reentry Program (FCRP) or Male Community Reentry Program (MCRP). The CCIII will report to the MCRP in the field and is responsible for the local criminal justice related responsibilities, the daily operations, and the custodial management of the program. The CCIII will conduct various program assignments within this specialized custody program area in the development, support and oversight of the local FCRP. Travel may be required.	
% 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%	The CCIII will conduct various program assignments within this specialized custody program area in the development, support and oversight of the MCRP/FCRP. Departmental custodial and institutional duties related to the management of eligible Enhanced Alternative Custody Program (EACP) participants within this program. These duties shall include, but not be limited to, responsibility for the daily operations and custodial operations of the local MCRP/FCRP; overseeing activities of program staff to ensure compliance with custody and program requirements; conducting the mandatory participant intake and classification process; screening and processing participant for completeness; obtaining needed information from sending institutions related to appropriate placement of participant in the program.
25%	Processing participant transfers, and movements; processing daily participant counts from the program; preparing and submitting "Weekly Report of Population" to Headquarters; preparing and submitting participant movement reports to headquarters; compiling, maintaining, and processing documents for participant central files; screening and completing custodial incident reports; researching and investigating participant appeals; reviewing participant custody upgrades, determining program failure and the need to return participant to institutions; performing weekly custody audits and inspections of facilities; processing facilities staff reviews; managing and reporting escape incidents; overseeing adherence to facility procedures, program regulations, and the Department Operations Manual; maintaining the overall safety and security of the custodial aspects of the program.
20%	General administrative duties shall include, but not be limited to: providing ongoing daily review of programs for compliance and adherence to contract requirements; serving as a field representative, program and contract specialist; conducting formal monitoring of operations of programs; maintaining regular phone contact with headquarters and contractors; preparing responses to correspondence; attending meetings; conducting public presentations; reviewing monthly invoices; serving as a liaison between state and local agencies including Alcohol and Drug Programs; interacting as a liaison with local Probation Officers. Respond to inquiries from the public, legislators and other governmental entities
10%	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.
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.	

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- Ability to build trust, improve communication, and assist with the transformation of correctional culture.
- Provides excellent customer service to both internal and external customers. Interacts in a professional manner with integrity and respect. Delivers effective communication and collaboration.

SPECIAL REQUIREMENTS

- CDCR does not recognize hostages for bargaining purposes. CDCR has a "NO HOSTAGE" policy, and all incarcerated people, visitors, nonemployees, 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 may result in programming delays and misuse of departmental resources. Such delays can result in decreased Milestone Completion Credits, Educational Merit Credits, or other Achievement Credits that will delay the release/parole of our incarcerated population.

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