

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT – Peace Officer

☐ PROPOSED☒ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM CENTINELA STATE PRISON (CEN)		POSITION NUMBER (Agency-Unit-Class-Serial) 403-222-9904-054	
Division of Adult Institutions / California Department of Corrections and Rehabilitation		CLASSIFICATION TITLE Correctional Counselor I	
		WORKING TITLE Correctional Counselor I	
		TIME BASE / TENURE P/FT	CBID R06
LOCATION Complex I / II – VARIOUS FACILITIES		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 mission of the General Population institutions is to provide safe and secure housing for minimum to medium custody males while maximizing opportunities for rehabilitation through participation in work, vocational and academic programs, substance abuse treatment and self-help programs.			
GENERAL STATEMENT			
Under the direction of the Correctional Counselor II (s), the Correctional Counselor I interviews incarcerated people and evaluates their adjustment to, and progress in correctional treatment programs; counsels incarcerated people on personal, institutional and family problems; collects, evaluates and records social behavior and vocational data on incarcerated people; abstracts and contributes to cumulative case history data and makes recommendations pertinent to classification and assignment planning; identifies and reports on special, educational and vocational problems as basis for recommending appropriate programs of vocational training, maintains case histories on incarcerated people during confinement and makes recommendations on changes in classification assignments, prepares board reports on incarcerated people's activities in the institutions; prepares pre-release			

reports for field use, maintains regular up-dating of classification scores and schedules cases for Classification Committee and transfers as indicated, functions as required as a member of a disciplinary committee and advises on case factors used in appropriate disciplinary disposition.

NOTE: Correctional Counselors are Correctional Peace Officers, and as such, are required to report to work in professional attire, don all Safety Equipment upon reporting for duty (i.e. you must wear your Stab Resistant Vest while on duty, you must have on your person a whistle, CPR Micro Shield and chit-out a Personal Alarm and chemical agents). You may be required to perform other Correctional Peace Officer duties as directed and are required to maintain all required weapons qualification standards of training.

% 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%	Interviews incarcerated persons, reads, evaluates, and summarizes reports from incarcerated person files and other sources to assist in classification of incarcerated persons. Prepares and writes board reports to the Board of Parole Hearings (BPH), makes recommendations for parole suitability including program needs and resources available to the incarcerated person. Responsible for assisting incarcerated people with disabilities in understanding, preparing for, and participating in the BPH suitability hearing process as needed. Review Strategic Offender Management System (SOMS) and Board Information Technology System (BITS) to identify the incarcerated person's need for assistance, primary and secondary method of effective communication, adaptive support needs, assistive device(s), or software (e.g., electronic magnifier, personal sound amplification device, Microsoft Ease of Access, etc.) that are required to accommodate the incarcerated person for BPH proceedings. Accommodation shall be provided in a manner to allow privacy and independence. Review BITS at least weekly for any assignments associated with a BPH proceeding. Meet with the incarcerated person and complete a CDC Form 128B, BPH Accommodations Questionnaire, when prompted do so by BITS. Serve the incarcerated person with a Notice of DPV/DNV Rights for BPH Proceedings or a Notice of Deaf-Signer Rights for BPH Proceedings, as applicable.
30%	Interprets and evaluates incarcerated person SOMS/Electronic Records Management Systems (ERMS) file. Attends, participates, and makes program recommendations as a member of classification and disciplinary committees. Makes recommendations for placement of incarcerated people in programs. Determines custody requirements of incarcerated people in programs. Determines custody requirements of incarcerated people on a continuous basis.
20%	Responds to written or verbal requests of incarcerated people's families. Writes and prepares evaluations and/or diagnostic reports for response to courts, state, county, and federal agencies.
10%	Responds to written or verbal requests from incarcerated people. Reevaluates program needs of incarcerated people on a continuous basis. Conducts counseling sessions with individual incarcerated people reinforcing appropriate incarcerated person behavior.
5%	Perform administrative duties including, but not limited to adhering 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 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.

NON-ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO, THE FOLLOWING: None noted.

SUPERVISORY RESPONSIBILITIES: None.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE: **Either I:** Experience: In a California state correctional institution either: 1. One year performing the duties of a Correctional Program Supervisor I; or 2. One year performing the duties of a Youth Counselor; or 3. Two years performing the duties of a Correctional Officer or Medical Technical Assistant. **AND Education:** Equivalent to graduation from a recognized four-year college. Registration as a senior in a recognized institution will admit applicants to the examination but they must produce evidence of graduation or its equivalent before they can be considered eligible for appointment. (Additional qualifying experience may be substituted for not more than two years of the required education on a year-for-year basis.) **OR II:** Experience: One year of experience in collecting, evaluating, and interpreting social, behavior, and vocational data for purposes of counseling and promoting individual adjustment. This experience must have been gained in one or a combination of fields of probation, parole or correctional casework. **AND Education:** Equivalent to graduation from a recognized four-year college. Registration as a senior in a recognized institution will admit applicants to the examination but they must produce evidence of graduation or its equivalent before they can be considered eligible for appointment. (Additional qualifying experience may be substituted for two years of the required education on a year-for-year basis.)

LANGUAGE SKILLS: Grammar, spelling, and correct usage of written and oral communication.

MATHEMATICAL SKILLS: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

REASONING ABILITY: Ability to write comprehensive, complete, clear, and concise reports; utilize oral and written language to communicate effectively with incarcerated people, staff and the public; command the respect and trust of incarcerated people and staff; organize and prioritize work; meet deadlines; deal tactfully/diplomatically with sensitive issues; evaluate situations accurately and take effective action; deal effectively with a high volume of work; obtain specific information from an incarcerated person during an interview; work under pressure; respond effectively to emergency situations; work independently; control an interview with an incarcerated person; interpret institutional and departmental policies, rules and regulations; adjust to changes in assignments; work with a team of people from a variety of occupations and professional disciplines; motivate an incarcerated person toward specific goals; recognize and handle dangerous situations for incarcerated people and staff.

CERTIFICATES, LICENSES, REGISTRATIONS: None.

OTHER SKILLS AND ABILITIES: Knowledge of correctional casework procedures; an understanding of the range of normal and abnormal human behavior; the policies and procedures of custody; problems involved in the supervision and adjustment of incarcerated people; the various prison gangs, including gang memberships, interaction between gangs, special housing considerations, and the associated potential dangers to staff and incarcerated people; cultural differences and perspectives of the incarcerated people; the causative factors related to criminal patterns (crimes within the institution, gang applications, recidivism, etc.); group processes and dynamics, including various roles played by group participants and the different types of questions or modes of inquiry which can be used in group settings.

Ability to perform peace officer duties which include maintaining order and supervising the conduct of incarcerated people, protecting and maintaining the safety of persons and property, inspecting premises and searching incarcerated people for contraband, and replacing and/or assisting custodial staff during emergency situations, such as fights, attempted escapes, or major incidents, such as riots.

SPECIAL PERSONAL CHARACTERISTICS: Demonstrated capacity for assuming progressively greater responsibility as evidenced by a recent employment history; neat personal appearance; adaptability; emotional maturity and stability; tact; patience; willingness to work irregular hours; satisfactory record as a law-abiding citizen; normal or corrected to normal hearing, sound physical condition; strength; endurance; agility; and willingness to report for duty anytime an emergency arises.

OTHER QUALIFICATIONS:

Background Investigation: Successfully passing of a thorough background investigation.

Felony Disqualification: Existing law provides that persons convicted of a felony are disqualified from employment as peace officers. Such people are not eligible to compete for, or be appointed to, positions in this class.

Weapons Prohibition: No prohibition from State or Federal law from possessing, using or having in his/her custody or control any firearm device, or other weapon or device authorized for use by the California Department of Corrections.

Citizen Requirement: United States citizen or a permanent resident alien who is eligible and has applied for United States citizenship.

Training Requirement: Under the provisions of Penal Code Section 832, successful completion of a training course in laws of arrest, search and seizure, and in firearms and chemical agents in a requirement for permanent status in this class.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Sexual Harassment Policy:

Sexual Harassment is illegal. All staff are required to conform to applicable laws, rules, codes, policies and procedures regarding Sexual harassment and Equal Employment Opportunity (EEO). References are found in DOM Section 31010

Initial: _____

Code of Conduct:

As an employee of the Division of Adult Institutions, we are expected to perform our duties at all time as follows: Demonstrate professionalism, honest, and integrity; accept responsibility for our actions and their consequences; appreciate differences in people, their ideas and opinions; treat fellow employees, incarcerated people and wards, families of incarcerated people and wards, parolees, and the public with dignity and fairness; respect the rights of others and treat others fairly regardless of race, color, national origin, ancestry, gender, religion, marital status, age, disability, medical condition, pregnancy, sexual orientation, veteran status, or political affiliation: comply with all applicable laws and regulations; report misconduct or any unethical or illegal activity and cooperate fully with any investigation.

Initial: _____

Incompatible Activities:

Per California Code of Regulations, Title 15, Section 3413, Incompatible Activities, subsections (a) (1), (3), (6) and (b), employees are not to engage in activities for profit using State facilities, materials or time.

Initial: _____

COMMENTS: Work hours are varied, Monday through Friday.

Information for this job description was obtained by reviewing the California State Personnel Board specification for the position and through observation of duties as they are currently performed.

EMPLOYEE'S COMMENTS:

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.

POSITION NUMBER (Agency – Unit – Class – Serial) 403-222-9904-054	Page 5 of 5
--	-------------

EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE
SUPERVISOR'S STATEMENT: • <i>I CERTIFY THIS DUTY STATEMENT REFLECTS CURRENT AND AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION</i> • <i>I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH THE EMPLOYEE AND PROVIDED THE EMPLOYEE WITH A COPY OF THIS DUTY STATEMENT.</i>		
SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE