CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT – Peace Officer

☐ PROPOSED

☒ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM	POSITION NUMBER (Agency-Unit-Class-Serial)			
Kern Valley State Prison	915-224-9901-201			
DIVISION / UNIT	CLASSIFICATION TITLE			
	Correctional Counselor II, Specialist			
Division of Adult Institutions California Department of Corrections & Rehabilitation Kern Valley State Prison/ Administration / Litigations	WORKING TITLE Litigation Coordinator			
	TIME BASE / TENURE PFT	CBID R06	WWG 2	COI Yes ☐ No ☒
LOCATION Kern Valley State Prison, Delano, CA	INCUMBENT		EFFECTIVE DATE	

CDCR'S MISSION, VISION and COMMITEMENT

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 High Security institutions is to provide safe and secure housing for the most violent and dangerous males, while providing opportunities for them to successfully transition to lower levels of custody by accepting personal responsibility for their actions through behavior-based multi-level programming, and providing opportunities for rehabilitation through participation in work, vocational and academic programs, substance abuse treatment and self-help programs.

Classification is the study of the incarcerated individual for the purposes of understanding their needs and providing an administrative procedure for carrying out a program for their adjustment, education, and skill training. Employees in this series are expected to demonstrate high ethical standards consistent with other state peace officer classifications and perform in such a way that facilitates and promotes the department's rehabilitative programs, policies, and public safety efforts. Staff prepare an evaluation of an incarcerated individual and make recommendations for their subsequent classification, assignment, transfer, and

program development or modification in a correctional setting. Staff attempt to assist an incarcerated individual in their adjustment to institutional living, and to educate and provide skill training to prepare an incarcerated individual for return to their community.

GENERAL STATEMENT

Under the direction of the Warden, the Correctional Counselor II (CC-II), Specialist (Litigation Coordinator), a sworn peace officer, ensures compliance with all legal matters concerning the institution. Serves as the liaison with the Attorney General's Office, state and county law enforcement agencies, courts, attorneys, and other agencies as needed. Evaluates institutional policies and procedures to maintain compliance with court decisions and makes recommendations to administration regarding necessary policy revisions. Provides training to administration and staff on operational changes necessitated by litigation. All CC-II's will adhere to the current vest policy as well as check out appropriate equipment including OC Pepper Spray, personal alarm device and keys. Will be required to perform peace officer duties as needed.

% 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.
45%	**ADMINISTRATIVE FUNCTIONS:** Initiate responses to all institutional legal correspondence; review confidential records and files to be used in litigation to protect relevancy. Compile, review, and evaluate for compliance all documents related to matters at issue in litigations regarding the institution or institutional staff. Prepare a response to discovery requests or other documentation required during litigation. Provide documents for AG, and disseminate information to courts, incarcerated persons, or attorneys as directed. Receive, file and prepare initial documentation for AG on all litigation affecting the institution or staff. Assist staff regarding legal contacts with the court, incarcerated person attorney, or attorney representing staff.
20%	**SPECIALIST FUNCTION:** Coordinate security at trials where incarcerated person and staff presence is required; identify proper expert on specific issues in litigation. Upon request, monitor dates on all legal matters to ensure institution and staff compliance; schedule legal planning sessions between AG and institution to develop response to ongoing cases as well as finalized court decision (i.e. Coleman Case, Heat Plan); schedule staff meetings and staff interviews between AG and the institution.
15%	**EVALUATION AND ADVISORY FUNCTIONS:** Identifies issues of recurring litigation for possible institutional action; brief and advise administrative staff on status and content of pending litigation; provide budget planning information with respect to litigation. Ensure coordinated administrative response to institution contact by courts, Central Office, and attorney; act as in-court trial investigator and source of immediate institutional information during trial; evaluate institutional procedures and policies to ensure compliance and recommend to administrative staff changes necessitated by litigation.
15%	**TRAINING FUNCTION:** Provide In-Service-Training for management and line staff on operational changes necessitated by litigation, legislation, corrective action plans, or new case law. Provide In-Service-Training to staff on their role and responsibility as a party witness in litigation: schedules legal planning and training sessions for institutional staff in ongoing as well as finalized court decisions/litigations. Monitor due dates and ensure compliance for all legal matters concerning the institution; identify expert staff and witnesses for the Attorney General's Office. This position will also compile, review, and evaluate all records and documents related to matters at issue in litigation for purposes of ensuring uniformity and compliance in institution responses. This will involve review by the Attorney General before submission to the court. Coordinates security with transportation/Correctional Captain for maximum custody incarcerated persons who are appearing in criminal or civil proceedings in Kern County; identify areas of potential or recurring legal problems for prevention of future litigation and for the strengthening of legal defense if litigation occurs.

	Brief Warden/Chief Deputy Administrator for implementation of court mandated orders; act as in-court trial investigator and source of immediately available information for use during trial by attorneys representing staff or any interest of the State; assist staff during legal contact with courts and requests for representation by AG if requested by the employee and approved by the Warden. Review and ensure protection of all confidential records to be used in litigation; respond to requests from attorneys to arrange for depositions; and direct clerical and correctional counselor staff as needed to prove duplication of documents and support AG. Attend In-Service Training as required.
5%	This position requires the incumbent to maintain consistent and regular attendance; communicate effectively (orally and in writing as appropriate) in dealing with the public and/or other employees; develop and maintain knowledge and skills related to specific tasks, methodologies, materials, tools, and equipment; complete assignments in a timely and efficient manner. Maintain open lines of communication with administrative staff, keeping them apprised of all occurrences that may affect the safe and orderly operation of the program unit and/or institution. 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.
- 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*
- *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