CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT – Peace Officer

☐ PROPOSED

☒ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM	POSITION NUMBER (Agency-Unit-Class-Serial)			
WASCO STATE PRISON-RECEPTION CENTER	180-222-9904-VAR			
DIVISION / UNIT	CLASSIFICATION TITLE			
	CORRECTIONAL COUNSELOR I			
	WORKING TITLE			
	CCI-RECEPTION CENTER			
DIVISION OF ADULT INSTITUTIONS/CASEWORK MANAGEMENT	TIME BASE / TENURE	CBID	WWG	COI
	FULL TIME/ LIMITED TERM	R06	2	Yes ☐ No ☒
LOCATION	INCUMBENT		EFFECTIVE DATE	
WASCO, CA				

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

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 general supervision of the Correctional Counselor II Supervisor, the Reception Center Correctional Counselor I (CCI) is to provide a compilation of pertinent facts about the incarcerated person in the form of an Institutional Staff Recommendation Summary (new commitment) or a Re-admission Summary (Parole Violators with New Terms or Parole Violators Returned to Custody). This summary is used as the basic document to make management and program decisions throughout the individual's incarceration.

% 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 and evaluates their prior and/or potential adjustments to incarceration. Collects, evaluates and records social, behavioral and vocational data on incarcerated persons. Reviews and evaluates legal abstracts, criminal histories and, if applicable, parole violation reports relative to departmental, institutional, and program needs.
30%	Makes recommendations pertinent to Classification and assignments. Identifies and interprets critical factors of the incarcerated persons' emotional and social adjustment as described in various documents i.e., Probation Officers Report, parole Violation reports. Develops a prognosis concerning expected adjustment in the institution and upon release. Determines custody requirements of incarcerated persons on a continuous basis. Attends, participates, and makes recommendations as a member of classification committees. Makes recommendations on institutional placement, including re-entry and other community housing programs.
15%	Responds to written or verbal inquiries of incarcerated persons or their families. Process CDCR GA-22 Incarcerated Person Request for Interview forms. Telephone contacts with other agencies and with the public. Prepares evaluations and/or diagnostic reports for the courts, state, county, and federal agencies.
10%	This post plays a significant role in providing services to incarcerated persons-patients in the Mental Health Services Delivery System. As a reminder, regularly assigned staff working with incarcerated persons-patients that have been identified with mental health concerns should utilize their knowledge, skills, and training. Your role in collaboration between custody, nursing, and mental health staff in assisting with interventions and strategies to work with the mental health population is critical to the success of the program.
5%	Responsible for assisting incarcerated persons with disabilities in understanding, preparing for, and participating in the BPH suitability hearing process as needed. Review SOMS and DECS/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. Accommodations 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.
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. Attends and participates in In-Service and Peace Officer Training. Performs peace officer duties, replaces and/or assists custodial staff during emergency situations, maintains order and supervises the conduct of incarcerated persons, protects and maintains the safety of persons and property. Performs other duties as assigned and required by immediate supervisor and management

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

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GENERAL STATEMENT

Under general supervision of the Mainline Correctional Counselor II Supervisor, the Mainline Correctional Counselor I (CCI) assist in the Classification of incarcerated persons, prepares and writes Board reports for the Board of Prison Terms and makes recommendations for parole suitability. The CCI interviews incarcerated persons and evaluates their prior and/or potential adjustments to incarceration. Collects, evaluates and records social, behavioral and vocational data on incarcerated persons.

Reviews and evaluates legal abstracts, criminal histories and if applicable, parole violation reports relative to departmental, institutional, and program needs

% 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.
30%	Interviews incarcerated persons; evaluates, and summarizes reports from incarcerated person files and other sources to assist in Classification of incarcerated persons; prepares and writes Board reports for the Board of Prison Terms; makes recommendations for parole suitability, including program needs and resources available to the incarcerated person.
30%	Interprets and evaluates incarcerated person central files; attends, participates and makes program recommendations as a member of Classification Committee; makes recommendation for placement of incarcerated persons in programs; determines custody requirements of incarcerated persons on a continuous basis.
20%	Responds to written or verbal inquiries of incarcerated persons or their families. Process CDCR GA-22 Incarcerated Person Request for Interview forms. Telephone contacts with other agencies and with the public. Prepares evaluations and/or diagnostic reports for the courts, state, county, and federal agencies. Re-evaluates program needs of incarcerated persons on a continuous basis; conducts counseling sessions with incarcerated persons, reinforcing appropriate incarcerated person behavior, holds open line.
15%	Responsible for assisting incarcerated persons with disabilities in understanding, preparing for, and participating in the BPH suitability hearing process as needed. Review SOMS and DECS/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. Accommodations 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. This post plays a significant role in providing services to incarcerated persons-patients in the Mental Health Services Delivery System. As a reminder, regularly assigned staff working with incarcerated persons-patients that have been identified with mental health concerns should utilize their knowledge, skills, and training. Your role in collaboration between custody, nursing, and mental health staff in assisting with interventions and strategies to work with the mental health population is critical to the success of the program.
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