**CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION**

POSITION DUTY STATEMENT – Peace Officer

☐ PROPOSED

☒ CURRENT

| CDCR INSTITUTION OR HEADQUARTERS PROGRAM | POSITION NUMBER (Agency-Unit-Class-Serial) | | | |
|---|---|---|---|---|
| California Health Care Facility (CHCF) | 190-261-9646-XXX | | | |
| DIVISION / UNIT | CLASSIFICATION TITLE | | | |
| | Captain, Adult Institution | | | |
| | WORKING TITLE | | | |
| Division of Adult Institutions<br>Facilities A & B | Captain, Adult Institution | | | |
| | TIME BASE / TENURE | CBID | WWG | COI |
| | P/FT | M06 | E | Yes ☐ No ☒ |
| LOCATION | INCUMBENT | | EFFECTIVE DATE | |
| Stockton, CA | | | | |

**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**

You are a valued member of the department's team. You are expected to work cooperatively with team members and others to enable the department to provide the highest level of service possible. Your creativity and ingenuity are encouraged. Your efforts to treat others fairly, honestly, and with respect are critical to the success of the department's mission.

**GENERAL STATEMENT**

Under the direction of the Associate Warden, the Captain, AI, in Mental Health Crisis Beds – Psychiatric Inpatient Program, will plan, direct and organize a custody operation to ensure inmate-patient access to health care. The Captain, AI will also coordinate with all class action litigation issues pertaining to access to health care services. The Captain, AI will organize and directs a progressive program for the custody, discipline, classification, treatment, employment and recreation of in Medical Housing. Interprets and carries out the policies of the Department of Corrections and Rehabilitation and of the institution. He/she serves as Chairperson of the Unit Classification Committee and organizes and conducts classification for the proper placement of incarcerated individuals in the educational, vocational, training and occupational programs. The Captain, AI, works directly with program staff. He/she also

interviews and counsels' incarcerated individuals on their personal problems and selects the incarcerated individual's to be reviewed by members of the classification committee and treatment of staff, and selectively reviews casework of Counselors, such as pre-release and board reports for qualitative improvement of case understanding and recording. As the administrator of a program living unit, he/she oversees the performance of all staff assigned to that unit, trains, supervises and evaluates the efforts of assigned Correctional Counselors and uniform staff. He/she recommends and supervises the maintenance of safe and sanitary living conditions within the unit. As the person with lead responsibility, he/she reviews and supervises inmate disciplinary actions in a manner which does not impact the effectiveness of training and treatment of the incarcerated population, makes determinations on difficult custodial problems and consults with institutional custodial experts for advice and assistance. He/she also establishes and maintains cooperative working relationships with other institutional staff and program areas. Will provide assistance to the Health Care Manager as necessary and appropriate on all issues of prison operation.

| % 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% | Responsible for assuring timely incarcerated patient access to health care by facilitating coordination and communication between custody, administrative and health care operations by monitoring compliance with priority medical ducat policies and procedures; reviewing ducating schedules to ensure they provide incarcerated person access to medical care; and monitoring the availability of custody staff to continue medical operations during normal program operations and during institution lockdowns. Reconciles the Post Assignment Schedule (budgeted number of positions) and Master Assignment Roster (scheduling of positions) to ensure custody positions established to provide access to health care services are appropriately assigned and meet incarcerated patient needs. Directs the custody oversight of all incarcerated persons transported off institutional grounds; reviews and completes CDCR 7252s determining the security requirements necessary to safely transport incarcerated persons, ensures timely health care operations and minimizes associated overtime costs. Coordinates security inspections of off-site health care operations to ensure the safety and security of staff and incarcerated patients. |
| 30% | Participates in institutional Classification Committees (ICC) and attends Interdisciplinary Treatment Team (IDTT) committees as needed with clinicians and classification staff to assist in the decision-making process regarding the identification of best placements for inmate-patients' treatment needs. Acts as liaison between health care and custody operations to ensure custody and classification actions are adhered to by the appropriate health care and custody staff. Participates in and may co-chair the Quality Management Committee and participates in Local Governing Body meetings. Attends (or designee attends) all meetings, discussions, and forums on issues impacting correctional support/custody operations of health care delivery, focusing on improving access to care. Participates in the monthly Emergency Response Review Committees and the Suicide Prevention Committees. Reviews and is responsible for maintaining Operational Procedures, DOM Supplements and Post Orders related to the Health Care Access Unit. Reviews and evaluates all Use of Force incidents/packages completed by the Health Care Access Unit and participates in executive Use of Force reviews as designated by the Warden. |
| 20% | Works with the Health Care Manager to identify potential deficiencies that may exist related to access to health care. Reviews all recommendations for new or revised policy/procedures related to access to health care and provides consultation regarding the impact upon custody support and health services operations. Serves as the liaison between Institution Health Care Services and Custody Operations to ensure effective communication channels remain open between all those involved. Meet as needed with the Associate Warden, Business Services and the HCM to ensure effective communication and resolve business-related issues occurring within Health Care Services., including fiscal reviews. |
| 10% | Assists the HCM in the coordination and monitoring of all health care related Court imposed remedial plans, settlement agreements or orders. Participates in the development and implementation of any required corrective action plans related to health care litigation issues. Works with the institution's Litigation Coordinator to monitor all institution health care related litigation issues, promotes litigation prevention, and provides assistance to the Warden and HCM relating to the review and monitoring of corrective action plans. Acts as a liaison between the |

| | |
|---|---|
| 5% | Health Care Manager and the Employee Relations Office regarding labor relations issues. Attend Labor/Management meetings with the Health Care Manager.<br><br>Participates as Institution Administrative Officer of the Day (AOD). Maintains a safe and secure environment following all safety and universal precautions; reports any unsafe equipment or situations and remains knowledgeable of emergency and fire procedures. Attends In-Service Training as required, insuring staff do the same. And, of course, performs other duties as required. 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 time sheets by the due date. 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. |

**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 |
|---|---|---|
| | | |

**CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION**

POSITION DUTY STATEMENT – Peace Officer

☐ PROPOSED

☒ CURRENT

| CDCR INSTITUTION OR HEADQUARTERS PROGRAM | POSITION NUMBER (Agency-Unit-Class-Serial) | | | |
|---|---|---|---|---|
| California Health Care Facility (CHCF) | 190-261-9646-XXX | | | |
| DIVISION / UNIT | CLASSIFICATION TITLE | | | |
| | Captain, Adult Institution | | | |
| | WORKING TITLE | | | |
| Division of Adult Institutions<br>Facilities C & D | Captain, Adult Institution | | | |
| | TIME BASE / TENURE | CBID | WWG | COI |
| | P/FT | M06 | E | Yes ☐ No ☒ |
| LOCATION | INCUMBENT | | EFFECTIVE DATE | |
| Stockton, CA | | | | |

**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.

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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**

You are a valued member of the department's team. You are expected to work cooperatively with team members and others to enable the department to provide the highest level of service possible. Your creativity and ingenuity are encouraged. Your efforts to treat others fairly, honestly, and with respect are critical to the success of the department's mission.

**GENERAL STATEMENT**

Under the direction of the Housing Associate Warden, the Captain, AI, plans, organizes and directs a progressive program for custody, discipline, classification, treatment, employment and recreation of incarcerated people in General Population (GP) and Outpatient Housing Unit (OHU) Correctional Treatment Center; interprets and carries out Departmental and local Institutional policies. The incumbent serves as Chairperson of the Unit Classification Committee, organizes and conducts classification for the proper placement of incarcerated people in the educational, vocational, training and occupational programs. The Captain, AI, works directly with program staff. The incumbent interviews and counsels incarcerated people on their personal problems and selects incarcerated people to be reviewed by members of the Classification Committee. The Captain, AI, selectively reviews casework of

Counselors, such as pre-release and board reports for qualitative improvement of case understanding and recording. As the manager of a program living unit, the incumbent oversees the performance of all staff assigned to that unit; to include training, supervising, and evaluating the efforts of assigned Correctional Counselors and Uniformed staff. The Captain, AI, recommends and supervises the maintenance of safe and sanitary living conditions within the unit. The Captain, AI, has lead responsibility in reviewing and supervising incarcerated people disciplinary actions in a manner which does not impact the effectiveness of training and treatment of incarcerated people. The Captain, AI, makes determinations on difficult custodial problems and consults with institutional custodial experts for advice and assistance. The incumbent also establishes and maintains cooperative working relationships with other institutional staff and program areas.

| % 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% | Serves as chairperson of various committees, such as classification and disciplinary, and ensure all decisions reached are consistent with departmental policy. |
| 25% | Plan, organize, and direct a program unit containing approximately 1,400 incarcerated people in all aspects of program functions: classification, disciplinary, and incarcerated people care. |
| 25% | Supervise and train custodial and security personnel, Lieutenants, Sergeants and Correctional Counselors in all aspects of prison management functions, including classification actions, disciplinary actions, incarcerated people care and custody |
| 10% | Oversee Facilities C and D to ensure staff assigned to the unit have participated in and received specialized training unique to that type of housing unit. Ensure all due process requirements are met relative to RHU placement of incarcerated people. Also, ensure incarcerated people meeting the criteria are housed appropriately |
| 5% | Prepare employee performance appraisals, corrective personnel actions, and related tasks. 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% | Participate as student and instructor in required training to maintain the effectiveness in peace officer standards, bi-yearly and quarterly qualifications of weapons training and chemical agents, and incarcerated people searches as required. 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.

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| 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*
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| SUPERVISOR'S NAME (Print) | SUPERVISOR'S SIGNATURE | DATE |
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| | | |

**CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION**

POSITION DUTY STATEMENT – Peace Officer

☐ PROPOSED

☒ CURRENT

| CDCR INSTITUTION OR HEADQUARTERS PROGRAM | POSITION NUMBER (Agency-Unit-Class-Serial) | | | |
|---|---|---|---|---|
| California Health Care Facility (CHCF) | 190-261-9646-XXX | | | |
| DIVISION / UNIT | CLASSIFICATION TITLE | | | |
| | Captain, Adult Institution | | | |
| | WORKING TITLE | | | |
| Division of Adult Institutions<br>Facility E | Captain, Adult Institution | | | |
| | TIME BASE / TENURE | CBID | WWG | COI |
| | P/FT | M06 | E | Yes ☐ No ☒ |
| LOCATION | INCUMBENT | | EFFECTIVE DATE | |
| Stockton, CA | | | | |

**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**

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**Commitment**

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**DIVISION OVERVIEW**

You are a valued member of the department's team. You are expected to work cooperatively with team members and others to enable the department to provide the highest level of service possible. Your creativity and ingenuity are encouraged. Your efforts to treat others fairly, honestly, and with respect are critical to the success of the department's mission.

**GENERAL STATEMENT**

The Captain, Facility E, under the direction of the Associate Warden, plans, organizes and directs a progressive program for the custody, discipline, classification, treatment, employment and recreation of incarcerated people in General Population (GP) and Restricted Housing Unit (RHU); interprets and carries out the policies of the Department of Corrections and Rehabilitation and of the institution. He/she serves as Chairperson of the Unit Classification Committee and organizes and conducts classification for the proper placement of incarcerated people in the educational, vocational, training and occupational programs. The Captain, Facility E, works directly with program staff. He/she also interviews and counsels the incarcerated person on their personal problems and selects incarcerated individuals to be reviewed by members of the classification committee and treatment of staff, and selectively

reviews casework of Counselors, such as pre-release and board reports for qualitative improvement of case understanding and recording. As the administrator of a program living unit, he/she oversees the performance of all staff assigned to that unit, trains, supervises and evaluates the efforts of assigned Correctional Counselors and uniform staff. He/she recommends and supervises the maintenance of safe and sanitary living conditions within the unit. As the person with lead responsibility, he/she reviews and supervises incarcerated individual disciplinary actions in a manner which does not impact the effectiveness of training and treatment of incarcerated people, makes determinations on difficult custodial problems and consults with institutional custodial experts for advice and assistance. He/she also establishes and maintains cooperative working relationships with other institutional staff and program areas. The captain reports to the Associate Warden of program services and is available for assignments 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. |
|---|---|
| 30% | Serves as chairperson of various committees, such as classification and disciplinary, and ensure all decisions reached are consistent with departmental policy. |
| 25% | Plan, organize, and direct a program unit containing approximately 1,400 incarcerated people in all aspects of program functions: classification, disciplinary, and incarcerated patient care. |
| 25% | Supervise and train custodial and security personnel, Lieutenants, Sergeants and Correctional Counselors in all aspects of prison management functions, including classification actions, disciplinary actions, incarcerated care and custody in GP and RHU. |
| 10% | Oversee the Restrictive Housing Unit and ensure all staff assigned to the unit have participated in and received specialized training unique to that type of housing unit. Ensure all due process requirements are met relative to RHU placement of incarcerated people. Also, ensure incarcerated individuals meet the criteria are housed in H-Dorm and rotated out by longevity in the dormitory setting. |
| 5% | Prepare employee performance appraisals, corrective personnel actions, and related tasks. Plan, organize, direct, and evaluate the work and performance of staff. 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% | Participate as student and instructor in required training to maintain the effectiveness in peace officer standards, bi-yearly and quarterly qualifications of weapons training and chemical agents, and incarcerated persons searches as required. Participates as Institution Administrative Officer of the Day (AOD). Maintains a safe and secure environment following all safety and universal precautions; reports any unsafe equipment or situations and remains knowledgeable of emergency and fire procedures. Attends In-Service Training as required, insuring staff do the same. And, of course, performs other duties as required. 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**

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| 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*
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| | | |

**CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION**

POSITION DUTY STATEMENT – Peace Officer

☐ PROPOSED

☒ CURRENT

| CDCR INSTITUTION OR HEADQUARTERS PROGRAM | POSITION NUMBER (Agency-Unit-Class-Serial) | | | |
|---|---|---|---|---|
| California Health Care Facility (CHCF) | 190-261-9646-XXX | | | |
| DIVISION / UNIT | CLASSIFICATION TITLE | | | |
| | Captain, Adult Institution | | | |
| | WORKING TITLE | | | |
| Division of Adult Institutions<br>Health Care Access | Captain, Adult Institution | | | |
| | TIME BASE / TENURE | CBID | WWG | COI |
| | P/FT | M06 | E | Yes ☐ No ☒ |
| LOCATION | INCUMBENT | | EFFECTIVE DATE | |
| Stockton, CA | | | | |

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**DIVISION OVERVIEW**

You are a valued member of the department's team. You are expected to work cooperatively with team members and others to enable the department to provide the highest level of service possible. Your creativity and ingenuity are encouraged. Your efforts to treat others fairly, honestly, and with respect are critical to the success of the department's mission.

**GENERAL STATEMENT**

The Captain, AI, under the direction of the Associate Warden, plans, organizes and directs a progressive program for the custody, discipline, classification, treatment, employment and recreation of incarcerated people in General Population (GP) and Restrictive Housing Unit (RHU); interprets and carries out the policies of the Department of Corrections and Rehabilitation and of the institution. He/she serves as Chairperson of the Unit Classification Committee and organizes and conducts classification for the proper placement of incarcerated person in the educational, vocational, training and occupational programs. The Captain, AI, works directly with program staff. He/she also interviews and counsels incarcerated people on their personal problems and selects incarcerated people to be reviewed by members of the classification committee and treatment of staff, selectively reviews casework

of Counselors, such as pre-release and board reports for qualitative improvement of case understanding and recording. As the administrator of a program living unit, he/she oversees the performance of all staff assigned to that unit, trains, supervises and evaluates the efforts of assigned Correctional Counselors and uniform staff. He/she recommends and supervises the maintenance of safe and sanitary living conditions within the unit. As the person with lead responsibility, he/she reviews and supervises incarcerated person disciplinary actions in a manner which does not impact the effectiveness of training and treatment of incarcerated person, makes determinations on difficult custodial problems and consults with institutional custodial experts for advice and assistance. He/she also establishes and maintains cooperative working relationships with other institutional staff and program areas. The captain reports to the Associate Warden of program services and is available for assignments as needed. Acts as the PREA Compliance Manager for the Institution to include receiving notification for all allegations of PREA incidents, provide required reports to HQ, conduct necessary follow-up for Reception Center incarcerated person within 30 days of arrival, ensure Protection Against Retaliation processes are assigned and documented, act as a member of the PREA Institutional Review Committee, lead preparation for PREA audits, and attend meetings and training related to PREA policies.

| % 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% | Serves as chairperson of various committees, such as classification and disciplinary, and ensure all decisions reached are consistent with departmental policy. |
| 25% | Plan, organize, and direct a program unit containing approximately 1,400 incarcerated people in all aspects of program functions: classification, disciplinary, and incarcerated person care. |
| 25% | Supervise and train custodial and security personnel, Lieutenants, Sergeants and Correctional Counselors in all aspects of prison management functions, including classification actions, disciplinary actions, inmate care and custody in GP and RHU. |
| 10% | Oversee the Restrictive Housing Unit and ensure all staff assigned to the unit have participated in and received specialized training unique to that type of housing unit. Ensure all due process requirements are met relative to RHU placement of incarcerated person. Also, ensure incarcerated person meeting the criteria are housed in H-Dorm and rotated out by longevity in the dormitory setting. |
| 5% | Prepare employee performance appraisals, corrective personnel actions, and related tasks. 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% | Participate as student and instructor in required training to maintain effectiveness in peace officer standards, bi-yearly and quarterly qualifications of weapons training and chemical agents, and incarcerated person searches as required. 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 time sheets 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 |
| --- | --- | --- |
| | | |

**CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION**

POSITION DUTY STATEMENT – Peace Officer

☐ PROPOSED

☒ CURRENT

| CDCR INSTITUTION OR HEADQUARTERS PROGRAM | POSITION NUMBER (Agency-Unit-Class-Serial) | | | |
|---|---|---|---|---|
| California Health Care Facility (CHCF) | 190-261-9646-XXX | | | |
| DIVISION / UNIT | CLASSIFICATION TITLE | | | |
| | Captain, Adult Institution | | | |
| | WORKING TITLE | | | |
| Division of Adult Institutions<br>Central Services | Captain, Adult Institution | | | |
| | TIME BASE / TENURE | CBID | WWG | COI |
| | P/FT | M06 | E | Yes ☐ No ☐ |
| LOCATION | INCUMBENT | | EFFECTIVE DATE | |
| Stockton, CA | | | | |

**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**

You are a valued member of the department's team. You are expected to work cooperatively with team members and others to enable the department to provide the highest level of service possible. Your creativity and ingenuity are encouraged. Your efforts to treat others fairly, honestly, and with respect are critical to the success of the department's mission.

**GENERAL STATEMENT**

Under the supervision of the Associate Warden, Central Services, the Captain is expected to have a thorough working knowledge of the laws, rules, regulations, policies, procedures, practices and Post Orders that impact your ability to perform the duties of a Captain. The Captain is responsible for the planning and assigning of work duties and directing of custodial staff, including corrective action when required. Through subordinate employees, the Captain shall prepare and review operational procedures as directed. Ensure that employees, visitors, the public and incarcerated persons are not subjected to any form of unlawful discrimination, including harassment, on the basis of race, religious creed, color national origin, ancestry, physical handicap, marital status, sex, age

or sexual orientation. Take corrective action, if applicable when any employees, visitors, the public or incarcerated persons are subjected to any form of discrimination. The Custody Captain is responsible for the Watch Office/Central Services, Visiting/ Mail and the Personnel Assignment Unit. Act as the PREA Compliance Manager for the Institution.

| % 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% | Planning, directing, and supervising a large number of custody staff Conduct security audits, oversees required drills (fire, Lethal Electrified Fence (LEF), escape prevention, etc.) and take appropriate correction action. Completes annual policy/procedure and post order reviews. Respond to staff grievances and incarcerated person appeals. |
| 30% | Maintains lines of communication between correctional staff and other departments. Develops and cultivates strong custody values and interpersonal relationships among the various departments. Reviews all gate clearances for non-CDCR staff. Coordinate efforts and provide In-Service Training to staff, complete Annual Performance, sick leave management duties and initiate staff discipline as required. |
| 15% | Frequent inspections of all Central Operations areas. Periodic inspections of all other areas of the institution ensuring security and custody concerns are met. Monitor and ensure incarcerated persons visiting operations operates efficiently. Supervises all functions of the mailroom including the review of denied mail |
| 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. |
| 10% | Act as the PREA Compliance Manager for the Institution to include receiving notification for all allegations of PREA incidents, provide required reports to HQ, conduct necessary follow-up for Reception Center incarcerated persons within 30 days of arrival, ensure Protection Against Retaliation processes are assigned and documented, act as a member of the PREA Institutional Review Committee, lead preparation for PREA audits, and attend meetings and training related to PREA policies. 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. |

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| SUPERVISOR'S NAME (Print) | SUPERVISOR'S SIGNATURE | DATE |
| | | |