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 Institution for Women	086-XXX-9659-XXX			
DIVISION / UNIT	CLASSIFICATION TITLE			
	Correctional Sergeant			
	WORKING TITLE			
Division of Adult Institutions	Correctional Sergeant			
	TIME BASE / TENURE	CBID	WWG	COI
	FT	S06	2	Yes ☐ No ☒
LOCATION	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

GENERAL STATEMENT

Under the direction of the Correctional Lieutenant, the Correctional Sergeant is responsible for the supervision and training of Correctional Officers and the development of all Housing and Custody Operations. Responsible for the overall supervision of unit incarcerated individuals and work crew incarcerated individuals. Conduct periodic timecard audits to ensure work incentive standards are met. Investigate, review and process incarcerate individual appeals in a timely manner. Conduct inspections and security tours and observe the performance and operation of all assigned Correctional Officers. Review and prepare written reports. Supervise and review and affix signature to Fair Labor Standards Act Sign-In and Sign-Out Sheets for all assigned staff, verifying sign-in and sign-out of staff, for regular shifts and overtime. Ensure that no unauthorized persons enter or exit the institution and prevent the introduction of contraband into the institution. Ensure Correctional Officers report to work in proper uniform with required equipment. Supervise the process of incarcerated individuals entering and exiting the institution. Ensure accurate

accountability of incarcerated individual movement, verified by scheduled counts and emergency counts as needed. Instructs and assists with In-Service Training classes, evaluates staff performance and takes or recommends appropriate action.

% 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%	Supervises the work of Correctional Officers in the safe custody, discipline, and welfare of incarcerated individuals on an assigned watch or in the assigned area. Supervise and review and affix signature to Fair Labor Standards Act Sign-In and Sign-Out Sheets for all assigned staff, verifying sign-in and sign-out of staff, for regular shifts and overtime. Assigns and reviews the work of Correctional Officers assigned. Conduct inspection to ensure that Correctional Officers are alert in the performance of their duties and adhere to policies and procedures. Directs the inspection of quarters of incarcerated individuals for contraband, sanitary conditions, and orderliness. Advise issues and problems to supervisors and management regarding issues concerning staff and incarcerated individuals. Take, receive, and check periodic counts of incarcerated individuals. Examines incoming and outgoing mail.
30%	Direct, supervise, train and monitor work activities of Correctional Officers. Develop procedures, review and update local operations supplements and posts orders; provides on-the-job training for Correctional Officer staff; promotes acceptable attitudes and behavior of incarcerated individuals. Prepare and review performance evaluations; conduct meetings with staff to disseminate information, policy and procedural changes; review and interpret policy changes, new policies, etc. Review attendance records to ensure accuracy and compliance with the Federal Labor Standards Act.
20%	Reports rules and regulations, infractions and irregular or suspicious occurrences and takes or recommends appropriate action. Maintain records and prepare reports as required. Prepare and review written reports affecting designated areas, documenting incidents. Set up and conduct institutional counts. Presiding over disciplinary hearings for administrative rules violation reports as assigned. Review incarcerated individual Work Incentive Program documentation completed by staff in designated areas.
15%	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%	Attend staff meetings and conferences as required. Responsible for meeting yearly In-Service Training requirements and for obtaining On-the-Job Training as needed. Assist with special projects and perform other duties as required. 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.

CONSEQUENCE OF ERROR

- Example: 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