CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION
POSITION DUTY STATEMENT

☐ PROPOSED

☒ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM	POSITION NUMBER (Agency-Unit-Class-Serial)			
California State Prison, Sacramento	284-207/209-9659-XXX			
DIVISION / UNIT	CLASSIFICATION TITLE			
	Correctional Sergeant			
	WORKING TITLE			
Custody/Facilities	TIME BASE / TENURE	CBID	WWG	COI
	FT	S06	2	Yes ☐ No ☒
LOCATION	INCUMBENT		EFFECTIVE DATE	
Represa, CA 95761				

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.

DIVISION OVERVIEW

GENERAL STATEMENT

Under the direct supervision of the Correctional Lieutenant and the indirect supervision of the Correctional Captain, the Sergeant is responsible for the safety, security, and operation of the correctional facility, including the arsenal, dining room, kitchen, visiting room, cell blocks, storeroom, receiving and release unit, or control room. The Sergeant is responsible for the direct supervision of Correctional Officers and incarcerated people. This position supervises custody staff working with incarcerated people in the Mental Health Services Delivery System. You have a key role in ensuring collaboration between custody, nursing and mental health staff. You shall ensure assigned staff assigned staff are utilizing de-escalation techniques, show a willingness to motivate inmates to attend all out of cell activities, and are collaborating across disciplines, etc.

% 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.
40%	Supervises the work of Correctional Officers in the safe custody, discipline, and welfare of incarcerated people on an assigned watch or in a major area; calls roll of Correctional Officers supervised; makes inspection tours to see that Correctional Officers are alert and diligent in the performance of their duties; conveys to superior complaints made by Correctional Officers and inmates; takes, receives, and checks periodic counts of incarcerated people; directs the inspection of quarters of incarcerated people for contraband, sanitary conditions, and orderliness; examines incoming and outgoing mail; receives, checks, and issues guns, ammunition, and other supplies and equipment; may participate as a leader in the group treatment program for incarcerated people.

25%	Develops procedures and post orders; provides on-the-job training for Correctional Officer staff; promotes acceptable attitudes and behavior of incarcerated people; rates incarcerated people on conduct and productivity; directs visits to inmates and makes arrangements for showing visitors about the facility; reports infractions of rules and regulations and irregular or suspicious occurrences and takes or recommends appropriate action; prevents escapes and injury by incarcerated people to themselves and to property.
20%	Complete special projects as assigned by the Facility Lieutenant, custody Captain, or Warden. Develop new or update Department Operations Manual supplements, lesson plans, Operational Procedures, institutional policies, and memoranda.
5%	Generate purchase orders, supply orders, and maintenance work requests. Maintain logs, files, inventories and training schedules. Attend a combination of 40 hours In-Service Training/On-the-Job Training annually.
5%	**Personnel Management:** 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%	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 incarcerated people, 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 Departmental 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 time line 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

NON-ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO, THE FOLLOWING. Other duties may be assigned.

SUPERVISORY RESPONSIBILITIES: Directly supervises two Correctional Officers.

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 accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE: **Either I**: One year of experience in the California state service performing the duties of a Correctional Program Supervisor I. **Or II:** Two years of experience in the California state service performing duties comparable to those of a Correctional Officer, Group Supervisor, or Youth Counselor.

LANGUAGE SKILLS: Speak and write effectively; maintain records and prepare reports.

MATHEMATICAL SKILLS: Ability to make arithmetical computations; including the ability to add, subtract, multiply, and divide using whole numbers and common fractions.

REASONING ABILITY: Ability to plan, assign, and direct the work of a large force of correctional personnel; plan, organize, and administer the custodial operation of an institution; think and act quickly in emergencies; analyze situations accurately and adopt an effective course of action.

CERTIFICATES, LICENSES, REGISTRATIONS: None

OTHER SKILLS AND ABILITIES: Ability to enforce rules and regulations with firmness, tact, and impartiality; promote socially acceptable attitudes and behavior among inmates; establish and maintain cooperative relations with persons interested in correctional programs.

Knowledge of principles and practices of correctional administration and criminology; methods of discipline, and the attitudes, problems, and behavior of persons under restraint; care and use of firearms; job requirements and work performed by incarcerated people of a penal institution; business principles and problems involved in the administration and supervision of institutions and prison camps; principles of personnel management, supervision, and training; sanitation, health, and safety standards and State laws pertaining thereto; purposes, activities, regulations, policies and functions of the California Department of Corrections and the term-setting authorities; State laws pertaining to criminal activities.

SPECIAL PERSONAL CHARACTERISTICS: Emotional stability and maturity; sympathetic and objective understanding of persons under restraint; satisfactory record as a law-abiding citizen; leadership ability; tact; good personal and social adjustment for correctional work; neat personal appearance; courage; alertness; willingness to work at night and report for duty at any time emergencies arise; normal hearing; sound physical condition; strength; endurance; and agility.

OTHER QUALIFICATIONS:
Background Investigation: Successful 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 persons 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.
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 is a requirement for permanent status in this class.
Citizenship Requirement: United States citizen or a permanent resident alien who is eligible and has applied for United States citizenship.

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 accommodations may be made to enable individuals with disabilities to perform the essential functions.

The following is a definition of the on-the-job time spent in physical activities:

Constantly: Involves 2/3 or more of a workday
Frequently: Involves 1/3 to 2/3 of workday
Occasionally: Involves 1/3 or less of workday
N/A: Activity or condition is not applicable

Standing: Occasionally - must be able to stand in a confined space for long periods of time while speaking or giving prepared lectures to staff, observing incarcerated people and staff activities, and performing inspections.
Walking: Occasionally - walks to other offices to attend meetings, or to the various facilities to perform inspections, or to speak with staff.
Running: Occasionally - must be able to run in an all-out effort while responding to an alarm or serious incidents. Distances vary from a few yards up to 400 yards. May include up and or down stairs, across grass with sprinkler heads and gopher holes, cement, dirt and asphalt in wet and dry conditions.
Sitting: Frequently to Constantly - sits at meetings and while performing paperwork. There is flexibility for movement on a frequent basis to break sitting with standing and walking.
Lifting/Carrying: Occasionally - lifts paperwork and files weighing from up to five pounds. He/she will occasionally lift binders of information. Emergency situations may involve lifting and/or physically restraining an individual including wrestling them to the floor. Must be able to drag or carry items weighing between 80 and 400 pounds in very cramped spaces with the assistance of other individuals working simultaneously.
Stooping/Bending: Occasionally - must bend or stoop when inspecting cells or conducting full body searches of incarcerated people, and when accessing forms under a counter or supplies or files on a lower shelf or from a lower drawer. Slight bending at the waist and neck occurs on a frequent basis throughout the day such as needed to bend over the desk to use the computer, to perform paperwork duties, or file documents.
Reaching in Front of Body: Frequently - reaches forward to access a computer terminal, a 10 key, or telephone. He/she will reach when operating a photocopier, pulling files, issuing keys and equipment, searching incarcerated people.
Reaching Overhead: Occasionally - may reach overhead to a five-shelf vertical file. Must be able to reach overhead to access lights, ceiling panels, lockers, when searching for contraband.
Climbing: Occasionally - climbs steps/ladders throughout the institution during inspections and regular work responsibilities. Must be able to ascend/descend or climb a series of steps/stairs, several tiers of stairs or ladders to gain access to roofs or towers.
Balancing: N/A
Pushing/Pulling: Occasionally - must be able to push/pull while opening and closing locked gates and cell doors. Pushing and pulling may occur during an altercation or the restraint of an inmate. May push and pull on desk drawers, binders, and individual files.
Crawling/Kneeling/Crouching: Occasionally - may choose to kneel when accessing information from a bottom drawer or shelf. Must to be able to crouch while firing a weapon or conducting searches.
Fine Finger Dexterity: Frequently - utilizes fine-finger dexterity when sorting through paper, inputting information to the computer, or operating a 10 key.
Hand/Wrist Movement: Frequently to Constantly - must be able to move/use as well as grasp, squeeze and rotate with their hands and wrists (independently of each other); this includes, but is not limited to, loading weapons, applying/removing restraints, sorting papers, looking through files, answering telephones, photocopying, entering and retrieving data from the computer, or making handwritten notes.
Head/Neck Movement: Frequently to Constantly - must be able to move side to side as well as flexing downward and backward; movements may become awkward while conducting searches in cramped spaces.
Driving Cars/Trucks/Forklifts or Other Moving Equipment: Occasionally - drives to meetings and seminars off-site, as well as throughout the institution.
Hearing/Speech: Necessary for conferring with personnel in charge of the varied administrative and custody duties. Must be able to detect subtle changes in noise level.
Sight: Necessary to perform regular work activities. Must be able to visually identify diminutive weapons held by inmates at great distances and to be able to respond to any part of the institution to assume responsibility for observing and directing the response of staff to emergency situations and crises that could involve combative situations requiring the use of lethal force. Must be visually able to accurately shoot a weapon anywhere in the yard.
Bracing: Occasionally - must be able to brace oneself while restraining an inmate, during an altercation, or while performing a body search.
Pressing: Occasionally - must be able to press with legs and feet while lifting and driving (i.e., pressing gas or brake).
Twisting of the Body: Occasionally - must have overall body flexibility as well as be able to twist their body in all directions while performing their regular duties. Twisting may take place in awkward positions, while conducting body search of incarcerated person or cell search in a cramped space.

Mental Demands: Correctional Sergeants must be alert and must have the ability to sustain their alertness over an 8-hour work day or longer if overtime is required. Correctional Sergeants are at risk by aggressive or combative incarcerated persons of physical violence at all times in a correctional institution; by physical attack including verbal abuse/harassment by inmates or physical attack including violence between inmates.

Correctional Sergeants must be able to make decisions rapidly and correctly and respond in life threatening situations. Correctional Sergeants must be able to shoot to kill if necessary. Correctional Sergeants may be exposed to unpleasant situations including inmates who have attempted or committed suicide by hanging themselves in their cells or slashing their wrists; gassings or having body fluids thrown on them; etc.

Correctional Sergeants must be able to perform the full range of duties and assignments described herein and cannot count on the same daily routine of duties.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

May be exposed to contagious life threatening diseases such as AIDS/HIV, Hepatitis, Tuberculosis, and other communicable diseases.

Frequently works in a temperature controlled office space with florescent lighting, linoleum covered flooring. While performing inspections, he/she may occasionally be exposed to fumes, outdoor weather conditions, temperature extremes, high noise levels, significant vibration, and moving mechanical parts. In addition, while walking throughout the institution, the employee will be working on surfaces including dirt, asphalt, grass, concrete, steel staircases, kitchen areas, tile/linoleum covered floors, on paved and unpaved uneven terrain. Areas may become slippery due to weather or spillage of liquids and grease.

MACHINES, TOOLS, EQUIPMENT, AND WORK-AIDS: Personal computer, photocopier, calculator, telephone, fax machine, and the usual office supplies. Equipment that can be utilized by a Correctional Sergeant includes a two-way hand held radio, side-handle baton, binoculars, flashlights, large cell and door keys, clipboards, hand trucks or dollies, whistles, riot equipment, various types of restraint devices, shot guns, high powered rifles, and handguns.

COMMENTS: Work hours are flexible. There are three basic shifts or watches during a 24-hour period. These shifts are or watches are identified as first, second, and third watch. Shift time frames are generally:

0600 to 1400 (second watch)
1400 to 2200 (third watch)
2200 to 0600 (first watch)

Overtime ranges from occasional to excessive under certain circumstances and may be mandatory.

All “uniformed” staff must wear uniforms consisting of shirt, pant, regulation cap, badge, boot (high or low top with nonskid sole), waist belt (approximately eight pounds) with radio, flashlight, keys, handcuffs, etc.

In the Administrative Segregation Unit all staff must wear titanium (stab proof) vests and side handle batons.

Must be familiar with all weapons currently in use by the Department of Corrections. Must be range-qualified with all weapons yearly.

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

GENERAL POST ORDER ADDENDUM

Reasonable Modification/Accommodation: Reasonable modification or accommodation is the process of modifying policy, procedure, physical plant, etc. to facilitate access to programs, services, and activities of the Department. The Armstrong Remedial Plan (ARP) provides that such requests may be denied only if one or more of the following four defenses apply:

1. Legitimate Penological Interest
2. Undue Burden and Fundamental Alteration
3. Direct Threat
4. Equally Effective Means

These defenses are derived from the Americans with Disabilities Act (ADA) and from the 1987 United State Supreme Court decision in Turner v. Safley. Staff should consult ARP II.H, Justification for Denial of Requests for Reasonable Accommodation for detail on the applicability of these defenses. If CDCR staff denies requests for reasonable modification or accommodation where these defenses do not apply, the denial may not be legally defensible and the CDCR will continue to be deficient with respect to compliance with federal law federal court order.

Equally Effective Communication: The ARP and the ADA require public agencies to ensure equally effective communication with incarcerated people, in particular where important interests such as due process, health care delivery, legal, etc. are at stake. In these instances, the ADA requires public agencies to give primary consideration to the preferred method of communication of the individual with a disability. Staff is required to dedicate additional time and/or resources as needed to ensure equally effective communication with incarcerated people who have communication barriers such as hearing, vision, speech, learning, or developmental disabilities. Incarcerated persons with severe hearing impairments who rely on sign language for effective communication have been most underserved in this area. It is my expectation that Division of Adult Institutions staff will take necessary steps to obtain the services of a qualified sign language interpreter for communications that involve due process, appeals, notice of conditions of parole, classification committee hearings, etc.; attempting to use written communication for these contacts violates the ARP and the ADA. The ARP and CDCR policy require staff to document their determination that the inmate understood the communication, the basis for the determination, and how the determination was made. A good technique is asking the incarcerated person to explain what was communicated in his or her own words.

Tracking: The ARP requires Classification and Parole Representatives (C&PR) and Reception Center Correctional Counselors-III (RC CC-III) to develop local procedures for tracking inmates with disabilities based upon the CDC Form 1845. Deputy Director Memorandum 159/03, dated November 25, 2003, implemented the *Armstrong Clark* Tracking System (ACTS) and requires all institutions to use this system for tracking all inmates with Developmental Disability Placement (DDP) and DDP codes. The ACTS was designed to work in conjunction with the CDC 1845, rev. 01/04, and includes fields dedicated for entering and reporting housing restrictions such as lower bed/lower tier housing, accommodations for effective communication, and prescribed health care appliances. The C&PRs and RC CC-IIIs are required to distribute the rosters to housing units, custody supervisors, correctional counselors, etc. It is my expectation that custody supervisors will ensure ACTS rosters are used to identify with housing restrictions and ensure they are housed appropriately. Staff shall also use ACTS rosters to identify effective communication needs, in particular the need for a sign language interpreter.

Incarcerated People with Housing Restrictions: The ARP requires doctors to generate chronos with physical limitations for inmates verified with certain CDC 1845 disabilities. These limitations often involve housing restrictions. It is custody staff's responsibility to ensure inmates are housed consistent with housing restrictions; therefore, institutions shall establish local procedures to ensure chronos with housing restrictions are forwarded to the C&PR/RC CC-III and to the custody supervisor responsible for inmate housing. If the inmate has a DDP code, the C&PR/RC CC-III or designee shall update the housing restriction information in the ACTS. The custody supervisor shall conduct bed moves if necessary to accommodate the inmate expeditiously according to the documented housing restrictions. Also, custody supervisors shall train housing officers to report all cases where incarcerated people are not housed consistent with documented housing restrictions.

Prescribed Health Care Appliances: The ARP IV.F.3. provides that incarcerated people shall not be deprived of appliances that were properly obtained while in CDCR custody unless for documented safety or security reasons or a physician determines it is no longer necessary or appropriate. Unless an incarcerated person misuses a prescribed appliance in a manner that threatens safety or security, there is no legally defensible reason for custody staff to take it away after the custody captain or designee has reviewed it for safety and security concerns and approved it.