CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT – Peace Officer

[X] PROPOSED

[X] CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM	POSITION NUMBER (Agency-Unit-Class-Serial)			
Sierra Conservation Center	099-618-9656-001			
DIVISION / UNIT	CLASSIFICATION TITLE			
	Correctional Lieutenant			
	WORKING TITLE			
Camp Division/Ishi Conservation Camp	Camp Commander			
	TIME BASE / TENURE	CBID	WWG	COI
	P/FT	S06	2	Yes ☐ No ☒
LOCATION	INCUMBENT		EFFECTIVE DATE	
Paynes Creek, California			9/17/2026	

CDCR'S MISSION, VISION and COMMITEMENT

Mission

To facilitate the successful reintegration of the individuals in our care back to their communities equipped with the tools to be drug-free, healthy, and employable members of society by providing education, treatment, rehabilitative, and restorative justice programs, all in a safe and humane environment.

Vision

We enhance public safety and promote successful community reintegration through education, treatment, and active participation in rehabilitative and restorative justice programs.

Commitment

CDCR and CCHCS are committed to transforming the correctional landscape to create safer, more professional, and more fulfilling environments for our employees, the incarcerated population, and those supervised in our communities. Through systemwide improvements grounded in proven and emerging practices, we aim to strengthen rehabilitation, enhance workplace satisfaction, and support successful reentry into the community through our institutions, parole, and community partnerships. Our shared mission is to promote safety, wellness, and human dignity while fostering positive change for all those who live and work within our institutions and communities.

CDCR and CCHCS are committed to building an inclusive respectful workplace. We are determined to attract and hire candidates from all communities and empower employees from a variety of backgrounds, perspectives, and personal experiences. We are proud to foster inclusion and drive collaborative efforts at all levels of the Department.

CDCR and CCHCS strive to collaborate with the community to enhance public safety and promote successful community reintegration through education, treatment and active participation in rehabilitative and restorative justice programs. Incumbents establish and maintain cooperative working relationships within the department, other governmental agencies, health care partners, and communities.

DIVISION OVERVIEW

The primary mission of SCC is to provide housing, programs and services for minimum and medium custody incarcerated individuals, to aid in their rehabilitation. SCC is responsible for the training and placement of incarcerated individuals in the Conservation Camp Program. SCC administers 27 camps which are located statewide throughout California.

Each of the 27 Conservation Camps are a self-contained "prison without walls." The camps are sited in rural or wilderness areas for fire suppression. Incarcerated individuals assigned to camps are dispatched to fight wild land fires and other emergencies when needed and a variety of community work projects. This results in a tremendous cost savings to taxpayers of the State of California.

GENERAL STATEMENT

Under the direction of the Captain, the Camp Commander is responsible for the operation and management of the camp including the custody, discipline and welfare of the incarcerated individuals. The Camp Commander is responsible for directing all incarcerated individual programs including feeding, housing, housekeeping, laundry, medical/dental, counseling, disciplinary, canteen, hobby, recreation, mail, visiting, education, religion, and assignments. The position requires that the Camp Commander maintain a close liaison with the CALFIRE staff, local law enforcement agencies, local government and community organizations to ensure cooperation, support, and effective communications to facilitate the custody of incarcerated individuals and the camp conservation program. The Camp Commanders primary role is maintenance of a safe and secure environment for the incarcerated individuals, staff and public. The Camp Commander is responsible for scheduling and training of all BU6 staff. The Camp Commander is also responsible for maintaining accountability for all keys, radios, tools, security equipment and maintenance, and weapons and weapon equipment. The position is responsible for the direction and supervision of the Correctional Sergeant(s), Correctional Officers, and incarcerated individuals assigned to the camp.

% 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.
25%	Supervision and Training - Direct and monitor the work of subordinates and ensure that management objectives are met. Ensure that staff is trained on CDCR/SCC policies and procedures and provide timely, constructive performance evaluations, and re-training as needed. Prepare disciplinary reports. Participate in camp commander training and cross train with other state and local agencies as appropriate. Ensure security is being adhered to on incarcerated individual work assignments, off ground events, special camp activities, and day-to-day operations. Responsible for accountability of all security related equipment, keys, radios, weapons and weapons equipment. Document and enforce camp policies for searches of camp grounds, vehicles, and incarcerated individuals. Provide training and support for supervisor(s) on Workforce Telestaff. Contraband storage and removal. Enforce routine telephone call monitoring of incarcerated individuals and that staff are conducting daily searches of living units and grounds. Responsible for random drug testing of the incarcerated individual population. Facilitate appropriate program changes, resolve problems and enhance staff working relationships.
20%	Scheduling/Attendance – Serves as the Scheduling Officer/Master Scheduler. Responsible for Workforce Telestaff database and all scheduling of BU6 staff. Ensure the Workforce Telestaff database is accurate and kept up to date. Review daily sign in sheets for accuracy. Review and approve all work assignments, shift schedules and requests for leave or vacation. Communicate regularly with Personnel on issues pertaining to leave balances, FMLA cases, etc. Responsible for shift coverage and staff coverage of regular operations, special events or emergencies.
15%	Incarcerated individual Contact - Be available to incarcerated individuals to answer questions and resolve problems. Counsel incarcerated individuals regarding work or behavior problems. Investigate incidents and prepare reports. Adjudicate serious and administrative disciplinary charges as the Senior Hearing Officer. Respond to incarcerated individual appeals.
15%	Liaison with Other Agencies - Maintain positive communication with contracting agencies (CALFIRE/County Agencies), law enforcement entities, media, volunteers, other local government and private organizations that interact and/or provide services to the camp facility. Develop communication with the public to ensure the safety of the community and increase awareness of the camp program and its benefits. Perform as liaison for fire, flood and other multi-agency operations. Direct operations in disturbances, escapes, medical emergencies, etc.
10%	Administrative Functions – Review and update duty statements and performance standards. Meet regularly with staff to disseminate information, receive program feedback, establish new or revise policies and procedures. Evaluate staff job performance and identify staff training needs. Monitor staff to ensure they are wearing required equipment and that they are performing their duties pursuant to policy, procedure and bargaining unit contract provisions. When assigned, conduct investigations, fact finding, and facility tours. Use the Progressive Discipline System when required and assist subordinate supervisors with applying the system. Recruit and hire staff pursuant to policy. Maintain a system for recognizing staff for positive job performance and assisting staff in preparing for promotional examinations and professional development. Prepare and maintain records, reports, FC77 packages and activity schedules. Review, plan, and monitor budgets for food, recreation, etc. Monitor

	payroll, inventory, and camp expenditures. Serve on tasks forces, committees, and work groups. Responsible for monthly reports, drug testing report and fire drills. Track incident reports and ensure they are being completed according to policy.
10%	Safety and Welfare - Inspect camp facilities to ensure that safety and sanitation standards are met. Utilize the expertise of the Correctional Supervising Cook and the Stationary Engineer to ensure kitchen, laundry, and mechanical equipment are in good working order and standards for sanitation and safety are maintained. Ensure the Injury and Illness Prevention Program (IIPP) is utilized, and Department of Health standards are met. Direct Escape Command functions. Participate in group disturbances, escapes and other emergencies which may involve Use of Force and physically demanding situations.
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 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