CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT – Peace Officer

[X] PROPOSED

[ ] CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM	POSITION NUMBER (Agency-Unit-Class-Serial)			
Sierra Conservation Center	099-605-9662-VAR			
DIVISION / UNIT	CLASSIFICATION TITLE			
	Correctional Officer			
	WORKING TITLE			
Camp Division/Miramonte Conservation Camp	Camp Correctional Officer			
	TIME BASE / TENURE	CBID	WWG	COI
	LT/FT	R06	2	Yes ☐ No ☒
LOCATION	INCUMBENT		EFFECTIVE DATE	
Miramonte, 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 incarcerated persons, to aid in their rehabilitation. SCC is responsible for the training and placement of incarcerated persons 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 persons 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 supervision of the Assistant Camp Commander, the Correctional Officer is responsible for the custody, supervision, security, health and welfare of the incarcerated persons population and care of equipment, as well as the security coverage of the camp facility and boundaries. Actively support the vision and mission of CDCR by promoting a rehabilitative environment. Utilize skills consistent with CDCR to provide a safe environment. The Correctional Officer shall conduct duties in a professional manner at all times consistent with California Code of Regulation 3391, Employee Conduct, and keep immediate supervisor informed of any unusual or emergency situations as they occur.

% 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%	Maintain the security of the facility and all areas within the limits of the facility. Supervise the incarcerated populations' safety and custody. Document incarcerated persons violations of the California Code of Regulations, consistent with progressive discipline. Transport incarcerated persons between facilities and institutions. Establish, define, and inform the incarcerated population of boundaries when on crew projects, fires, and emergency assignments. Know and expedite escape procedures in the absence of a supervisor. Maintain procedures for incoming and outgoing incarcerated persons property. Ensure the incarcerated person's personal property is marked for identification and that personal and state issued property does not exceed allowable limits. Arrange to have excess property sent home or disposed of. Ensure the incarcerated population adheres to grooming and dress standards.
30%	Count the incarcerated population and inspect the facility and equipment daily, as directed in post orders. Inspect incarcerated persons work and living areas periodically during shift and report discrepancies and contraband violations to supervisor. Follow all safety procedures at all times and report any safety issues immediately to a supervisor when they are discovered. Report any injuries to a supervisor prior to going off-shift. Ensure a SCIF form is completed for any injuries and submitted to the Return-to-Work Coordinator. Assist in maintaining accurate bed assignments. Correct and/or remove defective equipment and property. Ensure sanitary standards are adhered to.
15%	Complete all assigned logs daily during shift, i.e., Security Inspection/Search Log, Vehicle Log, Camp Register, and any other pertinent logs designated by supervisor. Complete fence and security check daily during shift and prepare any forms and documents regarding transportation as directed by post orders or supervisor. Inventory chemical agents and security equipment.
10%	Develop rapport with other agencies (CALFIRE/County Agencies) and local law enforcement to establish positive working relationships. Develop communication with the public to ensure the safety of the community and increase awareness of the camp program and its benefits. Orientate vendors in regard to contacts with the incarcerated population while at the camp facility. Report to camp immediately when called at home for fire/flood duty. Maintain all necessary clothing and equipment in case you are assigned to a Strike Team out of county. Report to camp in case of escape duty, sick leave coverage, vacant positions, and emergency transports. Attend and participate in all training meetings and scheduled classes. Know the camps IIPP and the location of the MSDS. Obtain knowledge of current SOMS system, grievance system, and follow all camp and departmental policies, procedures, memos and directives.
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