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	099-611-9659-001			
DIVISION / UNIT	CLASSIFICATION TITLE			
	Correctional Sergeant			
	WORKING TITLE			
	Assistant Camp Commander			
Camp Division/Acton Conservation Camp	TIME BASE / TENURE	CBID	WWG	COI
	LT/FT	S06	2	Yes ☐ No ☒
LOCATION	INCUMBENT		EFFECTIVE DATE	
Acton, California			9/17/26	

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 Camp Commander, the Assistant Camp Commander is responsible for supervising the security, health and welfare of the incarcerated individual population; monitoring and supervising the custody staff and providing staff training and performance evaluations; and assisting in the maintenance of an efficient camp operation that satisfies all legal mandates and the California Department of Corrections and Rehabilitation (CDCR) and Sierra Conservation Center (SCC) policies and procedures. The Assistant Camp Commander is a first line supervisor responsible for direct supervision when acting in the capacity of Strike Team Leader. The Assistant Camp Commander must be able to analyze situations accurately and adopt an effective course of action. The Assistant Camp Commander must be available for emergency assignments. The Assistant Camp Commander is expected to conduct themselves professionally at all times, in such a manner as not to bring discredit or embarrassment to the Department. The Assistant Camp Commander is expected to keep abreast of camp and department policies and procedures and attend all scheduled training and meetings.

% 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%	Supervision of Staff – Direct and supervise subordinates and incarcerated individuals ensuring procedures and policies of the CDCR and SCC are being followed. This includes procedures involving the security of the camp, incarcerated individual counts, emergency operations, maintenance and operation of the kitchen and laundry facilities, canteen operation, hobby and recreation, incarcerated individual payroll, supply orders (food, medical, household, clothing, etc.), visiting, and the basic operational needs of the camp. Prepare performance evaluations and evaluate staff performance. Supervision of all CDCR staff and incarcerated individuals while on a LACO Strike Team. Hold staff and incarcerated individuals accountable for their actions. Ensure staff use and maintain security and safety equipment in the correct manner. Recommend appropriate disciplinary or corrective action when necessary. Serve as investigator and fact finder, as needed. Provide supervision in the incarcerated individual disciplinary process and incarcerated individual grievance process as needed. Maintain communication with the Camp Commander, Camp Captain and Camp Associate Warden. Take necessary steps to correct or avoid dangerous situations. Provide back-up coverage for the Camp Commander during their absence as directed, including emergency and/or fire, flood duty.
20%	Training of Staff – Train staff on all CDCR and SCC policies and procedures, ensuring they have the knowledge and skill to successfully perform their duties. Attend and participate in all training meetings, staff meetings and scheduled classes. Ensure staff know about the Injury Prevention Program and the location of the MSDS sheets and how to use them. Serve as the Emergency Preparedness Trainer. Develop and maintain training for Correctional Officers in custody, transportation and security operations. Establish and maintain good custody practices. Develop and maintain emergency preparedness procedures for escapes, disasters, and employee actions.
20%	Incarcerated individual Contact, Safety and Welfare – Respond to incarcerated individuals' questions and problems. Counsel incarcerated individuals regarding work and behavior issues. Investigate and document incidents. Adjudicate administrative disciplinary actions. Respond to incarcerated individual grievances. Inspect camp facilities, including living quarters, laundry, and kitchen, to ensure safety and sanitation standards are met. Maintain IIPP procedures. Prevent escapes, and injury by incarcerated individuals to themselves, others, or to property; maintain security of working areas and work materials; inspect premises and search incarcerated individuals for contraband such as weapons or illegal drugs.
10%	Administration Functions – Prepare and maintain records that include staff payroll (Telestaff), inventory and activity schedules. Update procedures and post orders. Inspect all State vehicle logs weekly/replace monthly. Coordinate Transportation. Inventory, maintenance and accountability of all equipment. Monitor and record security checks of the camp. Ensure all off-duty staff, volunteers and visitors have left grounds and all vehicles are accounted for. Maintain and update visiting logs. Inspect and inventory all weapons, ammunition, radios, and keys. Assure maintenance of back-up fire gear. Maintain staff fire hour log and update as needed. Provide direct supervision of the Drug Testing program. Monitor and maintain transportation logs, vehicle inspection forms, and vehicle logs. Conduct routine safety and security inspections of the camp grounds, buildings and vehicles. Conduct security checks of program areas. Notify supervisor and complete required SCIF forms when

	an incarcerated individual or staff person is injured at work and forward the forms to the Return-to-Work Coordinator.
5%	Liaison with Other Agencies – Develop rapport with other agencies (LACO/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 incarcerated individuals while at the camp facility.
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

- 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