CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION
POSITION DUTY STATEMENT

☐ PROPOSED

☐ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM	POSITION NUMBER (Agency-Unit-Class-Serial)			MCR / HCR
High Desert State Prison	934-222-9904-XXX			1 / D
DIVISION / UNIT	CLASSIFICATION TITLE			
	Correctional Counselor I			
	WORKING TITLE			
Central Operation Division	Correctional Counselor I			
	TIME BASE / TENURE	CBID	WWG	COI
	FT/LT	R06	2	Yes ☐ No ☐
LOCATION	INCUMBENT		EFFECTIVE DATE	

CDCR'S MISSION and VISION

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

Under the direction of the Central Operations Division.

GENERAL STATEMENT

Under the general supervision of the Correctional Counselor II (Supervisor), the Correctional Counselor I is responsible for an assigned group of incarcerated individuals on the Facility. This includes interviewing incarcerated individuals, evaluating their adjustment to and progress in a correctional treatment program. Collects, evaluates, and records social, behavioral, and vocational data. Abstracts and contributes to cumulative case history data and makes recommendations pertinent to classification and assignment planning. Identifies and reports on special, educational, and vocational problems as basis for recommending appropriate programs of educational and vocational training. Maintains case histories during confinement and makes recommendations on changes in classification assignments. Prepares Board of Parole Hearing (BPH) reports on incarcerated individual's activities in the institution. Prepares pre-release reports for field use. Maintains regular updating of classification score and schedule cases for Classification Committee and transfer as indicated. Acts as classification committee member, participates in, and advises as to appropriate classification actions.

As a Peace Officer, your duties may include escorting incarcerated individuals, searching incarcerated individuals, searching for contraband, supervising incarcerated individuals, interviewing incarcerated individuals, and providing other services as required. During modified program status, a Correctional Counselor (CC) I may be utilized to assist with searching for weapons or contraband.

% 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%	**Casework utilizing Strategic Offender Management System (SOMS) and Electronic Records Management System (ERMS):**

	Check your assigned mailbox in the Records Office each day for assigned casework, institutional mail, and other correspondence at the beginning or end of your scheduled work shift. On a daily basis, contact the Unit CC II (Supervisor) or Captain for any special assignments. Maintain up-to-date records for incarcerated individuals on your assigned caseload in the Strategic Offender Management System (SOMS), which will include current date of classification, date of next classification, current Work Group/Privilege Group, and classification score and custody. Update the Notification in Case of Death at the incarcerated individual's annual review and when referred to the Classification Staff Representative (CSR) for transfers. Review SOMS movement daily for newly arrived incarcerated individuals and/or returning incarcerated individuals that that were previously assigned to your caseload no matter which Facility the incarcerated individual comes from. This will ensure Out to Court incarcerated individual returns are reviewed and classified appropriately. Prepare diagnostic evaluation reports on incarcerated individuals for departmental review and for courts regarding recommendations for retention or parole. Conduct counseling with individual incarcerated individuals to resolve conflicts/crisis intervention, as needed. Provide a staff assistant or interpreter to ensure effective communication for the incarcerated individual at a disciplinary, classification, clinical encounters, or parole hearing. Coordinate with the institution Records Department the incarcerated individuals' release date and coordinate the incarcerated individual release process. Explain the conditions of parole to the incarcerated individual and give instructions to the incarcerated individual when he is eligible for parole. Assist incarcerated individuals entering the state correctional system and in their adjustment to institutional living during incarceration. Recommend education, vocational or work programs to prepare them for successful reentry back to the community. Ensure casework for Camp and MSF NDPF eligible incarcerated individuals is completed expeditiously for referral and appropriate placement. Ensure incarcerated individuals that are not cleared for fire camp are expeditiously processed for transfer to proper housing (i.e., MCCF, MSF) and not delayed to the next annual review. Utilize the Rehabilitative Case Plan (RCP) System designed in SOMS to identify the current programs the incarcerated individual is participating in and what they need for their own rehabilitative case plan.
25%	**Classification Committee:** Initiate all classification actions (both initial and reclassification); prepare necessary documentation reflecting all case factors and make appropriate recommendations to the Classification Committee. Record all Unit Classification committee actions on a Classification Committee Chrono. The Unit Initial and Reclassification Committee (UCC) for incarcerated individuals normally begin at 0900 hours on Wednesdays each week. You are expected to prepare and present your assigned caseloads in the respective classification committee actions. Function as a member of the Unit Classification Committee (UCC) at the discretion of the CC II (Supervisor) or Captain. Per B06 MOU Section 20.02. Ensure the identification, classification, and transfer of incarcerated individuals whose housing placement at High Desert State Prison is impacted by Developmental Disability Program, Disability Placement Program, or mental health concerns. Function as a member of an Interdisciplinary Treatment Teams (IDTT), as mandated to provide input relative to the program best suited for the incarcerated individual. Out to Court Return reviews, and ICE transfers and other duties as assigned or required. Review disciplinary reports (e.g., counseling chrono or disciplinary Rules Violation Report {RVR}). Review the circumstances of the RVR and recommend appropriate classification changes. Establish "Effective Communication" with the incarcerated individual and document communication during classification for primary method and/or justify why primary not utilized and parole plans when you become aware the incarcerated individual has a TABE score of 4.0 or less, or the incarcerated individual is non-English speaking.
15%	**Incarcerated individual Rehabilitative Services Open Line:** Conduct open line access/time for incarcerated individuals to seek guidance for six (6) hours on a weekly basis. Recommend specific self-help and other programs provided by the Division of Rehabilitative Programs (DRP) based on the incarcerated individual's criminogenic needs. Maintain a listing from the Community Resources Manager of religious and self-help programs available. Assign incarcerated individuals to an appropriate waiting list. Assist with family reunification, when needed, to improve post release outcomes. Assist with connecting the incarcerated individual with appropriate entities in programs such as Community Prisoner Mother Program, Custody to Community Transitional Reentry Program, Male Community Reentry Program, Cognitive Behavioral Treatment, etc., as needed throughout the year. Review available education or vocational programs and support services jobs with a mindset of equipping incarcerated individuals with the skills needed for a job when they are

released, including Youthful Offender Program incarcerated individuals. Assist with the facilitation of the Prison to Employment plan by pairing incarcerated individuals with job assignments or education classes which will provide for practical skill sets to help them gain employment upon release. Facilitate the incarcerated individual's communication with the necessary staff within DRP, Division of Adult Parole Operations, or Post Release Community Supervision to ensure effective assistance on transitional planning, housing, resources in the community, and assist in the initial advocacy programs/benefits for veterans. Provide additional accommodation for disabled incarcerated individuals to ensure equal access to programs, services, and activities to include preparing for and participating in the BPH Suitability hearings process. Assisting the incarcerated individual in developing a release plan that includes outreach to sources of community support (family members, parole programs, housing providers and potential employers). Assist incarcerated individuals with BPH processing including, but not limited to, the service of Pre-Hearing documents, Notice of Rights, Comprehensive risk assessment, post-Conviction reports, release planning, Olson reviews, assistance during and after a BPH, and assistance with non-violent offender parole review. In addition, provided reasonable accommodation and effective communication for incarcerated individuals with disabilities during BPH proceeding. In addition, the CC shall provide reasonable accommodation and effective communication for incarcerated individuals in the Developmental Disability Program (DDP) and the Disability Placement Program (DPP) participating in the BPH suitability hearing process. Specifically, those incarcerated individuals with a DPP vison code impacting placement (DPV) or non-impacting DNV and hearing code impacting placement (DPH) or non-impacting DNH require specific accommodations before and after BPH hearings. CCI's will serve the Comprehensive Risk Assessment (CRA) prior to the BPH hearing. For deaf signers, the CCI will assist the Sign Language Interpreter (SLI) in the full translation of the CRA, including reading the document aloud to the SLI for translation. Deaf Signers may request documents from the central file during the Olson Review, such as Probation Officers Report, Rules Violation Reports, laudatory chronos, etc. be translated by a SNL. The SLI shall video-record themselves via MS Teams translating the documents, which may require the CCI's assistance. The ADA office will ensure the video recorded SLI translations is provided to the incarcerated person. (HDSP is currently not designated SLI). Staff shall also review the local Operation Manual for further information on assisting incarcerated individuals with disabilities for BPH process.

15%

Paperwork:

- Responsible for assisting incarcerated persons with disabilities in understanding, preparing for, and participating in the BPH suitability hearing process as needed.
- Review SOMS and DECS/BITS to identify the incarcerated person's need for assistance, primary and secondary method of effective communication, adaptive support needs, assistive device(s), or software (e.g., electronic magnifier, personal sound amplification device, Microsoft Ease of Access, etc.) that are required to accommodate the incarcerated person for BPH proceedings. Accommodations shall be provided in a manner to allow privacy and independence.
- Review BITS at least weekly for any assignments associated with a BPH proceeding.
- Meet with the incarcerated person and complete a CDC Form 128B, BPH Accommodations Questionnaire, when prompted do so by BITS.
- Serve the incarcerated person with a Notice of DPV/DNV Rights for BPH Proceedings or a Notice of Deaf-Signer Rights for BPH Proceedings, as applicable.

Order Archive Files, fill out an HDSP Archive request form and have it scanned into the incarcerated individual's ERMS/SOMS file. Perform "Olson" reviews of the ERMS file when requested by the incarcerated individual. Proof of Service, Hold notifications, Immigration and Customs Enforcement (ICE). Complete CAL-ID screening and assist incarcerated individuals in completing the required DL 44 Form Application for California Identification Card and the DL 937 Form-Reduced Fee Identification Card Eligibility Verification. Complete Male Community Reentry Program screening, utilizing the CDCR Form 2226. Answer and initiate correspondence concerning your caseload. Prepare and complete all BPH forms, Departmental Review Board and Recall of Commitment 1170(d) reports on incarcerated individuals assigned to your caseload. In accordance with laws, rules, regulations, policies, and procedures, process all incarcerated individual requests for credit restoration, warrant checks, etc. Collect, review, verify and process necessary information for preparing Temporary Community Leave (TCL), Marriage Requests, Family Visiting forms, and forms for correspondence with other incarcerated individuals. Make appropriate recommendations regarding denial or approval.

10%	**In-Service Training/Emergency Code Alarm Response/CC I Work Hours:** Attend In-Service Training classes and other Peace Officer/Correctional Counselor annual requirement standards as conditions of employment as a Peace Officer. Attend unit staff meetings. All CC I's are expected to familiarize themselves with restricted DOM Section 55090, Alarm Response, and any DOM Supplemental and/or addendums as it pertains to the employee's required response for his/her designated work area. Each CC I shall submit a work schedule to his/her supervisor for each work period at least 7 calendar days, but no more than 14 calendar days prior to the beginning of each work period. The core hours are 0600 through 1800 and must be covered appropriately. The normal work schedule for counselors shall be either a four (4) day or five (5) day work week, Monday through Friday up to a maximum of twelve (12) hours per day. The Counselor may deviate/flex the normal workdays or core hours (e.g., 0500-1300 or 1200-2000) with prior supervisory approval.
5%	**Incarcerated individual Interview:** Conduct incarcerated individual pre-classification screening interviews. Keep the lines of communication open with the incarcerated individual to help resolve personal and/or institutional problems and parole related issues. Speak to the incarcerated individual's family members, when appropriate.
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 incarcerated individuals, visitors, nonemployees, 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 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