CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT – Peace Officer

☐ PROPOSED

☒ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM	POSITION NUMBER (Agency-Unit-Class-Serial)			
Facility Support	065-212-9662-041			
DIVISION / UNIT	CLASSIFICATION TITLE			
	CORRECTIONAL OFFICER			
	WORKING TITLE			
Division of Adult Institutions / Statewide Transportation Unit	STATEWIDE TRANSPORTATION CORRECTIONAL OFFICER			
	TIME BASE / TENURE	CBID	WWG	COI
	PFT	R06		Yes ☐ No ☒
LOCATION	INCUMBENT		EFFECTIVE DATE	

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

Under the supervision of a Correctional Sergeant in the incumbent's assigned Unit, the Transportation Unit (TU) Correctional Officer will be responsible for the transportation of California Department of Corrections and Rehabilitation (CDCR) incarcerated population to and from various locations throughout California and other states as required. TU Officers must maintain a "Class B" Commercial Driver's license, a Department of Motor Vehicles Medical Examiner's Certificate, Airbrake Endorsements, Passenger Endorsements, Medical (DL 51), and First Aid/CPR Certificate. These positions also require quarterly qualification of all weapons and annual required training. Transportation Correctional Officers must be able to work at acceptable levels with little to no supervision. In addition, Transportation Correctional Officers must maintain all aspects and operate within accordance of the TU manual. Transportation Correctional Officers interact with the general public and other law enforcement agencies on a daily basis and are expected to always present themselves at the highest professional standard, on and off duty. Transportation Correctional Officers are based at any one of the three Transportation Hubs.

GENERAL STATEMENT

The Transportation Officer will report directly to their assigned Hub's Sergeant. The Transportation Officer will be responsible for the safe transportation of CDCR incarcerated population to and from various locations throughout California and other states as required.

% 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.
35%	Transporting CDCR incarcerated person's to and from various CDCR facilities and local law enforcement facilities throughout California and other states. This requires incumbents to work with little to no supervision, provide security; supervise the conduct of incarcerated people; safely operate Transportation Unit vans and buses; prevent escape; and load and unload incarcerated population. This is done in accordance with Sate and Federal laws and rules, administrative regulations, and policies and procedures mandated in the Department Operations Manual, the TU Operations Manual and other sources of government law, policies and procedures.
30%	Completion and filing of required records and reports associated with Statewide Transportation within designated time frames, in accordance with the State and Federal laws and rules, administrative regulations, and policies and procedures mandated in the Department Operations Manual, the TU Operations Manual, and other sources of government law, policies and procedures. Other related duties and participation in training as required. Also, special assignments as requested.
20%	Loading and unloading CDCR incarcerated population property and records associated with Statewide Transportation in accordance with the administrative regulations, and policies and procedures mandated in the Department Operations Manual and TU Operations Manual
10%	Conduct a complete safety and security inspection of the entire assigned vehicle before, during and after operating the vehicle. Inspection to include holding cells, guns locks, gun boxes and all other security features on TU vehicles. Inspect restraint equipment and vehicle safety equipment onboard assigned TU vehicle. Record all assigned equipment for the effectiveness and accountability.
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