CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION
POSITION DUTY STATEMENT

☐ PROPOSED

☒ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM	POSITION NUMBER (Agency-Unit-Class-Serial)			
Kern Valley State Prison	915-261-9646-206			
DIVISION / UNIT	CLASSIFICATION TITLE			
	Captain, Adult Institution			
	WORKING TITLE			
Division of Adult Institutions California Department of Corrections & Rehabilitation Kern Valley State Prison/Administration	Captain, AI			
	TIME BASE / TENURE	CBID	WWG	COI
	PFT	M06	E	Yes ☐ No ☒
LOCATION	INCUMBENT		EFFECTIVE DATE	
Kern Valley State Prison, Delano, CA				

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.

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 mission of the Region III institutions is to provide safe and secure housing for the most violent and dangerous males, while providing opportunities for them to successfully transition to lower levels of custody by accepting personal responsibility for their actions through behavior-based multi-level programming, and providing opportunities for rehabilitation through participation in work, vocational and academic programs, substance abuse treatment and self-help programs.

GENERAL STATEMENT

In a correctional facility as a unit program manager, incumbent plans, organizes, and directs a progressive program for the custody, discipline, classification, treatment, access to health care, employment, and recreation of incarcerated persons; interprets and carries out the policies of the Department and of the facility; as Chairperson of the Unit Classification Committee, organizes and conducts classification and other staff meetings for the proper placement of

incarcerated persons in the appropriate housing, custody, and programs; interviews, counsels, and refers incarcerated persons for reviews and consultations by members of the classification committee and treatment staff and refers incarcerated persons for reviews and consultations; serves as member of the Institution Classification Committee; reviews the preboard and prerelease reports for the qualitative improvement of case understanding and reporting; oversees the disciplinary process, makes determinations on difficult custodial problems and consults with other facility staff for advice and assistance; establishes and maintains cooperative working relationships with internal staff and external entities; secures, trains, supervises, and evaluates the work of subordinates, and takes or recommends appropriate action; supervises the maintenance of safe and sanitary living conditions within the unit; and supervises the preparation of special and regular reports.

The Captain, AI, under the general direction of the Correctional Administrator, is responsible for planning, organizing, and directing a program and/or the work for the safe custody, classification, discipline, and care and treatment of incarcerated persons within a program unit of a correctional facility.

The Captain, AI is responsible for working with the IST Manager in the development of on-going training (OJT and Classroom) covering all areas of custodial responsibilities. The Captain, AI is also the senior custody supervisor and is responsible for all custodial staff. This includes assisting staff with EAP referrals and the application of progressive discipline as required.

The Captain, AI, as the Reviewing Officer and/or Chief Disciplinary Officer, is responsible for the enforcement of departmental standards of performance and behavior for all incarcerated persons. They are also responsible for the development and promotion of activities that promote socially acceptable attitudes.

The Captain, AI is a member of the unit classification committee and works closely with the CC-II in the classification process on their assigned facility.

% 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.
20%	The Captain, AI is responsible for developing the plan of operation of the Facility and supervising the subsequent implementation of each aspect of that plan. This includes the organization, assignment, and direction of the work of all custody staff in maintaining the welfare, safety, and discipline of all incarcerated individuals in the Facility.
20%	Personnel Management - Plan, organize, direct, and evaluate the work and performance of staff. This includes but is not limited to the following: Comply with state and federal laws, rules, regulations, bargaining unit contracts, and policies in all personnel practices, including, but not limited to: hiring, employee development, and management. Recruit, hire, train, develop, and provide leadership to a diverse staff. Monitor, evaluate, and create written performance appraisals of staff. Counsel staff and initiate disciplinary actions as necessary. Identify appropriate long-range plans and goals to address succession planning and knowledge transfer.
15%	Welfare, training, development, and discipline of assigned custody staff. The Captain utilizes the resources of the institution IST Department to develop an effective program of continuous on-the-job and classroom training in all areas to provide for the training and development of custody staff. The Captain maintains sufficient equipment to meet staff training needs while monitoring and coordinating budget requests for custody equipment and capital outlay projects. The Captain is also the senior custody supervisor and is responsible for the welfare and discipline of all assigned custody staff, the counseling of subordinates when appropriate, assisting staff with EAP referrals and the preparation of required reports. The Captain, AI reviews all custody staff performance reports which are submitted by first line supervisors.
10%	The Captain, AI reviews all personnel assignment changes prior to forwarding to the Institution Personnel Assignments department and audits on a regular basis the post assignment schedules compared to current staff deployment as reflected in the Facility Watch Rosters and Master Rosters.

	The Captain, AI develops criteria for assignment of staff and is responsible for developing specific plans and procedures to ensure adequate coverage for vacant posts, special assignments, and other staff absences. Accordingly, the Captain, AI maintains fiscal control by monitoring staff use of sick leave, credits, absenteeism, overtime trends and the cost associated with overtime.
10%	Promotion of socially acceptable attitudes and behavior among the incarcerated individuals' population. The Captain, AI is responsible for the enforcement of Departmental standards of performance and behavior of all incarcerated individuals. The Captain, AI reviews all CDC-115 Disciplinary Reports prior to audit by the Chief Disciplinary Officer and conducts and prepares Investigative Reports when necessary. The Captain, AI reviews the Rules Violation Reports and General Information Chronos. Approve placement of confidential information into the Electronic Offender Management Information System (eOMIS). Ensure disciplinary process is applied fairly, consistently, and with all due process safeguards in place. The Captain, AI reviews and monitors the processing of CDC-602 incarcerated person grievances. The Captain, AI is also responsible for the development and promotion of activities that promote socially acceptable attitudes among incarcerated population. The Captain, AI works closely with the classification committee. The Captain, AI is a member of the Unit Classification Committee and serves as chairperson of the committee when required.
10%	In cooperation with other management staff, coordinate implementation of prison procedures within physical plant requirements, staff activation and retention, and incarcerated individuals' occupancy. Formulate and implement policy and/or procedural changes as a member of the management team. Investigate and review grievances generated within the program unit, interviewing incarcerated individuals and other concerned parties, and to direct proper disposition of complaints and grievances.
10%	Conduct periodic onsite inspections of the facility for cleanliness, compliance with health and safety standards and operational procedures. Responsible to conduct tours and inspections of all staff work areas on a quarterly basis, with particular emphasis on security issues and report findings to the Correctional Administrator.
5%	This position requires the incumbent to maintain consistent and regular attendance; communicate effectively (orally and in writing as appropriate) in dealing with the public and/or other employees; develop and maintain knowledge and skills related to specific tasks, methodologies, materials, tools, and equipment; complete assignments in a timely and efficient manner. Act as an Administrative Officer of the Day (AOD) on a rotating basis, or as assigned. Maintain open lines of communication with executive administrative staff, keeping them apprised of all occurrences that may affect the safe and orderly operation of the program unit and/or institution. 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. Attend In-Service Training as required.

SPECIAL REQUIREMENTS

- 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