CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT – Peace Officer

☐ PROPOSED

☒ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM	POSITION NUMBER (Agency-Unit-Class-Serial)			MCR / HCR
CSP-Solano	674-201-9656-045			1
DIVISION / UNIT	CLASSIFICATION TITLE			
	Correctional Lieutenant			
	WORKING TITLE			
State of California Department of Corrections and Rehabilitation California State Prison - Solano	Correctional Lieutenant			
	TIME BASE / TENURE	CBID	WWG	COI
	P/FT	S06	2	Yes ☐ No ☒
LOCATION	INCUMBENT		EFFECTIVE DATE	
Vacaville, California				

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

California State Prison, Solano (CSP-Solano) is an institution responsible for the care, custody, and rehabilitation of incarcerated individuals. CSP-Solano offers a variety of programs aimed at reducing recidivism, including academic education, vocational training, substance abuse treatment, and other rehabilitative services. Staff within the institution support CDCR's mission by ensuring the safe and effective operation of the facility, promoting positive change and upholding the highest standards of professionalism and integrity.

GENERAL STATEMENT

Under direction of the assigned Captain, the Correctional Lieutenant is responsible for maintaining order and discipline in accordance with established procedures throughout the facility, (i.e., housing units, dining halls, work area, exercise yards, etc.). The Correctional Lieutenant will train and evaluate Sergeants and Correctional Officers in custodial procedures and practices, assisting them in all areas, which will enable them to become more efficient in their duties. The Correctional Lieutenant will supervise all subordinate custodial personnel assigned, ensuring that custodial functions are being performed in accordance with institution procedures, will adjudicate rules violation reports, monitor incarcerated individual activities and program functions within the living conditions and ensuring that institutional rules and regulations are being enforced. Some Lieutenants serve in a staff capacity for complex and sensitive institution-wide functions such as the Training Lieutenant, Public Information Officer and Administrative Assistant, Investigation Services Lieutenant, Incarcerated Person Assignment Lieutenant, and Personnel Assignment Lieutenant.

% 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.
45%	Direct supervision of the overall safe and secure operations of their assigned area and/or program. Supervises the custodial functions during movement of incarcerated individuals to and from their assignments, recreation, and meals. Supervises the maintenance of proper physical and sanitary conditions and otherwise sees to the well-being of incarcerated individuals. Supervises the necessary procedures in the admission and release of incarcerated individuals. Supervises period counts of incarcerated individuals. Supervises the inspection of incoming and outgoing vehicles, materials, and supplies for the presence of contraband. Directs inspections for contraband.
30%	Assign duties of subordinate Correctional Sergeants, gives instructions, provides on-the-job training, maintains discipline, and makes inspections to see that Correctional Sergeants are alert and diligent in the performance of their duties. Manage the daily time keeping functions of subordinate staff. Evaluate staff performance and take appropriate personnel action, when required.
20%	Participates as a member of the institution classification and disciplinary committees. Prepares procedures and post orders. Keeps records, dictates correspondence, and prepares reports.
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