CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION
POSITION DUTY STATEMENT – Peace Officer

☐ PROPOSED

☒ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM	POSITION NUMBER (Agency-Unit-Class-Serial)			
CENTINELA STATE PRISON (CEN)	403-261-9646-002			
DIVISION / UNIT	CLASSIFICATION TITLE			
	CAPTAIN, AI			
	WORKING TITLE			
Division of Adult Institutions / California Department of Corrections and Rehabilitation	CAPTAIN, AI			
	TIME BASE / TENURE	CBID	WWG	COI
	P/FT	M06	E	Yes ☐ No ☐
LOCATION	INCUMBENT		EFFECTIVE DATE	
COMPLEX II – FACILITY D				

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 mission of the General Population institutions is to provide safe and secure housing for minimum to medium custody males while maximizing opportunities for rehabilitation through participation in work, vocational and academic programs, substance abuse treatment and self-help programs.

GENERAL STATEMENT

Under the general direction of the Associate Warden, Captain AI will plan, organize, and direct a progressive program for the custody, discipline, classification, treatment, employment, and recreation of incarcerated persons; interprets and carries out policies for the Department of Corrections and Rehabilitation (CDCR) and the prison. This position is also responsible for the

supervision of safe and sanitary living conditions within the new facility and for coordinating the custodial program with the Classification and Treatment Program relative to the incarcerated people within the facility.

The Captain, AI will serve as the chairperson of the Facility Classification Committee participating in the development and application of the Work Incentive Program; interview incarcerated persons and processes appeals of incarcerated persons, participates in recruitment, selection and training of personnel; tours incarcerated persons housing units on a regular/random basis to ensure compliance with departmental policy regarding orderliness, sanitation and general living conditions; serves as the Administrative Officer of the Day on a rotating basis, reviews on a regular basis facility classification actions, reviews on a regular basis incarcerated person disciplinary reports ensuring compliance with departmental policies regarding due process and timeliness, ensures proper casework management and quality based facility classification actions and acts as a member of the Institutional Classification Committee.

% 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%	Plans, organizes, and directs a facility, housing incarcerated persons, in all aspects of program functions, classification, disciplinary and incarcerated person care. Interprets and carries out the policies of CDCR in the institution. Assist in developing, organizing and implementing operational procedures affecting the institution. Conduct inspections of Unit areas and supervise the maintenance of safe and sanitary living conditions within the Facility.
20%	Supervises and trains custody personnel in all aspects of prison management functions, including security, escape prevention, classification, disciplinary actions, incarcerated person care, Ad-Seg procedures, incarcerated person access to Health Care, including mental health access, and ensure compliance with the Armstrong/Clark remedial plans. Ensure that supervisors are aware of their responsibilities related to access to the aforementioned. Make determinations on difficult custodial problems and consult with other institutional custody staff for advice and assistance. Monitor custody and security procedures and operations within the department and the institution.
20%	Chairs or is a member of various committees such as classification, disciplinary, and ensures all decisions reached are consistent with departmental policy and regulations. As Chairperson of the Unit Classification Committee, organizes and conducts classification and other staff meetings for the proper placement of incarcerated persons; interviews and counsels incarcerated persons on their personal problems and selects incarcerated persons to be re-interviewed by members of the Classification Committee staff; selectively reviews pre-release and board reports for the qualitative improvement of case understanding and recording; as Chairperson of the Unit Disciplinary Committee, conducts disciplinary hearings on Rules Violations Reports and ensures that due process is afforded to the incarcerated persons. Reviews all 837 Incident Packages to ensure compliance with departmental regulations, including Use of Force. Meet with individual incarcerated people, MAC, activity groups. Monitor unit incarcerated person appeals process.
10%	Prepares employee performance appraisals, initiates corrective personnel action, and performs related tasks. Establishes and maintains cooperative working relationships with other institutional staff; secures, trains, supervises, and evaluates the work of assistants; and takes or recommends appropriate action.
5%	Serves as Administrative Officer of the Day (AOD). Also, participates in at least 40 hours of In-Service Training annually.
5%	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.
5%	Perform administrative duties including, but not limited to adhering 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.
NON-ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO, THE FOLLOWING: None.

SUPERVISORY RESPONSIBILITIES: As a Captain, you are responsible for the supervision of first and second-level Custody Supervisors, as well as Classification staff and non-custody staff.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE: **Either I** Experience: One year of experience in the California Department of Corrections and Rehabilitation performing the duties of a Correctional Counselor III. **Or II** Experience: Two years of experience in the California Department of Corrections and Rehabilitation in custody work performing duties of a class with a level of responsibility equivalent to the class of a Correctional Lieutenant or in classification and treatment work performing duties of a class with a level of responsibility equivalent to the class of a Correctional Counselor II (Specialist), Correctional Counselor II (Supervisor), Parole Agent II (Specialist), or a Parole Agent II (Supervisor). **Or III** Experience: Three years of administrative or supervisory experience with responsibility for planning, organizing, and directing a major phase of a correctional rehabilitation program. (Graduate study in education, psychology, sociology, social work, public or business administration, or a closely related field may be substituted for not more than one year of the required experience on a year-for-year basis.) **and** Education: Equivalent to graduation from college. (Additional qualifying experience may be substituted for four years of the required education on the basis of one year of experience for two years of education.)

LANGUAGE SKILLS: Speak and write effectively; maintain records and prepare reports.
MATHEMATICAL SKILLS: Ability to make arithmetical computations; including the ability to add, subtract, multiply, and divide using whole numbers and common fractions.

REASONING ABILITY: Ability to plan, assign, and direct the work of a large force of correctional personnel; plan, organize, and administer the custodial operation of an institution; think and act quickly in emergencies; analyze situations accurately and adopt an effective course of action.

CERTIFICATES, LICENSES, REGISTRATIONS: None

OTHER SKILLS AND ABILITIES: Ability to enforce rules and regulations with firmness, tact, and impartiality; promote socially acceptable attitudes and behavior among incarcerated people; establish and maintain cooperative relations with persons interested in correctional programs.

Knowledge of principles and practices of correctional administration and criminology; methods of discipline, and the attitudes, problems, and behavior of persons under restraint; care and use of firearms; job requirements and work performed by incarcerated persons of a penal institution; business principles and problems involved in the administration and supervision of institutions and prison camps; principles of personnel management, supervision, and training; sanitation, health, and safety standards and State laws pertaining thereto; purposes, activities, regulations, policies and functions of CDCR and the term-setting authorities; State laws pertaining to criminal activities.

SPECIAL PERSONAL CHARACTERISTICS: Emotional maturity and stability; sympathetic and objective understanding of persons under restraint; satisfactory record as a law-abiding citizen; leadership ability; tact; good personal and social adjustment for correctional work, neat personal appearance, courage, alertness, willingness to work at night and to report for duty at any time emergencies arise, willingness to travel throughout the State and in isolated areas; normal hearing, sound physical condition. Performs peace office duties which include maintaining order and supervising the conduct of incarcerated persons, protecting and maintaining the safety of persons and property, inspecting premises and searching incarcerated persons for contraband, and replacing and/or assisting the custodial staff during emergency situations, such as suicide (committed or attempted), fights, attempted escapes, or major incidents, such as riots.

OTHER QUALIFICATIONS:

Background Investigation: Successful passing of a thorough background investigation.
Felony Disqualification: Existing law provides that persons convicted of a felony are disqualified from employment as peace officers. Such persons are not eligible to compete for or be appointed to positions in this class.
Weapons Prohibition: No prohibition from State or Federal law from possessing, using or having in his/her custody or control any firearm device, or other weapon or device authorized for use by the CDCR.
Training Requirement: Under the provisions of Penal Code Section 832, successful completion of a training course in laws of arrest, search, and seizure, and in firearms and chemical agents is a requirement for permanent status in this class.
Citizenship Requirement: United States citizen or a permanent resident alien who is eligible and has applied for United States citizenship.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.
The following is a definition of the on-the-job time spent in physical activities:

Constantly:	Involves 2/3 or more of a workday
Frequently:	Involves 1/3 to 2/3 of workday
Occasionally:	Involves 1/3 or less of workday
N/A:	Activity or condition is not applicable.

Standing: Occasionally - must be able to stand in a confined space for long periods of time while speaking or giving prepared lectures to staff, observing incarcerated people and staff activities, and performing inspections.
Walking: Occasionally - walks to other offices to attend meetings, or to the various facilities to perform inspections, or to speak with staff.
Running: Occasionally - Must be able to run in an all-out effort while responding to an alarm or serious incidents. Distances vary from a few yards up to 400 yards. May include up and or downstairs, across grass with sprinkler heads and gopher holes, cement, dirt, and asphalt in wet and dry conditions.
Sitting: Frequently to Constantly - sits at meetings and while performing paperwork. There is flexibility for movement on a frequent basis to break sitting with standing and walking.
Lifting/Carrying: Occasionally - lifts paperwork and files weighing from up to five pounds. He/she will occasionally lift binders of information. Emergency situations may involve lifting and/or physically restraining an individual, including wrestling them to the floor. Must be able to drag or carry items weighing between 80 and 100 pounds in very cramped spaces with the assistance of other individuals working simultaneously.
Stooping/Bending: Occasionally - must bend or stoop when inspecting cells or conducting full body searches of incarcerated people, and when accessing forms under a counter or supplies or files on a lower shelf or from a lower drawer. Slight bending at the waist and neck occurs on a frequent basis throughout the day such as needed to bend over the desk to use the computer, to perform paperwork duties, or file documents.
Reaching in Front of Body: Frequently - reaches forward to access a computer terminal, a 10 key, or telephone. He/she will reach when operating a photocopier, pulling files, issuing keys and equipment, searching for incarcerated persons.
Reaching Overhead: Occasionally - may reach overhead to a five-shelf vertical file. Must be able to reach overhead to access lights, ceiling panels, lockers, when searching for contraband.
Climbing: Occasionally - climbs steps/ladders throughout the institution during inspections and regular work responsibilities. Must be able to ascend/descend or climb a series of steps/stairs, several tiers of stairs or ladders to gain access to roofs or towers.

Balancing: N/A
Pushing/Pulling: Occasionally - must be able to push/pull while opening and closing locked gates and cell doors. Pushing and pulling may occur during an altercation or the restraint of an incarcerated person. May push and pull-on desk drawers, binders, and individual files.
Crawling/Kneeling/Crouching: Occasionally - may choose to kneel when accessing information from a bottom drawer or shelf. Must be able to crouch while firing a weapon or conducting searches.
Fine Finger Dexterity: Frequently - utilizes fine-finger dexterity when sorting through paper, inputting information to the computer, or operating a 10 key.
Hand/Wrist Movement: Frequently to Constantly - must be able to move/use as well as grasp, squeeze and rotate with their hands and wrists (independently of each other); this includes, but is not limited to, loading weapons, applying/removing restraints, sorting papers, looking through files, answering telephones, photocopying, entering, and retrieving data from the computer, or making handwritten notes.
Head/Neck Movement: Frequently to Constantly - must be able to move side to side as well as flexing downward and backward; movements may become awkward while conducting searches in cramped spaces.
Driving Cars/Trucks/Forklifts or Other Moving Equipment: Occasionally - drives to meetings and seminars off-site, as well as throughout the institution.
Hearing/Speech: Necessary for conferring with personnel in charge of the varied administrative and custody duties. Must be able to detect subtle changes in noise level.
Sight: Necessary to perform regular work activities. Must be able to visually identify diminutive weapons held by incarcerated persons at great distances and to be able to respond to any part of the institution to assume responsibility for observing and directing the response of staff to emergency situations and crises that could involve combative situations requiring the use of lethal force. Must be visually able to accurately shoot a weapon anywhere in the yard.
Bracing: Occasionally - must be able to brace oneself while restraining an incarcerated person, during an altercation, or while performing a body search.
Pressing: Occasionally - must be able to press with legs and feet while lifting and driving (i.e., pressing gas or brake).
Twisting of the Body: Occasionally to frequently - must have overall body flexibility as well as be able to twist their body in all directions while performing their regular duties. Twisting may take place in awkward positions, while conducting incarcerated person body search or cell search in a cramped space.
Mental Demands: Captains must be alert and must have the ability to sustain their alertness over an 8-hour workday or longer if working beyond 8 hours is required. Captains are at risk by aggressive or combative incarcerated persons of physical violence at all times in a correctional institution; by physical attack including verbal abuse/harassment by incarcerated persons or physical attack including violence between incarcerated persons.

Captains must be able to make decisions rapidly and correctly and respond in life threatening situations. Captains must be able utilize reasonable force to respond without delay to a situation or circumstance that constitutes an imminent threat to institution/facility security or the safety of people, this force may be Non-deadly or Deadly in accordance with policy, procedure and training. Captains may be exposed to unpleasant situations including incarcerated people who have attempted or committed suicide by hanging themselves in their cells or slashing their wrists; gassings or having body fluids thrown on them; etc.

Captains must be able to perform the full range of duties and assignments described herein and cannot count on the same daily routine of duties.

WORK ENVIRONMENT: The work environmental characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

May be exposed to contagious life-threatening diseases such as AIDS/HIV, Hepatitis, Tuberculosis, and other communicable diseases.

Frequently works in a temperature-controlled office space with fluorescent lighting, linoleum covered flooring. While performing inspections, he/she may occasionally be exposed to fumes, outdoor weather conditions, temperature extremes, high noise levels, significant vibration, and moving mechanical parts. In addition, while walking throughout the institution, the employee will be working on surfaces including dirt, asphalt, grass, concrete, steel staircases, kitchen areas, tile/linoleum covered floors, on paved and unpaved uneven terrain. Areas may become slippery due to weather or spillage of liquids and grease.

MACHINES, TOOLS, EQUIPMENT, AND WORK-AIDS: Personal computer, photocopier, calculator, telephone, fax machine, and the usual office supplies. Equipment that can be utilized by a Captain includes a two-way handheld radio, expandable baton, binoculars, flashlights, large cell and door keys, clipboards, hand trucks or dollies, whistles, riot equipment, various types of restraint devices, high powered rifles, and handguns.

Sexual Harassment Policy:

Sexual Harassment is illegal. All staff are required to conform to applicable laws, rules, codes, policies and procedures regarding Sexual harassment and Equal Employment Opportunity (EEO). References are found in DOM Section 31010

Initial: _____

Code of Conduct:

As an employee of the Division of Adult Institutions, we are expected to perform our duties at all time as follows: Demonstrate professionalism, honest, and integrity; accept responsibility for our actions and their consequences; appreciate differences in people, their ideas and opinions; treat fellow employees, incarcerated persons and wards, families of incarcerated persons and wards, parolees, and the public with dignity and fairness; respect the rights of others and treat others fairly regardless of race, color, national origin, ancestry, gender, religion, marital status, age, disability, medical condition, pregnancy, sexual orientation, veteran status, or political affiliation: comply with all applicable laws and regulations; report misconduct or any unethical or illegal activity and cooperate fully with any investigation.

Initial: _____

Incompatible Activities:

Per California Code of Regulations, Title 15, Section 3413, Incompatible Activities, subsections (a) (1), (3), (6) and (b), employees are not to engage in activities for profit using State facilities, materials, or time.

Initial: _____

COMMENTS: Work hours are flexible. There are three basic shifts or watches during a 24-hour period. These shifts or watches are identified as first, second, and third watch. Shift time frames are generally:

0600 to 1400 (second watch)
1400 to 2200 (third watch)
2200 to 0600 (first watch)

As a manager, you may work a customary 0800–1600-hour shift but may be required to adjust your schedule or work beyond the customary 8 hours each day.

All “uniformed” staff must wear uniforms consisting of shirt, pant, regulation cap, badge, boot (high or low top with nonskid sole), waist belt (approximately eight pounds) with radio, flashlight, keys, handcuffs, etc.

Must be familiar with all weapons currently in use by the CDCR. Must complete required range training annually.

Information for this job description was obtained by reviewing the California State Personnel Board Specification and through observation of duties as they are currently performed.

EMPLOYEE'S COMMENTS:

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 WITH A COPY OF THIS DUTY STATEMENT.*

SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE