CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION
POSITION DUTY STATEMENT

☐ PROPOSED

☒ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM	POSITION NUMBER (Agency-Unit-Class-Serial)			
Correctional Training Facility	101-261-9646-XXX			
DIVISION / UNIT	CLASSIFICATION TITLE			
	Captain (Adult Institution)			
	WORKING TITLE			
	Captain			
Administration / Facility C, Unit I	TIME BASE / TENURE	CBID	WWG	COI
	P / FT	M06	E	Yes ☐ No ☒
LOCATION	INCUMBENT		EFFECTIVE DATE	
Soledad, 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 TO DIVERSITY, EQUITY, AND INCLUSION

The California Department of Corrections and Rehabilitation (CDCR) and California Correctional Health Care Services (CCHCS) are committed to building and fostering a diverse workplace. We believe cultural diversity, backgrounds, experiences, perspectives, and unique identities should be honored, valued, and supported. We believe all staff should be empowered. CDCR/CCHCS are proud to foster inclusion and representation at all levels of both Departments.

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 the Correctional Administrator, Facility C, the Captain, AI, Unit I, plans, organizes, and directs a progressive program for the custody, discipline, classification, treatment, employment, and recreation of incarcerated persons. Performs 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.

GENERAL STATEMENT

The Captain, AI, Unit I, provides proper assessment of individual incarcerated persons committed or returned to prison by the courts, and/or Board of Prison Hearing (BPH); interprets and carries out the policies of the CDCR and of the institution. The Unit I Captain oversees the daily operations of the Restrictive Housing Unit, B, G, Y, and Z Wings.

% 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.
30%	Plans, organizes, and directs a facility containing incarcerated individuals, in all aspects of program functions, classification, disciplinary and care. Interprets and carries out the policies of CDCR and the institution. Supervises the maintenance of safe and sanitary living conditions within the Facility.

30%	Supervises and trains custody personnel in all aspects of prison management functions, including security and escape prevention, classification and disciplinary actions, incarcerated care, Restricted Housing Unit (RHU) procedures. Makes determinations on difficult custodial problems and consults with other institutional custody staff for advice and assistance.
20%	Member of various committees such as Institutional Classification Committee (ICC), 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 the incarcerated population; selectively reviews pre-release and board reports for the qualitative improvement of case understanding and recording, reviews disciplinary hearings on CDCR Rules Violation Reports (RVRs) to ensure due process is afforded to the incarcerated population.
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. Make tours and inspections of the facility. Conducts administrative reviews for proper RHU retention.
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%	Serves as Administrative Officer of the Day (AOD). Participates in at least 40 hours of In-Service Training annually.

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

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION
POSITION DUTY STATEMENT

☐ PROPOSED

☒ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM	POSITION NUMBER (Agency-Unit-Class-Serial)			
Correctional Training Facility	101-261-9646-xxx			
DIVISION / UNIT	CLASSIFICATION TITLE			
	Captain (Adult Institution)			
	WORKING TITLE			
	Captain, AI			
Administration / Facility C, Unit II	TIME BASE / TENURE	CBID	WWG	COI
	P / FT	M06	E	Yes ☐ No ☒
LOCATION	INCUMBENT		EFFECTIVE DATE	
Soledad, CA				

CDCR'S MISSION and VISION

MISSION

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VISION

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COMMITMENT TO DIVERSITY, EQUITY, AND INCLUSION

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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 the Correctional Administrator, Facility C, the Captain, AI, Unit II, plans, organizes, and directs a progressive program for the custody, discipline, classification, treatment, employment, and recreation of incarcerated persons. Performs 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.

GENERAL STATEMENT

The Captain, AI, Unit II, provides proper assessment of individual incarcerated persons committed or returned to prison by the courts, and/or Board of Prison Hearing (BPH); interprets and carries out the policies of the CDCR and of the institution. The Unit II Captain oversees the daily operations of the Facility C Recreational Yard, C, D, E, F, and X Wings.

% 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.
30%	Plans, organizes, and directs a facility containing incarcerated individuals, in all aspects of program functions, classification, disciplinary and incarcerated population care. Interprets and carries out the policies of CDCR and the institution. Supervises the maintenance of safe and sanitary living conditions within the Facility.

30%	Supervises and trains custody personnel in all aspects of prison management functions, including security and escape prevention, classification and disciplinary actions, incarcerated population care, Restricted Housing Unit (RHU) procedures. Makes determinations on difficult custodial problems and consults with other institutional custody staff for advice and assistance.
20%	Member of various committees such as Institution Classification Committee (ICC), 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 the incarcerated population; selectively reviews pre-release and board reports for the qualitative improvement of case understanding and recording, reviews disciplinary hearings on CDCR Rules Violation Reports (RVRs) to ensure due process is afforded to the incarcerated population.
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 subordinates; and takes or recommends appropriate action. Make tours and inspections of the facility. Conducts administrative reviews for proper RHU retention.
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%	Serves as Administrative Officer of the Day (AOD). Participates in at least 40 hours of In-Service Training annually.

SPECIAL REQUIREMENTS

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CONSEQUENCE OF ERROR

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EMPLOYEE'S STATEMENT:

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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

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION
POSITION DUTY STATEMENT

☐ PROPOSED

☒ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM	POSITION NUMBER (Agency-Unit-Class-Serial)			MCR/HCR
Correctional Training Facility	101-261-9646-XXX			1/F
DIVISION / UNIT	CLASSIFICATION TITLE			
	Captain (Adult Institution)			
	WORKING TITLE			
	Captain, AI			
CENTRAL SERVICES DIVISION / CENTRAL OPERATIONS	TIME BASE / TENURE	CBID	WWG	CO!
	P / FT	M06	E	Yes ☐ No ☒
LOCATION	INCUMBENT		EFFECTIVE DATE	
Soledad, 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
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DIVISION OVERVIEW

The Captain plans, organizes, and directs program and work for the safe custody, classification, discipline, and care and treatment of incarcerated.

GENERAL STATEMENT

Under general direction of the Associate Warden-Operations, the Central Operations Captain is responsible for the overall supervision and oversight of daily operations related to Correctional Training Facility's Custody/Security Operations. As a Captain, you are expected to satisfy your duties, which include reporting to work on your scheduled workdays on a continuous basis. The Central Operations Captain is responsible for the supervision of the IP Assignments, Personnel Assignments Offices, Locksmith Shop, Visiting, Mailroom, Central Kitchen, Central Services areas, First Watch custody staff; as well as, the Watch Commander(s).

% 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.
30%	Responsible for the supervision, guidance and training of custody staff. Plan, organize and direct the work of staff in the safe custody, discipline and welfare of incarcerated persons (IP).
30%	Provides direct supervision of Correctional Lieutenants, Mailroom Office Services Supervisor II, and Locksmiths and provides indirect supervision to all Correctional Sergeants, Correctional Officers, and mailroom staff. Provides direction and audits the work of subordinate staff to ensure compliance related to the overall safety and security of the institution.
20%	Ensures all post orders, organizational charts, and operational procedures relating to Operations are accurate and updated annually; coordinates with the institution AW-Central Services with the routine review of the institution

	Post Assignment Schedule (budgeted number of positions) and Master Assignment Roster (scheduling of positions) to ensure adequate and appropriate custody staff are available during normal and modified programming to provide for the safety and security of staff and IPs within all areas. Responsible for the administrative aspects of Operations including, but not limited to, the issuance of memorandums concerning policy as set forth by the Warden, Chief Deputy Warden, and the Associate Warden-Operations. Conducts inspections relative to security, cleanliness, and maintenance needs, etc. Allocation of uniform personnel assignments in cooperation with the Watch Commander, Personnel Assignment Lieutenant and Health Care Access Captain. Audits and approves the various aspects of the Disciplinary Process prior to submission to the Chief Disciplinary Officer.
10%	Works closely with institutional staff to ensure compliance with Departmental and Institutional policies and procedures. Attends daily morning meetings and other Institutional meetings to ensure a cohesive working relationship with all staff. Attends planning, control and problem-solving meetings with executive staff, division heads, other agencies and courts.
5%	Serves as Administrative Officer of the Day (AOD). Participates in at least 40 hours of In-Service Training annually; and does other duties as assigned by the AW-Central Services.
5%	Plans, organizes, directs, and evaluates the work and performance of staff. This also 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.

SPECIAL REQUIREMENTS

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

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

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION
POSITION DUTY STATEMENT

☐ PROPOSED

☒ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM	POSITION NUMBER (Agency-Unit-Class-Serial)			
Correctional Training Facility	101-261-9646-XXX			
DIVISION / UNIT	CLASSIFICATION TITLE			
	Captain (Adult Institution)			
	WORKING TITLE			
	Captain, AI			
Administration / Facility A	TIME BASE / TENURE	CBID	WWG	COI
	P / FT	M06	E	Yes ☐ No ☒
LOCATION	INCUMBENT		EFFECTIVE DATE	
Soledad, CA				

CDCR'S MISSION and VISION

MISSION

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DIVISION OVERVIEW

Under the supervision of the Correctional Administrator, Facilities A/B, the Captain, AI, Facility A, plans, organizes, and directs a progressive program for the custody, discipline, classification, treatment, employment, and recreation of incarcerated persons. Performs 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.

GENERAL STATEMENT

The Captain, AI, Facility A, provides proper assessment of individual incarcerated persons committed or returned to prison by the courts, and/or Board of Prison Hearing (BPH); interprets and carries out the policies of the CDCR and of the institution. The Facility A Captain oversees the Prison Rape Elimination Act (PREA) and will review all PREA cases and prepare and complete all PREA audits. Additionally oversees the K9 program at Facility A, NDPF.

% 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.
30%	Plans, organizes, and directs a facility containing incarcerated individuals, in all aspects of program functions, classification, disciplinary and incarcerated individuals' care. Interprets and carries out the policies CDCR and the institution. Supervises the maintenance of safe and sanitary living conditions within the Facility.
30%	Supervises and trains custody personnel in all aspects of prison management functions, including security and escape prevention, classification and disciplinary actions, incarcerated care, Restricted Housing Unit (RHU)

	procedures. Makes determinations on difficult custodial problems and consults with other institutional custody staff for advice and assistance.
20%	Member of various committees such as Institutional Classification Committee (ICC), 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 the incarcerated population; selectively reviews pre-release and board reports for the qualitative improvement of case understanding and recording; reviews disciplinary hearings on CDCR Rules Violation Reports (RVRs) to ensure due process is afforded to the incarcerated population.
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 subordinates; and takes or recommends appropriate action. Make tours and inspections of the facility. Conducts administrative reviews for proper RHU retention. Oversees the Prison Rape Elimination Act (PREA), reviews all PREA cases and prepares and completes all PREA audits. Additionally, oversees the K-9 programs including facilitating and processing clearance access, coordinating the training of incarcerated individuals in the care of the K-9's as well as K-9 graduations and demonstrations.
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%	Serves as Administrative Officer of the Day (AOD). Participates in at least 40 hours of In-Service Training annually.

SPECIAL REQUIREMENTS

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CONSEQUENCE OF ERROR

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EMPLOYEE'S STATEMENT:

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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

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION
POSITION DUTY STATEMENT

☐ PROPOSED

☒ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM	POSITION NUMBER (Agency-Unit-Class-Serial)		MCR/HCR
Correctional Training Facility	101-261-9646-XXX		1/F
DIVISION / UNIT	CLASSIFICATION TITLE		
	Captain (Adult Institution)		
	WORKING TITLE		
Administration / Facility B	Captain, AI		
	TIME BASE / TENURE	CBID	WWG	COI
	P / FT	M06	E	Yes ☐ No ☒
LOCATION	INCUMBENT		EFFECTIVE DATE
Soledad, CA			

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MISSION

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DIVISION OVERVIEW

Under the supervision of the Correctional Administrator, Facilities A/B, the Captain, AI, Facility B, plans, organizes, and directs a progressive program for the custody, discipline, classification, treatment, employment, and recreation of incarcerated persons. Performs 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.

GENERAL STATEMENT

The Captain, AI, Facility B, provides proper assessment of individual incarcerated persons committed or returned to prison by the courts, and/or Board of Prison Hearing (BPH); interprets and carries out the policies of the CDCR and of the institution. The Facility B Captain oversees the daily operations of the Veteran's Hub and K9 program at Facility B, NDPF.

% 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.

30%	Plans, organizes, and directs a facility containing incarcerated individuals, in all aspects of program functions, classification, disciplinary and incarcerated population care. Interprets and carries out the policies of CDCR and the institution. Supervises the maintenance of safe and sanitary living conditions within the Facility.
30%	Supervises and trains custody personnel in all aspects of prison management functions, including security and escape prevention, classification and disciplinary actions, incarcerated population care, Restricted Housing Unit (RHU) procedures. Makes determinations on difficult custodial problems and consults with other institutional custody staff for advice and assistance.
20%	Member of various committees such as Institutional Classification Committee (ICC), 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 the incarcerated population; selectively reviews pre-release and board reports for the qualitative improvement of case understanding and recording, reviews disciplinary hearings on CDC Rules Violation Reports (RVRs) to ensure due process is afforded to the incarcerated population.
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 subordinates; and takes or recommends appropriate action. Make tours and inspections of the facility. Conducts administrative reviews for proper RHUt retention. Oversees the Veterans and K-9 programs including facilitating and processing clearance access, coordinating the training of incarcerated individuals in the care of the K-9's as well as K-9 graduations and demonstrations.
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%	Serves as Administrative Officer of the Day (AOD). Participates in at least 40 hours of In-Service Training annually.

SPECIAL REQUIREMENTS

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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**