CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT – Peace Officer

☐ PROPOSED

☒ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM	POSITION NUMBER (Agency-Unit-Class-Serial)			
Ironwood State Prison	444-261-9646-XXX			
DIVISION / UNIT	CLASSIFICATION TITLE			
	Captain (Adult Institution)			
	WORKING TITLE			
	Captain			
Division of Adult Institutions / Facility Operations	TIME BASE / TENURE	CBID	WWG	COI
	FT/PERM	M06	E	Yes ☐ No ☒
LOCATION	INCUMBENT		EFFECTIVE DATE	
Blythe, 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

Facility Operations Division is committed to ensuring the operation of safe and secure institutional settings, for staff and incarcerated person, while partnering with stakeholders to provide rehabilitative programming opportunities. The Division collaborates with the Division of Rehabilitative Programs, California Prison Industry Authority, various community colleges and community volunteers to provide meaningful rehabilitative programs throughout all institutions.

GENERAL STATEMENT

Under the general direction of the Correctional Administrator, the Captain plans organizes, directs the program for the safe custody, classification, discipline and care/treatment of incarcerated persons within Ironwood State Prison, and serves as Administrative Officer of the Day.

As the unit manager, the incumbent is responsible for a program unit, which may consist of one or more incarcerated person programs that are combined for the purpose of directing and organizing the daily operations of custodial staff including Correctional

Lieutenants, Correctional Sergeants, Correctional Officers, Correctional Counselors, and other support staff into a unified program team. Within a single institution or major facility, there may be one or more program units, each headed by a Captain.

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 pre-board 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.

Each person in this class is expected to be able to perform in any position in this classification at the institution.

% 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.
25%	Functions as chairperson for initial classification of all incarcerated persons assigned to the unit. Chairs subsequent unit classification committees, which review an incarcerated person's program, loss of credits due to disciplinary actions, consideration for transfers to other institutions, and all other actions requiring classification approval.
25%	Review all Rules Violation Reports (RVRs) written on incarcerated persons assigned to the unit, evaluates dispositions of RVRs for appropriateness of actions and ensures that the time limits are complied with. Reviews all incident reports pertaining to the unit for accuracy and completeness.
15%	Attend required meetings scheduled by the Correctional Administrator and the Chief Deputy Warden. Schedule and conduct monthly meetings with unit Inmate Advisory Counsel. Attend appropriate job/career related training, and monitor training attendance of all staff assigned to the unit. Perform the duties of the Administrative Officer on Duty when scheduled.
10%	Review confidential materials for confidential folder of central file. Periodically, functions as a member of the Institution Classification Committee in the absence of the Correctional Administrator.
10%	Perform the duties of the Correctional Administrator in his/her absence. Tour and inspect the unit for cleanliness, meet with and disseminate information to subordinate staff, review/update institution procedures.. Complete special projects/assignments. Review, evaluate and respond to any and all written correspondence regarding the unit, and complete any other duties assigned.
10%	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: 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

- Example: 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