**CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION**

POSITION DUTY STATEMENT – Peace Officer

☐ PROPOSED

☒ CURRENT

| CDCR INSTITUTION OR HEADQUARTERS PROGRAM | POSITION NUMBER (Agency-Unit-Class-Serial) | | | |
|---|---|---|---|---|
| Kern Valley State Prison | 915-222-9901-205 | | | |
| DIVISION / UNIT | CLASSIFICATION TITLE | | | |
| Division of Adult Institutions<br>California Department of Corrections & Rehabilitation<br>Kern Valley State Prison/Program II/Restricted Housing Unit | Correctional Counselor II, Specialist | | | |
| | WORKING TITLE | | | |
| | Correctional Counselor II, Specialist | | | |
| | TIME BASE / TENURE | CBID | WWG | COI |
| | PFT | R06 | 2 | Yes ☐ No ☒ |
| LOCATION | INCUMBENT | | EFFECTIVE DATE | |
| Kern Valley State Prison, Delano, CA | | | | |

**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 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**

Under the general direction of the Facility Captain, the Correctional Counselor II Specialist (CC-II), a sworn peace officer, interviews incarcerated persons and evaluates their adjustment for progress in correctional treatment programs; counsels incarcerated persons on personal, institutional, and family problems; collects, evaluates, and records social, behavioral, and vocational problems as a basis for recommending appropriate programs of vocational training; maintains case histories on incarcerated persons during confinement and makes recommendations on changes in classification assignments; prepares pre-release reports for field use;

maintains regular updating of classification score and schedules cases for Classification Committee and transfer as indicated. The CC II-Specialist shall be responsible to maintain a caseload of all incarcerated persons endorsed for transfer utilizing the CSR Tracking ensuring that they are seen by ICC in a timely manner and subsequent Institutional Classification Committee (ICC) reviews.

Additional duties include: obtaining transfer extensions; investigating any holds; presenting cases for ICC; coordinating with the Assistant Classification and Parole Representative for transportation of endorsed incarcerated persons; responding to incarcerated persons grievances at the first and second level; conducting CSR reviews for all Restricted Housing Unit (RHU) cases; follow up on specific classification recommendations. The primary purpose of the RHU CC II-Specialist position is to ensure that the preparation of and the classification of endorsed incarcerated persons in RHU are conducted according to departmental policies; all pertinent documentation such as Rules Violation Reports, confidential memoranda, CDC 114 D's, CDC 128 B's is collected; and CDC 128 B1's are issued. The CC II-Specialist prepares and submits reports to the Board of Parole Hearings (BPH) as needed and serves as a member of the classification and disciplinary committees.

They perform peace officer duties which include maintaining order, supervising the conduct of incarcerated persons, and maintaining the safety of persons and property. In addition, the CC II-Specialist is responsible for helping to maintain a work/living environment that is free from unlawful discrimination and sexual harassment.

| % 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. |
|---|---|
| 40% | Tracks caseload utilizing SOMS RHU tracking. Reviews, prepares, and schedules all RHU incarcerated persons that are endorsed. |
| 20% | Reviews and prepare all RHU Central Files prior to presentation to Classification Services Representative (CSR) to ensure that cases being presented are thoroughly and accurately prepared by completing the approved CSR Review Checklist. Schedules cases for RHU incarcerated persons that are endorsed. Additionally, the CC II-Specialist will be available to the CSR during their review to answer questions. |
| 20% | Responds to incarcerated persons grievances at the first and second level and interviews incarcerated persons, if necessary, to complete the response; deals with outside agencies, attorneys, and incarcerated person's family members when they call; sets up UCC and General Population Initial Classification Committees when necessary. |
| 10% | Assists the CC-I's assigned to RHU on difficult cases by utilizing case conferencing. The CC II-Specialist works directly with and provides functional guidance to the CC-I assigned to their housing unit. |
| 5% | Prepares correspondence to concerned relatives of incarcerated persons as well as county, state, and federal agencies. Appropriate special assignments relating to incarcerated person program development and modification. |
| 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.<br><br>Maintain open lines of communication with 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 and participate in peace officer training, including weapons qualification, chemical agents, incarcerated person restraints, and searches. Attend In-Service Training and receive On-the-Job Training as mandated. |

**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 |
|---|---|---|
| | | |