CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT

REV 2/2025

☐ PROPOSED

☒ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM	POSITION NUMBER (Agency-Unit-Class-Serial)			MCR / HCR
Division of Administrative Services	048-101-9659-xxx			1/D
DIVISION / UNIT	CLASSIFICATION TITLE			
Peace Officer Selection and Employee Development Office of Training and Professional Development Correctional Training Center	CORRECTIONAL SERGEANT			
	WORKING TITLE			
	CORRECTIONAL SERGEANT			
	TIME BASE / TENURE	CBID	WWG	COI
	FT/P	S06	2	Yes ☐ No ☒
LOCATION	INCUMBENT		EFFECTIVE DATE	
Twin Cities Road, Galt 95632				

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.

CALIFORNIA MODEL

California Department of Corrections and Rehabilitation (CDCR) and the California Correctional Health Care Services (CCHCS) are proud to partner on the California Model which will transform the correctional landscape for our employees and the incarcerated. The California Model is a systemwide change that leverages national and international best practices to address longstanding challenges related to incarceration and institution working conditions, creating a safe, professional, and satisfying workplace for all staff, as well as rehabilitation for the incarcerated. Additionally, the California Model improves success of the decarcerated through robust re-entry efforts back into the community.

COMMITMENT TO DIVERSITY, EQUITY, AND INCLUSION

The CDCR and 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 and 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

Office of Training and Professional Development – Correctional Training Center prepares cadets to become Correctional Officers by providing on-site institutional training. The Correctional Training Center also provides training for current CDCR staff with a variety of specialized custody trainings to assist in strengthening their skills physically and mentally.

GENERAL STATEMENT

Under the direction of a Correctional Lieutenant and/or the Captain (AI), the Correctional Sergeant functions as a Basic Correctional Officer Academy (BCOA) Instructor at the Correctional Training Center (CTC) in Galt. Some travel may be required. Duties include but are not limited to:

% 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%	BCOA instructor Sergeants will assist with BCOA Programs (i.e., Watch Office, Range Tactical, Scheduling, Curriculum, Academy Programs, and In-Service Training). Instruct classroom and field classes for the BCOA in various subject matters based on departmental policy, procedures, directives, and requirements.
25%	Monitor and rate cadet performance in a multi-instructor classroom and in scenario exercises. Grade BCOA class assignments.
20%	Monitor BCOA cadet performance in BCOA rules and regulations (i.e., address, correct, and document cadets below standard and unacceptable behaviors and performances). Conduct security checks, living quarter inspections, and maintain BCOA cadet discipline. Provide meal coverage of BCOA cadet feeding.
10%	Transport BCOA cadets and other training participants to various locations for training purposes. Possession of a commercial (Class B) passenger endorsed license may be required.
5%	Act in the capacity as Correctional Sergeant providing supervision of all unusual occurrences, incidents, or emergencies which may occur within the area of responsibility. Perform other job-related duties as needed and as directed by direct supervisor. Assist with paperwork in preparation for the BCOA cadet on-site and Cadet Off-Site Institution Training (COSIT) assignments. Assist the Watch Sergeant in various BCOA cadet processing, organize and distribute BCOA cadet mail. Perform additional job related duties such as Watch Sergeant or Outside Patrol Sergeant. Obtain any training certifications the BCOA may require.
5%	**Personnel Management** 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, nonemployees 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 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