CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT – Correctional Counselor I

☐ PROPOSED

☒ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM	POSITION NUMBER (Agency-Unit-Class-Serial)	MCR / HCR
California Institution for Women	086-222-9904-XXX	

DIVISION / UNIT	CLASSIFICATION TITLE			
Custody, Housing and Programs Services	Correctional Counselor I (CCI)			
	WORKING TITLE: Correctional Counselor			
	TIME BASE / TENURE: FT	CBID: R06	WWG: 2	COI: Yes ☐ No ☒

LOCATION	INCUMBENT	EFFECTIVE DATE
Various		

CDCR'S MISSION, VISION and COMMITMENT

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 Custody Operations, Housing, and Program Services division has 3 main departments. Custody Operations is responsible for institution security operations, including the Watch Commander and Watch Office, Personnel Assignments, Visiting operations, and other security measures. The Housing Department is responsible for all Incarcerated Person housing needs, to include feeding, some classification services, and Incarcerated Person discipline. Program Services is responsible for all Incarcerated Person programming activities in Education, California Correction Training and Rehabilitation Authority, and indirect supervision of the Integrated Substances Use Disorder Treatment and Family Services.

GENERAL STATEMENT

Under the direction of a captain and under the direct supervision of the Correctional Counselor II (CCII), the Correctional Counselor I is responsible for the on-going processing of an Incarcerated person's casework. The responsibilities of the CCI include but are not limited to interviewing Incarcerated individuals, preparing for, and attending Initial, Annual, and Program Reviews at Unit and Institutional Classification Hearings, preparing various reports, maintenance of a caseload, filling out departmental and miscellaneous forms, utilizing various departmental computer systems, and working with the public and staff from other governmental agencies. This position plays a significant role in providing services to Incarcerated people in the Mental Health Services Delivery System (MHSDS) through the Interdisciplinary Treatment Team (IDTT) process. Ensuring Incarcerated individuals have equal access to programs, services, and activities. CCI's are responsible for assisting Incarcerated individuals with disabilities in understanding, preparing for, and participating in the Board of Parole Hearing (BPH) suitability hearing process as needed. Review the Strategic Offender Management System (SOMS) and the Disability Effective Communication System (DECS)/Board Information Technology System (BITS) to identify the Incarcerated individuals need for assistance, primary and secondary method of effective communication, adaptive support needs, assistive device(s), or software (e.g., electronic magnifier, personal sound amplification device, Microsoft Ease of Access, etc.) that are required to accommodate the Incarcerated individual for BPH proceedings. Accommodation shall be provided in a manner to allow privacy and independence. Review BITS at least weekly for any assignments associated with a BPH proceeding. Meet with the Incarcerated person and complete a CDC Form 128B, BPH Accommodations Questionnaire, when prompted do so by BITS. Serve the Incarcerated person with a Notice of DPV/DNV Rights for BPH Proceedings or a Notice of Deaf-Signer Rights for BPH Proceedings, as applicable.

STAFF REQUIREMENTS AND PERSONAL EQUIPMENT

You shall maintain current qualifications with all required departmental weapons and training. This is a condition of employment. You will be neatly groomed and will properly wear on your person the following items while on duty:

- State Identification Card
- Personal Protective Vest
- Key Chits
- CPR Micro Shield
- Whistle
- Personal Alarm Device
- Office Assigned Keys
- Handcuffs
- Oleoresin Capsicum Spray (MK-04 or MK-09)
- Expandable Baton (optional)
- Personal Protection Equipment (as required)
- Current CDCR 861, Weapons Qualification Card

ALARMS / EMERGENCY ALARM RESPONSE

An alarm is any emergency that has the potential to jeopardize the safety and/or security of the institution. An alarm can be announced by shouting, blowing a whistle, activating a personal alarm device, telephone/telephone off-hook alarm, or using an institutional radio. All peace officers have the responsibility to take appropriate action during an emergency (including physical restraint) and to work assignments as necessary. The activation of the Emergency Medical System is applicable during all medical emergencies when staff observe a life-threatening condition in accordance with HCDOM Supplement 3.7.1 - 1 Emergency Medical Response System.

CCIs and CCIIs are designated as On-Site Responders and shall respond when present in their housing unit, where an alarm is activated. CCIs and CCIIs shall also respond to any incident within sight and sound. In these instances, CCIs and CCIIs may be utilized for various assignments to include but not limited to, providing supervision, scribing, escorts, evidence processing and collection, evacuation and rendering aid. Correctional Counselors do not need to report to the Staging Areas; however, they shall report to the Assembly Area. Additionally, all CCIs and CCIIs may be directed to report to a predetermined staging area to await further instructions from the Response Supervisor, Incident Commander, or Watch Commander.

USE OF FORCE

You are responsible for immediately reporting any use of force to your supervisor, followed by written documentation. All peace officers have the responsibility of taking appropriate action during emergency situations which may require the use of physical, non-conventional force, controlled force, non-deadly or deadly force. You shall strictly adhere to the use of force policy set forth in the CCR, Section 3268 and DOM Chapter 5, Article 2. All medical emergencies, unusual occurrences and incidents, which potentially could result in a loss of life, serious injury, or impairments, are deemed reportable. Once any Use of Force is used or observed, a Staff Incident Report (CDCR 837C) shall be completed and signed utilizing the Incident Report Tracking module, within the SOMS before the end of your shift.

DEADLY FORCE

CDCR recognizes the sanctity of human life. Therefore, deadly force will only be used when it is reasonably necessary to: Defend the employee or other persons from imminent threat of death or great bodily injury. To apprehend a fleeing person for any felony that threatened or resulted in death or great bodily injury, if the officer reasonably believes that the person will cause death or great bodily injury to another unless immediately apprehended. Where feasible, a peace officer shall, prior to the use of force, make reasonable efforts to identify themselves as a peace officer and to warn that deadly force may be used, unless the officer has objectively reasonable grounds to believe the person is aware of those facts. Dispose of a seriously injured or dangerous animal when no other disposition is practical.

- **Deadly force shall not be used against a person based on the danger that a person poses to themselves if an objectively reasonable officer would believe the person does not pose an imminent threat of death or GBI to the peace officer or to another person.**
- **A firearm may only be discharged from or at a moving vehicle if the criterion for deadly force is met and it is reasonable to believe that such actions are intended to end an imminent threat to human life. Department staff should, whenever possible, avoid putting themselves on the path of a moving vehicle and shall, when reasonable, consider moving out of the vehicle path to mitigate the threat.**

SENSITIVE INFORMATION

It is all staff's responsibility to ensure that sensitive information is maintained in a secure manner and that **IPs** do not obtain access to such information.

CARE, TREATMENT, AND SECURITY OF PREGNANT OFFENDERS

You are to familiarize yourself with the Department's Operations Manual, Article 45 - Care, Treatment, and Security of Pregnant Offenders.

% 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%	The CCI is responsible for preparing the Initial/Annual/Program Review hearing for each assigned IP. Each Incarcerated person will appear before the Initial Classification Committee within 14 days of reception at CIW/General Population and every year at their admission date. The CCI may serve as staff assistant at an ICC upon request from the CCII. The CCI is also responsible for preparing and presenting an Incarcerated individual on his/her caseload for the Unit Classification Committee for their annual review and various program reviews. Post-conviction progress reports for the BPH, ORWD review, and community-based program referrals must also be completed by the CCI.
20%	The CCI is responsible for preparing the following reports: Confidential Reports, Board of Parole Hearing Reports, Temporary Community Leave Report, Compassionate Release Reports, and any other reports as directed by the CCII Supervisor.
15%	The CCI must interview every Incarcerated person prior to the Classification Committee to obtain the necessary information for the classification committee chrono and to provide each Incarcerated person with information necessary to the programming expectations. Additionally, the CCI will have occasion to interview specific Incarcerated individuals prior to completing specific types of casework requiring additional information from the Incarcerated person. The CCI is responsible for providing posted open-line hours to provide Incarcerated individuals assigned to their caseload with the opportunity to ask general questions or bring to light emerging problems. The Camp CCI is responsible for scheduling open-line to be held in-person at the designated fire camps. The Camp CCI will be required to commute to the fire camps utilizing a state-issued vehicle in accordance with

	CDCR guidelines.
15%	The CCI is responsible for the timely completion of a number of varied casework functions, such as serving release documents upon request, Cal ID Screening Sheet and CAL ID Application, annual re-calculation of the placement score, the annual updating of the non-confidential and confidential offender separation alerts, Special Programs Screenings, update Notice in Case of Inmate Death, etc. form, conduct Olson reviews, review the confidential section of the ERMS file and update as needed, screen to determine if eligible for overnight Family Visiting. Process Trust Account Withdrawal Order forms. Serve legal paperwork upon request from the Litigations CCII and Records supervisor. The CCI will attend unit meetings, and complete On-the-job training (OJT) when necessary to include the Learning Management System (LMS). Assist in providing and filling out applications for the Community Prisoner Mother Program (CPMP), Female Community Reentry Program (FCRP) and the Alternative Custody Program (ACP).
10%	The CCI is responsible for maintaining their caseload and ensures data is entered and identified correctly in SOMS and ERMS.
5%	The CCI shall provide additional accommodation for Incarcerated individuals in the Developmental Disability Program and the Disability Placement Program to ensure equal access to programs, services, and activities, to include preparation for BPH hearings. CCI's are responsible for assisting Incarcerated individuals with disabilities in understanding, preparing for, and participating in the BPH suitability hearing process, as needed.
5%	The CCI will attend all the training required by IST, the Classification & Paroles Representative, the Facility Captain, and the CCII. The CCI is required to attend the IDTT meeting for Incarcerated individuals in the general population and the Mental Health Crisis Bed. The CCI will occasionally need to speak with citizens or staff from other public agencies regarding Incarcerated individuals on their caseload. Such contacts would include telephonic contact with concerned relatives and friends, staff from other governmental agencies and institutional/departmental staff. 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 incarcerated people, 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 WITH A COPY OF THIS DUTY STATEMENT.*		
SUPERVISOR'S NAME (Print)	**SUPERVISOR'S SIGNATURE**	**DATE**