CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT – Peace Officer

☐ PROPOSED

☐ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM	POSITION NUMBER (Agency-Unit-Class-Serial)			
California Institution for Women	086-261-9646-003			
DIVISION / UNIT	CLASSIFICATION TITLE			
	Captain, Adult Institution			
	WORKING TITLE			
Custody, Housing and Program Operations	Captain – Custody Operations			
	TIME BASE / TENURE	CBID	WWG	COI
	LFT	M06	E	Yes ☐ No ☒
LOCATION	INCUMBENT		EFFECTIVE DATE	
Administration Building				

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 administrative direction of the Associate Warden of Custody Housing and Program Operations, the Captain of Custody Operations plans, organizes, directs, and coordinates the program of the central custodial functions including but not limited to: Watch office functions, Lock Shop, Personnel Assignments, Incarcerated Person Assignments, Camps, Receiving & Release, Central Control, Towers, Perimeter Security and Gates, maintains the overall security of the Institution and surrounding state property. The Captain Custody Operations also provides management oversight and direction to the Forestry Camp Program, fire and life safety, facility cleanliness, organization, planning, management, and other duties as assigned by the Associate Warden. The Captain,

Custody Operations serves as liaison between the institution and local law enforcement agencies, sits as a member of Classification Committees and is responsible for total institutional perimeter security, including fence line security, gate security, tower and post security and security of the surrounding State property.

% 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%	Manage and directly oversee all security functions within the above areas of responsibility, including but not limited to, management of post orders and operational procedures and Department Operations Manual (DOM) supplements specific to these operations. Enforcement of departmental safety and security policies, supervision of personnel in the operations of these areas and the monitoring of compliance with departmental mandates. These duties include but are not limited to actual on site review of policies and procedures to ensure they are being followed, annual update of all policies, procedures and Post Orders, supervision of direct subordinates and completion of annual performance reports, evaluation and monitoring of annual training for all subordinate staff, monitoring compliance with tool control, key control, tool and equipment control policies, performance of quarterly security reviews and adherence with all safety regulations including hazardous materials and the Injury/Illness Prevention program. Ensure that the institutional counts are properly taken and recorded and ensure a means of capturing exceptional activity in the Daily Activity Report (DAR). Review and submit Incident Reports that may be generated in Operations. Acts as the Emergency Management Coordinator and ensures the operational procedure are updated accordingly. Maintains appropriate staff rosters for staff accountability. Ensure the appropriate policies for Incarcerated Person accountability are followed and are followed when an Incarcerated Person cannot be accounted for (count procedures). Effectively monitor the use of overtime and review FLSA sheets to ensure compliance with Personnel practices. Evaluate staffing patterns to ensure the watch office is filling vacant positions. Coordinates with the Incarcerated Person Assignment Lieutenant to ensure all positions are filled and tracked properly.
20%	Attends required meetings scheduled by the Associate Warden, Chief Deputy Warden and Warden (Use of Force, Warden's Executive Staff, Dashboard Review, etc.). Schedules and conducts required meetings. Schedules monthly Incarcerate Persons Advisory Committee meetings. Attends appropriate job and career related training and monitors training attendance of all staff assigned within Custody Operations. Attends Custody, Housing, and Program Services Division Staff meetings with staff and Division Head.
20%	Provides management and direct supervision for the Forestry Camp Lieutenant, Personnel Assignments Lieutenant, Watch Commanders, Incarcerated Persons Assignment Lieutenant, Camp CCII, and indirect supervision of the Licensed Clinical Social Workers assigned to the Family Services Program. The position facilitates audits and coordinates the ongoing provision of security operations, coordinates general population and reception center housing programs with other institutional and departmental programs within the institution to ensure operational effectiveness. Provides leadership by delegating and exercising appropriate controls over the activities of subordinates. Participates in the selection of subordinates, evaluates their performance and takes or recommends appropriate action. Establishes and maintains an accountability system to demonstrate that programs, activities, and actions of individual employees are consistent with law, the Directors rules and policies and judicial decisions.
10%	Administrative responsibilities include the management and direction of all staff assigned to the respective area and ensure they are operated in an efficient and effective manner. Assure the highest level of institutional security is to safeguard public safety by administering appropriate oversight and the implementation of ongoing staff training and internal security audits. Reviews Rules Violation Reports for Incarcerated Persons within the camps; is responsible for the training of subordinates in their areas of responsibility; evaluates dispositions of RVRs for appropriateness of actions and ensures that all due process and procedural time limits are in compliance. Reviews all incident reports generated within the Division for accuracy and completeness.
10%	Functions as member of Classification Committees for Incarcerated Persons referred for placement in the Fire Camp Program. Performs the duties of the Associate Warden in their absence; act as Administrative Officer of the Day, tours and inspects areas for cleanliness, meets with and disseminates information to subordinate staff; reviews and updates institution procedures, and other duties as assigned. Completes special projects and assignments; reviews, evaluates and responds to written correspondence regarding the division.

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

- 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

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT – Peace Officer

☐ PROPOSED

☒ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM	POSITION NUMBER (Agency-Unit-Class-Serial)			
California Institution for Women	086-261-9646-004			
DIVISION / UNIT	CLASSIFICATION TITLE			
	Captain, Adult Institution			
	WORKING TITLE			
Health Care Operations	Captain - Health Care Access			
	TIME BASE / TENURE	CBID	WWG	COI
	LFT	M06	E	Yes ☐ No ☒
LOCATION	INCUMBENT		EFFECTIVE DATE	
Transportation Building				

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

Organize, implement, and maintain a custodial program to ensure access to medically necessary health care. This position also serves as the Coleman Coordinator and coordinates any other litigation (except Armstrong and Clark) pertaining to health care services class actions.

GENERAL STATEMENT

The Health Care Access Captain, under the direct supervision of the Associate Warden Health Care Operations is responsible for supervising the California Institution for Women's (CIW) custodial operations in support of health care services provided both on and off institution grounds. This position shall oversee all custodial functions within all areas of responsibility including the direct supervision of Correctional Lieutenants assigned to Health Care.

% 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%	The primary objective of the Health Care Access (HCA) Captain is to maintain order, discipline, safety, and security within your assigned areas of supervision. You are responsible for supervising assigned staff and completing all administrative requirements of the position. Additionally, you are responsible for the supervision of all custodial

	personnel assigned to the Health Care Access Unit. You are to be familiar with all procedures relating to your duty assignment, inclusive of all applicable post orders, post order addendums, memorandums, and be thoroughly familiar with health care policies and procedures, court ordered access to care mandates (Coleman, Plata, etc.), Restrictive Housing Unit placement criteria and the Department Operations Manual.
40%	Responsible for planning, assigning, and directing the work of all custody personnel within the Health Care Access Unit. Under your direction, the division is accountable for facilitating, monitoring and ensuring all Incarcerated Person/patients are present for all health care appointments scheduled within the institution, or at an outside community providers. In addition, you are responsible to manage the movement and transportation of all Incarcerated Persons within the CIW complex as well as the necessary transports for off-site appointments, including coverage for emergency ambulance transports and other institution-based transports such as transfers to other institutions, court appearances, etc. You are responsible for establishing and maintaining regular communication with clinical and custody staff in all divisions.
15%	The HCA Captain is responsible to conduct the First Level Manager's Review of all incidents occurring in their area of supervision. Complete Captain's reviews for Rules Violation Reports issued to Incarcerated Persons in health care areas. Review and respond to Incarcerated Person grievances. Complete performance reports on Correctional Lieutenants, and review performance reports on Correctional Sergeants and Officers under your direct supervision. Counsel subordinates when appropriate and submit documentation when required. Ensure all Correctional Officers, Correctional Sergeants, and Correctional Lieutenants are provided with the proper on-the-job training. Ensure all emergency equipment is tracked, available and functioning properly. Ensure emergency, tool control, and escape procedures for the facility are in compliance. Conduct tours of all assigned areas at least monthly, and report any deficiencies noted.
5%	When necessary, the HCA Captain assumes the duties of the AWHCO. This includes but is not limited to completing the Chief Disciplinary Officer review for Rules Violation Reports and conducting Second Level Manager reviews for all incidents in their area of supervision. Attends required meetings and training. Acts as Administrative Officer of Day as identified in the yearly calendar. Performs other duties as assigned.

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

- 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

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT – Peace Officer

☐ PROPOSED

☒ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM	POSITION NUMBER (Agency-Unit-Class-Serial)			
California Institution for Women	086-261-9646-002			
DIVISION / UNIT	CLASSIFICATION TITLE			
	Captain, Adult Institutions			
	WORKING TITLE			
Custody, Housing and Program Services	Captain - Housing			
	TIME BASE / TENURE	CBID	WWG	COI
	LFT	M06	E	Yes ☒ No ☐
LOCATION	INCUMBENT		EFFECTIVE DATE	
Administration Building				

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 administrative direction of the Associate Warden Custody, Housing and Programs, the Captain of Housing plans, organizes, directs, and coordinates the functional supervision of general population housing units, Education, and the Reentry programs of this institution. This position shall oversee all custodial functions within all areas of responsibility including the direct supervision of Correctional Lieutenants and Correctional Counselor II Supervisor.

% 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%	Manage and directly oversee the general population housing and programs to ensure operational effectiveness. Provides leadership by delegating and exercising appropriate controls over the activities of subordinates and manages and directly oversee all security functions within the above areas of responsibility. This includes but not limited to, management of post orders and operational procedures and Department Operations Manual (DOM) Supplements specific to these operations. Enforcement of departmental safety and security policies, supervision of personnel in the operations of these areas and the monitoring of compliance with departmental mandates. Attends required meetings scheduled by the Associate Warden, Chief Deputy Warden and Warden (Use of Force, Warden's Executive Staff, Dashboard Review, etc.). Schedules and conducts required meetings. Schedules monthly Incarcerated Persons Advisory Committee (IAC) meetings and acts as the IAC Coordinator. Attends appropriate job and career related training and monitors training attendance of all staff assigned within Custody Operations. Attends Custody, Housing, and Program Services Division Staff meetings with staff and Division Head.
20%	Responsible for reviewing all Rules Violation Reports (RVR) that were generated in Housing, Education and Reentry and evaluates dispositions of RVRs for appropriateness of actions and ensures that all due process and procedural time limits are in compliance. Reviews all incident reports generated within the Division for accuracy and completeness. Audits all Rules Violation Reports prior to forwarding to the Chief Disciplinary Officer for review. Reviews, tracks and responds to grievances.
20%	Provides leadership over the activities of subordinates, participates in the selection of subordinates, evaluates their performance and takes or recommends appropriate action. Establishes and maintains an accountability system to demonstrate that programs, activities, and actions of individual employees are consistent with law, the Directors rules and policies and judicial decisions. Effectively monitor the Correctional Counselor II Supervisor and Correctional Counselor's workload to ensure they are in compliance with California Code of Regulations (CCR), Title 15.
10%	Functions as the committee Chairperson for Unit Classification Committees; participates as a member of the Institution Classification Committee for Incarcerated Persons placed in Restricted Housing Unit and ensures they are in compliance with CCR, Title 15
10%	Miscellaneous duties include performing the duties of the Associate Warden in their absence; act as Administrative Officer of the Day, tours and inspects areas for cleanliness, meets with and disseminates information to subordinate staff; reviews and updates institution procedures, and other duties as assigned. Completes special projects and assignments; reviews, evaluates and responds to written correspondence regarding the division.

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

- 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

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT – Peace Officer

☐ PROPOSED

☒ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM	POSITION NUMBER (Agency-Unit-Class-Serial)			
California Institution for Women	086-261-9646-001			
DIVISION / UNIT	CLASSIFICATION TITLE			
	Captain, Adult Institution			
	WORKING TITLE			
Health Care Operations	Captain - Special Programs			
	TIME BASE / TENURE	CBID	WWG	COI
	LT/FT	M06	E	Yes ☐ No ☒
LOCATION	INCUMBENT		EFFECTIVE DATE	
Special Programs				

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

Organize, implement, and maintain a custodial program to ensure access to medically necessary health care and safely house and manage maximum custody Incarcerated Persons. This position also serves as the Coleman Coordinator and coordinates any other litigation (except Armstrong and Clark) pertaining to health care services class actions.

GENERAL STATEMENT

Under the direction of the Associate Warden Health Care Operations, the Special Programs Captain shall be responsible for management responsibility and functional supervision of all special housing units of this institution. This position shall oversee all custodial functions within all areas of responsibility including the direct supervision of Correctional Lieutenants and Correctional Counselor II (Supervisor) assigned to special housing units.

% 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%	Manage and directly oversee the special housing unit programs with other institutional and departmental programs to ensure operational effectiveness. Provides leadership by delegating and exercising appropriate controls over the activities of subordinates and manages and directly oversee all security functions within the

	above areas of responsibility. This includes but not limited to, management of post orders and operational procedures and DOM Supplements specific to these particular operations, enforcement of departmental safety and security policies, supervision of personnel in the operations of these areas and the monitoring of compliance with departmental mandates. Attends required meetings scheduled by the Chief Deputy Warden and Warden (UOF, Warden's Executive Staff, Staff Utilization, Sick Leave Management etc.). Attends appropriate job and career related training and monitors training attendance of all staff assigned within the Division. Holds weekly Housing Departmental Staff meetings and ensure meeting minutes are routed through the chain of command for review. Establishes and maintains and accountability system to demonstrate that programs, activities, and actions of individual employees are consistent with law, the Director's rules and policies, and judicial decisions.
15%	Responsible for reviewing all Rules Violation Reports (RVR) that are generated from the special housing units and audits all RVRs prior to forwarding to the Chief Disciplinary Officer for review. 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***.***
15%	Effectively monitor the Correctional Counselor II (Supervisor) and Correctional Counselor's workload to ensure that they are in compliance with California Code of Regulations, Title 15. 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.
10%	Functions as member of Institution Classification Committee for Incarcerated Person referred to ICC by the Unit Classification Committee and for Incarcerated Person placed in the Restricted Housing Unit and ensures that they are in compliance with California Code of Regulations Title 15.
10%	Coordinates with the Inmate Assignment Lieutenant to ensure all Incarcerated Persons positions are filled and tracked properly and assist them in removing barriers to placement of Incarcerated Person into the proper programs.
10%	Perform Administrative Officer of the Day duties as scheduled at CIW, tours and inspects the Special Housing Units area for cleanliness; Meets with and disseminates information to subordinate staff; reviews and updates institution procedures, and other duties as assigned. Completes special projects and assignments; reviews, evaluates, and responds to any and all written correspondence regarding the division.

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

- 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**