CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION
POSITION DUTY STATEMENT

☐ PROPOSED

☐ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM	POSITION NUMBER (Agency-Unit-Class-Serial)			
San Quentin Rehabilitation Center	095-261-9646-001			
DIVISION / UNIT	CLASSIFICATION TITLE			
	Captain, AI			
	WORKING TITLE			
Health Care Access Unit	TIME BASE / TENURE	CBID	WWG	COI
	FT	M06	E	Yes ☐ No ☒
LOCATION	INCUMBENT		EFFECTIVE DATE	
San Quentin, CA				

CDCR'S MISSION and VISION

Mission
We enhance public safety through safe and secure incarceration of offenders, effective parole supervision, and rehabilitative strategies to successfully reintegrate offenders into our communities.

Vision
We enhance public safety and promote successful community reintegration through education, treatment, and active participation in rehabilitative and restorative justice programs.

COMMITMENT TO DIVERSITY, EQUITY, AND INCLUSION

The California Department of Corrections and Rehabilitation (CDCR) and California Correctional Health Care Services (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/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

BRIEFLY DESCRIBE THE DIVISION/UNIT FUNCTIONS

GENERAL STATEMENT

BRIEFLY (1 OR 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS

Under the general direction of the Associate Warden Health Care Access Unit, this position is responsible for the day-to-day operations of the Health Care Access Unit. The Captain directly supervises the Health Care Access Unit Correctional Counselor II Specialist and the Health Care Access Unit Lieutenant and oversees the following areas; Correctional Health Services Building (CHSB), East Block Clinic, West Block Clinic, North Block Clinic, H-Unit Clinic, Adjustment Center Clinic, North Segregation Clinic, Outside Hospital (Second and Third Watch) and Transportation. Duties include, but are not limited to the following:

% 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.
20%	Manage and supervise the caseload management of the Correctional Counselor II (Specialist) and Correctional Lieutenant assigned to the Access to Health Care Unit. Responsible for reviewing and signing the Temporary Release Orders (TRO) and approving them in SOMS.
20%	Manage and supervise the day-to-day activity for the Psychiatric Inpatient Program (PIP).
20%	Develop, review and audit policy and procedures related to custody, security, and the orderly operation of the Access to Health Care Unit. Participate in scheduled and unscheduled rehabilitation center security inspections and any other inspections deemed necessary.

20%	Review and audit staff performance evaluations, apprenticeship reports and annual training agreements. Manage and supervise the day to day activity of the 2nd floor, Mental Health Unit, the 3rd floor clinic, and the 1st floor BD Dental Clinic located in the CHSB.
15%	Reviews the Access Quality Reports for all priority ducats to the CHSB. Arbitrates disputes of incarcerated people and conducts preliminary inquiries of complaints. Audits the incarcerated person appeal and disciplinary systems.
5%	Attends all training, meetings, and seminars as needed or required. Serves as a member of the Executive Staff and performs Administrative Officer of the Day duties. Performs other related duties as assigned.

SPECIAL REQUIREMENTS

- CDCR does not recognize hostages for bargaining purposes. CDCR has a "NO HOSTAGE" policy and all prison inmates, visitors, nonemployees and employees shall be made aware of this.
- Maintenance of peace officer standards and training in accordance with Penal Code 832 and Departmental Operations Manual sections 32010.19.1, 33020.13, and 86010.13.

SUPERVISORY RESPONSIBILITIES: Responsible for a program unit which may consist of one or more programs for incarcerated people 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.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

EDUCATION and/or EXPERIENCE: Either I Experience: One year of experience in the California Department of Corrections and Rehabilitation performing the duties of a Correctional Counselor III. Or II Experience: Two years of experience in the California Department of Corrections and Rehabilitation in custody work performing duties of a class with a level of responsibility equivalent to the class of a Correctional Lieutenant or in classification and treatment work performing duties of a class with a level of responsibility equivalent to the class of a Correctional Counselor II (Specialist), Correctional Counselor II (Supervisor), Parole Agent II (Specialist), or a Parole Agent II (Supervisor).Or III Experience: Three years of administrative or supervisory experience with responsibility for planning, organizing, and directing a major phase of a correctional rehabilitation program.(Graduate study in education, psychology, sociology, social work, public or business administration, or a closely related field may be substituted for not more than one year of the required experience on a year-for-year basis.) and Education: Equivalent to graduation from college. (Additional qualifying experience may be substituted for four years of the required education on the basis of one year of experience for two years of education.)

KNOWLEDGE AND ABILITIES: Knowledge of: Modern principles and practices of correctional administration and criminology; psychology of criminal behavior and methods of discipline, and the attitudes, problems, and behavior of persons under restraint; supervisory techniques and methods of maintaining discipline, both of staff personnel and incarcerated people; principles and methods used in the custody, control, and adjustment of antisocial persons; interviewing techniques; literature in the fields of correctional administration and criminology; laws, rules, and regulations pertaining to criminal activities, governing State correctional institutions and purposes, activities, regulations, policies, and functions of the California Department of Corrections and Rehabilitation and the termsetting authorities; State laws pertaining to criminal activities; care and use of firearms; job requirements and work performed by incarcerated people of a correctional facility; principles and practices of business management and problems involved in the administration and supervision of correctional facilities and prison camps; sanitation, health, and safety

standards and State laws pertaining thereto; principles and practices of personnel management, supervision, and training; principles of effective verbal and written communication and group dynamics; tactical operational and situational awareness; supervisory responsibilities under the Ralph C. Dills Act; the Department's Equal Employment Opportunity Program objectives; a manager's role in this Program and the processes available to meet Equal Employment Opportunity objectives.

Ability to: Interpret and apply laws, rules, and regulations, Departmental policies and procedures; plan, assign, and direct the work of a large force of correctional personnel; plan, organize, and administer the custodial operation of a correctional facility; train staff; enforce rules and regulations with firmness, tact, and impartiality; promote socially acceptable attitudes and behavior among incarcerated people; formulate programs for the safe custody, discipline, and welfare off incarcerated people; interpret and apply provisions of law and rules; understand incarcerated person case histories and interpret them to others; coordinate the custodial functions with the care and treatment program; establish, promote, and maintain confident and cooperative working relationships with staff; communicate effectively; understand and respond to verbal/written instructions; maintain records and prepare reports; analyze situations and take effective action; secure the respect and cooperation of prison officials and incarcerated people; think and act quickly in emergencies; effectively contribute to the Department's Equal Employment Opportunity objectives.

LANGUAGE SKILLS: Ability to give and receive verbal and written instruction, spell accurately, write reports and correspondence and perform complex administrative assignments.

REASONING ABILITY: Sympathetic and objective understanding of the problems of persons under restraint; demonstrated leadership ability; tact, emotional stability, and maturity; demonstrated integrity and ethical behavior; satisfactory record as a law-abiding citizen; good personal and social adjustment for correctional work; courage; alertness; compliance with Departmental uniform and grooming standards; and neat personal appearance.

OTHER SKILLS AND ABILITIES: Ability to maintain regular attendance and to be punctual.

OTHER QUALIFICATIONS: Knowledge of modern office methods, supplies and equipment; business English and correspondence.

SPECIAL PHYSICAL CHARACTERISTICS: Hearing not less than 15/15 acuity sufficient to perform the essential functions of the job; vision at 20/60 uncorrected, 20/20 corrected in each eye and distinguish colors in compliance with POST; have and maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or incarcerated people; sound physical condition; and manipulate and operate firearms, chemical agents, cell phones, hand-held radios, flashlights, computer equipment, mechanical restraints, etc.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.
Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
The following is a definition of the on-the-job time spent in physical activities:
Constantly: Involves 2/3 or more of a workday
Frequently: Involves 1/3 to 2/3 of workday
Occasionally: Involves 1/3 or less of workday
N/A: Activity or condition is not applicable
Standing: Occasionally - to utilize a photocopier, to file, shred, or confer with other staff.
Walking: Occasionally - to access printouts from the printer, obtain files or supplies, or confer with other staff.
Sitting: Constantly - to operate a computer terminal, complete paperwork, or utilize a telephone at a desk. Worker may stand and walk intermittently.

Lifting: Occasionally - to move paperwork, files, binders and office supplies weighing up to five pounds. A stack of files weighing up to 10 pounds may be very occasionally lifted.
Carrying: Occasionally - to move the above noted items short distances within the office.
Bending/Stooping: Occasionally - to access forms under a counter, or supplies or files on lower shelves or in lower drawers. Slight bending at the waist and neck may occur frequently during the day while working at a desk over paperwork.
Reaching in Front of Body: Frequently - to access a computer keyboard, answer a telephone, review files, operate a photocopier, or retrieve items from shelves or drawers.
Reaching Overhead: Occasionally - to retrieve files from the top shelves of a five-shelf vertical file.
Climbing: To utilize stairs
Balancing: To maneuver the uneven terrain in and around the institution.
Pushing/Pulling: Occasionally - to open and close drawers and binders.
Kneeling/Crouching: N/A.
Crawling: N/A
Fine Finger Dexterity: Frequently - to sort through paper, operate a computer and ten-key, and write notes.
Hand/Wrist Movement: Frequently - to operate a computer, telephone, photocopier, ten-key and other office equipment; to handle papers, files and binders; to open and close drawers and obtain supplies; and to write notes.
Driving Cars/Trucks/Forklifts or Other Moving Equipment: N/A
Hearing/Speech: Occasionally - to communicate with co-workers and by telephone.
Sight: Constantly - to access a computer, read, review and generate paperwork.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
The Captain works in an open office area where each employee has their own desk area. Floors are carpeted/linoleum covered concrete and lighting is florescent. Temperatures are thermostatically controlled. The Captain may occasionally walk outside to obtain paperwork from another office.

MACHINES, TOOLS, EQUIPMENT, AND WORK-AIDS: Telephone, electric typewriter, personal computer, printer, l0-key, copy machine, shredder, hole punch, paper cutter, and fax machine.

COMMENTS: Work hours vary Monday through Friday.
Information for this document was obtained by reviewing the State Personnel Board specification for this classification and through observation of duties as they are currently performed.

Sexual Harassment Policy:
Sexual Harassment is illegal. All staff are required to conform to applicable laws, rules, codes, policies and procedures regarding Sexual Harassment and Equal Employment Opportunity (EEO). References are found in DOM Section 31010.

Initial:_____

Code of Conduct:
As an employee of the Division of Adult Institutions, we are expected to perform our duties at all times as follows: Demonstrate professionalism, honesty, and integrity; accept responsibility for our actions and their consequences; appreciate differences in people, their ideas and opinions; treat fellow employees, incarcerated people and wards, families off incarcerated people and wards, parolees, and the public with dignity and fairness; respect the rights of others and treat others fairly regardless of race, color, national origin, ancestry, gender, religion, marital status, age, disability, medical condition, pregnancy, sexual orientation, veteran status, or political affiliation; comply with all applicable laws and regulations; report misconduct or any unethical or illegal activity and cooperate fully with any investigation.

Initial: _____

Incompatible Activities:
Per California Code of Regulations, Title 15, Section 3413, Incompatible Activities, subsections (a) (1), (3), (6) and (b), employees are not to engage in activities for profit using State facilities, materials or time.

Initial:_____

Nepotism/Fraternization Policy:
Staff shall not use their personal relationships to aid or hinder others in the employment setting. Employees shall immediately notify the hiring authority or their respective supervisor when working arrangements and/or assignments are in conflict with the nepotism/fraternization policy. Additional information is found in DOM 33010.25

Initial:_____

GENERAL POST ORDER ADDENDUM

Reasonable Modification/Accommodation: Reasonable modification or accommodation is the process of modifying policy, procedure, physical plant, etc. to facilitate access to programs, services, and activities of the Department. The Armstrong Remedial Plan (ARP) provides that such requests may be denied only if one or more of the following four defenses apply:

1. Legitimate Penological Interest,
2. Undue Burden and Fundamental Alteration,
3. Direct Threat,
4. Equally Effective Means;

These defenses are derived from the Americans with Disabilities Act (ADA) and from the 1987 United State Supreme Court decision in Turner v. Safley. Staff should consult ARP II.H, Justification for Denial of Requests for Reasonable Accommodation for detail on the applicability of these defenses. If CDCR staff denies requests for reasonable modification or accommodation where these defenses do not apply, the denial may not be legally defensible and the CDCR will continue to be deficient with respect to compliance with federal law federal court order.

Equally Effective Communication: The ARP and the ADA require public agencies to ensure equally effective communication with incarcerated people, in particular where important interests such as due process, health care delivery, legal, etc. are at stake. In these instances, the ADA requires public agencies to give primary consideration to the preferred method of communication of the individual with a disability. Staff is required to dedicate additional time and/or resources as needed to ensure equally effective communication with incarcerated people who have communication barriers such as hearing, vision, speech, learning, or developmental disabilities. Incarcerated people with severe hearing impairments who rely on sign language for effective communication have been most underserved in this area. It is my expectation that Division of Adult Institutions staff will take necessary steps to obtain the services of a qualified sign language interpreter for communications that involve due process, appeals, notice of conditions of parole, classification committee hearings, etc.; attempting to use written communication for these contacts violates the ARP and the ADA. The ARP and CDCR policy require staff to document their determination that the incarcerated person understood the communication, the basis for the determination, and how the determination was made. A good technique is asking the incarcerated person to explain what was communicated in his or her own words.

Tracking: The ARP requires Classification and Parole Representatives (C&PR) and Reception Center Correctional Counselors-III (RC CC-III) to develop local procedures for tracking incarcerated people with disabilities based upon the CDC Form 1845. Deputy Director Memorandum 159/03, dated November 25, 2003, implemented the Armstrong Clark Tracking System (ACTS) and requires all institutions to use this system for tracking all incarcerated people with Developmental Disability Placement (DDP) and DDP codes. The ACTS was designed to work in conjunction with the CDC 1845, rev. 01/04, and includes fields dedicated for entering and reporting housing restrictions such as lower bed/lower tier housing, accommodations for effective communication, and prescribed health care appliances. The C&PRs and RC CC-IIIs are required to distribute the rosters to housing units, custody supervisors, correctional counselors, etc. It is my expectation that custody supervisors will ensure ACTS rosters are used to identify with housing restrictions and ensure they are housed appropriately. Staff shall also use ACTS rosters to identify effective communication needs, in particular the need for a sign language interpreter.

Incarcerated people with Housing Restrictions: The ARP requires doctors to generate chronos with physical limitations for incarcerated people verified with certain CDC 1845 disabilities. These limitations often involve housing restrictions. It is custody staff's responsibility to ensure incarcerated people are housed consistent with housing restrictions; therefore, institutions shall establish local procedures to ensure chronos with housing restrictions are forwarded to the C&PR/RC CC-III and to the custody supervisor responsible for the housing of incarcerated people. If the incarcerated person has a DDP code, the C&PR/RC CC-III or designee shall update the housing restriction information in the ACTS. The custody supervisor shall conduct bed moves if necessary to accommodate the incarcerated person expeditiously according to the documented housing restrictions. Also, custody supervisors shall train housing officers to report all cases where incarcerated people are not housed consistent with documented housing restrictions.

Prescribed Health Care Appliances: The ARP IV.F.3. provides that incarcerated people shall not be deprived of appliances that were properly obtained while in CDCR custody unless for documented safety or security reasons or a physician determines it is no longer necessary or appropriate. Unless an incarcerated person misuses a prescribed appliance in a manner that threatens safety or security, there is no legally defensible reason for custody staff to take it away after the custody captain or designee has reviewed it for safety and security concerns and approved it.

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 time line 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

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	FT	M06	E	Yes ☐ No ☒
LOCATION	INCUMBENT	EFFECTIVE DATE		
San Quentin, CA				

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DIVISION OVERVIEW

BRIEFLY DESCRIBE THE DIVISION/UNIT FUNCTIONS

GENERAL STATEMENT

BRIEFLY (1 OR 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS

Under the general direction of the Correctional Administrator (Associate Warden), this position is responsible for the functions and programs of the Central Services Unit. This position is responsible for staff of over 300.The Captain oversees the following areas: Personnel Assignments, Inmate Assignments Office, Receiving and Release, Armory, Count Gates, Lock Shop, Visiting, Food Service (Custody staff), Yard programs, Gymnasium, and Outside Hospital (on First Watch only). The Captain provides the managerial perspective and operational direction necessary to ensure a functional, safe and secure program.

% 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%	Manages, plans, trains, and assigns work of the Correctional Lieutenant's providing custodial, security, and processing functions for the Central Services area of the institution. Enforces Departmental rules, regulations, and procedures.
30%	Management of the Food Service, Receiving and Release, Visiting, Personnel Assignments, Yard and Industries programs for incarcerated people inside the security walls. Participates in classification actions for incarcerated people and intake screening process. Serves as a member of the Warden's executive staff and performs Administrative Officer of the Day duties.

15%	Develops, reviews, and audits policy and procedures related to custody security and the orderly operation of the Central Services area. Enforces overall institution security and management of uniformed staff. Prepares employee evaluations for the Correctional Lieutenants.
10%	Arbitrates disputes of incarcerated people and investigative complaints. Reviews inmate appeals and discipline of incarcerated people. Establishes and maintains cooperative relations with persons and officials interested in the Inside Facilities Correctional Program.
5%	Attends all training, meetings, and seminars as needed or required. Performs other related duties as assigned.

SPECIAL REQUIREMENTS

- CDCR does not recognize hostages for bargaining purposes. CDCR has a "NO HOSTAGE" policy and all incarcerated people, visitors, nonemployees and employees shall be made aware of this.
- Maintenance of peace officer standards and training in accordance with Penal Code 832 and Departmental Operations Manual sections 32010.19.1, 33020.13, and 86010.13.

SUPERVISORY RESPONSIBILITIES: Responsible for a program unit which may consist of one or more incarcerated 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.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

EDUCATION and/or EXPERIENCE: Either I Experience: One year of experience in the California Department of Corrections and Rehabilitation performing the duties of a Correctional Counselor III. Or II Experience: Two years of experience in the California Department of Corrections and Rehabilitation in custody work performing duties of a class with a level of responsibility equivalent to the class of a Correctional Lieutenant or in classification and treatment work performing duties of a class with a level of responsibility equivalent to the class of a Correctional Counselor II (Specialist), Correctional Counselor II (Supervisor), Parole Agent II (Specialist), or a Parole Agent II (Supervisor).Or III Experience: Three years of administrative or supervisory experience with responsibility for planning, organizing, and directing a major phase of a correctional rehabilitation program.(Graduate study in education, psychology, sociology, social work, public or business administration, or a closely related field may be substituted for not more than one year of the required experience on a year-for-year basis.) and Education: Equivalent to graduation from college. (Additional qualifying experience may be substituted for four years of the required education on the basis of one year of experience for two years of education.)

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operational and situational awareness; supervisory responsibilities under the Ralph C. Dills Act; the Department's Equal Employment Opportunity Program objectives; a manager's role in this Program and the processes available to meet Equal Employment Opportunity objectives.

Ability to: Interpret and apply laws, rules, and regulations, Departmental policies and procedures; plan, assign, and direct the work of a large force of correctional personnel; plan, organize, and administer the custodial operation of a correctional facility; train staff; enforce rules and regulations with firmness, tact, and impartiality; promote socially acceptable attitudes and behavior among incarcerated people; formulate programs for the safe custody, discipline, and welfare of incarcerated people; interpret and apply provisions of law and rules; understand incarcerated case histories and interpret them to others; coordinate the custodial functions with the care and treatment program; establish, promote, and maintain confident and cooperative working relationships with staff; communicate effectively; understand and respond to verbal/written instructions; maintain records and prepare reports; analyze situations and take effective action; secure the respect and cooperation of prison officials and incarcerated people; think and act quickly in emergencies; effectively contribute to the Department's Equal Employment Opportunity objectives.

LANGUAGE SKILLS: Ability to give and receive verbal and written instruction, spell accurately, write reports and correspondence and perform complex administrative assignments.

REASONING ABILITY: Sympathetic and objective understanding of the problems of persons under restraint; demonstrated leadership ability; tact, emotional stability, and maturity; demonstrated integrity and ethical behavior; satisfactory record as a law-abiding citizen; good personal and social adjustment for correctional work; courage; alertness; compliance with Departmental uniform and grooming standards; and neat personal appearance.

OTHER SKILLS AND ABILITIES: Ability to maintain regular attendance and to be punctual.

OTHER QUALIFICATIONS: Knowledge of modern office methods, supplies and equipment; business English and correspondence.

SPECIAL PHYSICAL CHARACTERISTICS: Hearing not less than 15/15 acuity sufficient to perform the essential functions of the job; vision at 20/60 uncorrected, 20/20 corrected in each eye and distinguish colors in compliance with POST; have and maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or incarcerated people; sound physical condition; and manipulate and operate firearms, chemical agents, cell phones, hand-held radios, flashlights, computer equipment, mechanical restraints, etc.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.
Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
The following is a definition of the on-the-job time spent in physical activities:
Constantly: Involves 2/3 or more of a workday
Frequently: Involves 1/3 to 2/3 of workday
Occasionally: Involves 1/3 or less of workday
N/A: Activity or condition is not applicable
Standing: Occasionally - to utilize a photocopier, to file, shred, or confer with other staff.
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Lifting: Occasionally - to move paperwork, files, binders and office supplies weighing up to five pounds. A stack of files weighing up to 10 pounds may be very occasionally lifted.
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Reaching in Front of Body: Frequently - to access a computer keyboard, answer a telephone, review files, operate a photocopier, or retrieve items from shelves or drawers.
Reaching Overhead: Occasionally - to retrieve files from the top shelves of a five-shelf vertical file.
Climbing: To utilize stairs
Balancing: To maneuver the uneven terrain in and around the institution.
Pushing/Pulling: Occasionally - to open and close drawers and binders.
Kneeling/Crouching: N/A.
Crawling: N/A
Fine Finger Dexterity: Frequently - to sort through paper, operate a computer and ten-key, and write notes.
Hand/Wrist Movement: Frequently - to operate a computer, telephone, photocopier, ten-key and other office equipment; to handle papers, files and binders; to open and close drawers and obtain supplies; and to write notes.
Driving Cars/Trucks/Forklifts or Other Moving Equipment: N/A
Hearing/Speech: Occasionally - to communicate with co-workers and by telephone.
Sight: Constantly - to access a computer, read, review and generate paperwork.
WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
The Captain works in an open office area where each employee has their own desk area. Floors are carpeted/linoleum covered concrete and lighting is florescent. Temperatures are thermostatically controlled. The Captain may occasionally walk outside to obtain paperwork from another office.
MACHINES, TOOLS, EQUIPMENT, AND WORK-AIDS: Telephone, electric typewriter, personal computer, printer, l0-key, copy machine, shredder, hole punch, paper cutter, and fax machine.
COMMENTS: Work hours vary Monday through Friday.
Information for this document was obtained by reviewing the State Personnel Board specification for this classification and through observation of duties as they are currently performed.

Sexual Harassment Policy:
Sexual Harassment is illegal. All staff are required to conform to applicable laws, rules, codes, policies and procedures regarding Sexual Harassment and Equal Employment Opportunity (EEO). References are found in DOM Section 31010.

Initial:_____

Code of Conduct:
As an employee of the Division of Adult Institutions, we are expected to perform our duties at all times as follows: Demonstrate professionalism, honesty, and integrity; accept responsibility for our actions and their consequences; appreciate differences in people, their ideas and opinions; treat fellow employees, incarcerated people and wards, families of incarcerated people and wards, supervised individuals, and the public with dignity and fairness; respect the rights of others and treat others fairly regardless of race, color, national origin, ancestry, gender, religion, marital status, age, disability, medical condition, pregnancy, sexual orientation, veteran status, or political affiliation; comply with all applicable laws and regulations; report misconduct or any unethical or illegal activity and cooperate fully with any investigation.

Initial: _____

Incompatible Activities:
Per California Code of Regulations, Title 15, Section 3413, Incompatible Activities, subsections (a) (1), (3), (6) and (b), employees are not to engage in activities for profit using State facilities, materials or time.

Initial:_____

Nepotism/Fraternization Policy:
Staff shall not use their personal relationships to aid or hinder others in the employment setting. Employees shall immediately notify the hiring authority or their respective supervisor when working arrangements and/or assignments are in conflict with the nepotism/fraternization policy. Additional information is found in DOM 33010.25

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GENERAL POST ORDER ADDENDUM

Reasonable Modification/Accommodation: Reasonable modification or accommodation is the process of modifying policy, procedure, physical plant, etc. to facilitate access to programs, services, and activities of the Department. The Armstrong Remedial Plan (ARP) provides that such requests may be denied only if one or more of the following four defenses apply:

1. Legitimate Penological Interest,
2. Undue Burden and Fundamental Alteration,
3. Direct Threat,
4. Equally Effective Means;

These defenses are derived from the Americans with Disabilities Act (ADA) and from the 1987 United State Supreme Court decision in Turner v. Safley. Staff should consult ARP II.H, Justification for Denial of Requests for Reasonable Accommodation for detail on the applicability of these defenses. If CDCR staff denies requests for reasonable modification or accommodation where these defenses do not apply, the denial may not be legally defensible and the CDCR will continue to be deficient with respect to compliance with federal law federal court order.

Equally Effective Communication: The ARP and the ADA require public agencies to ensure equally effective communication with incarcerated people, in particular where important interests such as due process, health care delivery, legal, etc. are at stake. In these instances, the ADA requires public agencies to give primary consideration to the preferred method of communication of the individual with a disability. Staff is required to dedicate additional time and/or resources as needed to ensure equally effective communication with incarcerated people who have communication barriers such as hearing, vision, speech, learning, or developmental disabilities. Incarcerated people with severe hearing impairments who rely on sign language for effective communication have been most underserved in this area. It is my expectation that Division of Adult Institutions staff will take necessary steps to obtain the services of a qualified sign language interpreter for communications that involve due process, appeals, notice of conditions of parole, classification committee hearings, etc.; attempting to use written communication for these contacts violates the ARP and the ADA. The ARP and CDCR policy require staff to document their determination that the incarcerated person understood the communication, the basis for the determination, and how the determination was made. A good technique is asking the incarcerated person to explain what was communicated in his or her own words.

Tracking: The ARP requires Classification and Parole Representatives (C&PR) and Reception Center Correctional Counselors-III (RC CC-III) to develop local procedures for tracking incarcerated people with disabilities based upon the CDC Form 1845. Deputy Director Memorandum 159/03, dated November 25,

2003, implemented the Armstrong Clark Tracking System (ACTS) and requires all institutions to use this system for tracking all incarcerated people with Developmental Disability Placement (DDP) and DDP codes. The ACTS was designed to work in conjunction with the CDC 1845, rev. 01/04, and includes fields dedicated for entering and reporting housing restrictions such as lower bed/lower tier housing, accommodations for effective communication, and prescribed health care appliances. The C&PRs and RC CC-IIIs are required to distribute the rosters to housing units, custody supervisors, correctional counselors, etc. It is my expectation that custody supervisors will ensure ACTS rosters are used to identify with housing restrictions and ensure they are housed appropriately. Staff shall also use ACTS rosters to identify effective communication needs, in particular the need for a sign language interpreter.

Incarcerated People with Housing Restrictions: The ARP requires doctors to generate chronos with physical limitations for incarcerated people verified with certain CDC 1845 disabilities. These limitations often involve housing restrictions. It is custody staff's responsibility to ensure incarcerated people are housed consistent with housing restrictions; therefore, institutions shall establish local procedures to ensure chronos with housing restrictions are forwarded to the C&PR/RC CC-III and to the custody supervisor responsible for incarcerated housing. If the incarcerated person has a DDP code, the C&PR/RC CC-III or designee shall update the housing restriction information in the ACTS. The custody supervisor shall conduct bed moves if necessary to accommodate the incarcerated person expeditiously according to the documented housing restrictions. Also, custody supervisors shall train housing officers to report all cases where incarcerated people are not housed consistent with documented housing restrictions.

Prescribed Health Care Appliances: The ARP IV.F.3. provides that incarcerated people shall not be deprived of appliances that were properly obtained while in CDCR custody unless for documented safety or security reasons or a physician determines it is no longer necessary or appropriate. Unless an incarcerated person misuses a prescribed appliance in a manner that threatens safety or security, there is no legally defensible reason for custody staff to take it away after the custody captain or designee has reviewed it for safety and security concerns and approved it.

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 time line 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

☐ PROPOSED

☐ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM	POSITION NUMBER (Agency-Unit-Class-Serial)			
SQRC	095-261-9646-XXX			
DIVISION / UNIT	CLASSIFICATION TITLE			
	Captain, AI			
	WORKING TITLE			
Administration / General Population	TIME BASE / TENURE	CBID	WWG	COI
	FT	M06	E	Yes ☐ No ☒
LOCATION	INCUMBENT		EFFECTIVE DATE	

CDCR'S MISSION and VISION

Mission
We enhance public safety through safe and secure incarceration of offenders, effective parole supervision, and rehabilitative strategies to successfully reintegrate offenders into our communities.

Vision
We enhance public safety and promote successful community reintegration through education, treatment, and active participation in rehabilitative and restorative justice programs.

COMMITMENT TO DIVERSITY, EQUITY, AND INCLUSION

The California Department of Corrections and Rehabilitation (CDCR) and California Correctional Health Care Services (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/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

BRIEFLY DESCRIBE THE DIVISION/UNIT FUNCTIONS

GENERAL STATEMENT

BRIEFLY (1 OR 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS

Under the general direction of the Correctional Administrator, the Captain, AI, is responsible for the management, functions, and maintenance of implemented general population housing unit programs at San Quentin Rehabilitation Center. The Captain, AI, provides the managerial perspective and operational direction necessary to ensure a functional, safe and secure program. This position oversees a combined staff of custody and non-custody personnel.

% 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%	Supervise, plan, and assign work of the Correctional Counselor II's, and Correctional Lieutenants, providing administrative direction, custody, security, and incarcerated people processing, feeding, and visiting needs, for the general population units of the institution. Establishes and maintains cooperative relations with staff and departmental officials who are involved in the general population correctional programs

30%	Develops, reviews, and audits policy and procedures related to custody, security, and orderly operations of the Unit III general population housing units. Participates in scheduled institutional security and sanitation inspections. Review and audit staff performance evaluations, apprenticeship reports, and annual training agreements. Prepare and process written documentation as needed. Maintains employee discipline and initiates adverse personnel actions regarding involved staff.
20%	Participate in the incarcerated person classification process by making decisions on difficult custodial problems involving the control of movement of incarcerated people and housing configuration, and consults with the institution area managers and supervisors for appropriate action(s). Conducts unit staff meetings and provides training to subordinate staff as needed or required. Serves as a member of the Warden's executive staff and performs Administrative Officer of the Day duties.
5%	Arbitrates incarcerated individuals disputes and investigative complaints. Responds to CDC-602's (Incarcerated person Appeals) at the first level. Reviews CDC-114 D's (Administrative Review of Segregation Orders), per CCR Section 3337. Serves as a member of the Warden's Executive Staff and performs Administrative Officer of the Day duties. Conducts audits of the incarcerated people appeal and disciplinary systems.
5%	Attends all training, meetings, and seminars as needed or required. Performs other related duties as assigned.

SPECIAL REQUIREMENTS

- CDCR does not recognize hostages for bargaining purposes. CDCR has a "NO HOSTAGE" policy and all incarcerated people, visitors, nonemployees and employees shall be made aware of this.
- Maintenance of peace officer standards and training in accordance with Penal Code 832 and Departmental Operations Manual sections 32010.19.1, 33020.13, and 86010.13.

SUPERVISORY RESPONSIBILITIES: Responsible for a program unit which may consist of one or more programs for incarcerated people 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.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

EDUCATION and/or EXPERIENCE: Either I Experience: One year of experience in the California Department of Corrections and Rehabilitation performing the duties of a Correctional Counselor III. Or II Experience: Two years of experience in the California Department of Corrections and Rehabilitation in custody work performing duties of a class with a level of responsibility equivalent to the class of a Correctional Lieutenant or in classification and treatment work performing duties of a class with a level of responsibility equivalent to the class of a Correctional Counselor II (Specialist), Correctional Counselor II (Supervisor), Parole Agent II (Specialist), or a Parole Agent II (Supervisor).Or III Experience: Three years of administrative or supervisory experience with responsibility for planning, organizing, and directing a major phase of a correctional rehabilitation program.(Graduate study in education, psychology, sociology, social work, public or business administration, or a closely related field may be substituted for not more than one year of the required experience on a year-for-year basis.) and Education: Equivalent to graduation from college. (Additional qualifying experience may be substituted for four years of the required education on the basis of one year of experience for two years of education.)

KNOWLEDGE AND ABILITIES: Knowledge of: Modern principles and practices of correctional administration and criminology; psychology of criminal behavior and methods of discipline, and the attitudes, problems, and behavior of

persons under restraint; supervisory techniques and methods of maintaining discipline, both of staff personnel and incarcerated people; principles and methods used in the custody, control, and adjustment of antisocial persons; interviewing techniques; literature in the fields of correctional administration and criminology; laws, rules, and regulations pertaining to criminal activities, governing State correctional institutions and purposes, activities, regulations, policies, and functions of the California Department of Corrections and Rehabilitation and the termsetting authorities; State laws pertaining to criminal activities; care and use of firearms; job requirements and work performed by incarcerated people of a correctional facility; principles and practices of business management and problems involved in the administration and supervision of correctional facilities and prison camps; sanitation, health, and safety standards and State laws pertaining thereto; principles and practices of personnel management, supervision, and training; principles of effective verbal and written communication and group dynamics; tactical operational and situational awareness; supervisory responsibilities under the Ralph C. Dills Act; the Department's Equal Employment Opportunity Program objectives; a manager's role in this Program and the processes available to meet Equal Employment Opportunity objectives.

Ability to: Interpret and apply laws, rules, and regulations, Departmental policies and procedures; plan, assign, and direct the work of a large force of correctional personnel; plan, organize, and administer the custodial operation of a correctional facility; train staff; enforce rules and regulations with firmness, tact, and impartiality; promote socially acceptable attitudes and behavior among incarcerated people; formulate programs for the safe custody, discipline, and welfare of incarcerated people; interpret and apply provisions of law and rules; understand incarcerated people's case histories and interpret them to others; coordinate the custodial functions with the care and treatment program; establish, promote, and maintain confident and cooperative working relationships with staff; communicate effectively; understand and respond to verbal/written instructions; maintain records and prepare reports; analyze situations and take effective action; secure the respect and cooperation of rehabilitation center officials and incarcerated people; think and act quickly in emergencies; effectively contribute to the Department's Equal Employment Opportunity objectives.

LANGUAGE SKILLS: Ability to give and receive verbal and written instruction, spell accurately, write reports and correspondence and perform complex administrative assignments.

REASONING ABILITY: Sympathetic and objective understanding of the problems of persons under restraint; demonstrated leadership ability; tact, emotional stability, and maturity; demonstrated integrity and ethical behavior; satisfactory record as a law-abiding citizen; good personal and social adjustment for correctional work; courage; alertness; compliance with Departmental uniform and grooming standards; and neat personal appearance.

OTHER SKILLS AND ABILITIES: Ability to maintain regular attendance and to be punctual.

OTHER QUALIFICATIONS: Knowledge of modern office methods, supplies and equipment; business English and correspondence.

SPECIAL PERSONAL CHARACTERISTICS: Hearing not less than 15/15 acuity sufficient to perform the essential functions of the job; vision at 20/60 uncorrected, 20/20 corrected in each eye and distinguish colors in compliance with POST; have and maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or incarcerated people; sound physical condition; and manipulate and operate firearms, chemical agents, cell phones, hand-held radios, flashlights, computer equipment, mechanical restraints, etc.

GENERAL POST ORDER ADDENDUM

Reasonable Modification/Accommodation: Reasonable modification or accommodation is the process of modifying policy, procedure, physical plant, etc. to facilitate access to programs, services, and activities of the Department. The

Armstrong Remedial Plan (ARP) provides that such requests may be denied only if one or more of the following four defenses apply:

1. Legitimate Penological Interest,
2. Undue Burden and Fundamental Alteration,
3. Direct Threat,
4. Equally Effective Means;

These defenses are derived from the Americans with Disabilities Act (ADA) and from the 1987 United State Supreme Court decision in Turner v. Safley. Staff should consult ARP II.H, Justification for Denial of Requests for Reasonable Accommodation for detail on the applicability of these defenses. If CDCR staff denies requests for reasonable modification or accommodation where these defenses do not apply, the denial may not be legally defensible and the CDCR will continue to be deficient with respect to compliance with federal law federal court order.

Equally Effective Communication: The ARP and the ADA require public agencies to ensure equally effective communication with incarcerated people, in particular where important interests such as due process, health care delivery, legal, etc. are at stake. In these instances, the ADA requires public agencies to give primary consideration to the preferred method of communication of the individual with a disability. Staff is required to dedicate additional time and/or resources as needed to ensure equally effective communication with incarcerated people who have communication barriers such as hearing, vision, speech, learning, or developmental disabilities. Incarcerated people with severe hearing impairments who rely on sign language for effective communication have been most underserved in this area. It is my expectation that Division of Adult Institutions staff will take necessary steps to obtain the services of a qualified sign language interpreter for communications that involve due process, appeals, notice of conditions of parole, classification committee hearings, etc.; attempting to use written communication for these contacts violates the ARP and the ADA. The ARP and CDCR policy require staff to document their determination that the incarcerated person understood the communication, the basis for the determination, and how the determination was made. A good technique is asking the incarcerated person to explain what was communicated in his or her own words.

Tracking: The ARP requires Classification and Parole Representatives (C&PR) and Reception Center Correctional Counselors-III (RC CC-III) to develop local procedures for tracking incarcerated people with disabilities based upon the CDC Form 1845. Deputy Director Memorandum 159/03, dated November 25, 2003, implemented the Armstrong Clark Tracking System (ACTS) and requires all institutions to use this system for tracking all incarcerated people with Developmental Disability Placement (DDP) and DDP codes. The ACTS was designed to work in conjunction with the CDC 1845, rev. 01/04, and includes fields dedicated for entering and reporting housing restrictions such as lower bed/lower tier housing, accommodations for effective communication, and prescribed health care appliances. The C&PRs and RC CC-IIIs are required to distribute the rosters to housing units, custody supervisors, correctional counselors, etc. It is my expectation that custody supervisors will ensure ACTS rosters are used to identify with housing restrictions and ensure they are housed appropriately. Staff shall also use ACTS rosters to identify effective communication needs, in particular the need for a sign language interpreter.

Incarcerated people with Housing Restrictions: The ARP requires doctors to generate chronos with physical limitations for incarcerated people verified with certain CDC 1845 disabilities. These limitations often involve housing restrictions. It is custody staff's responsibility to ensure incarcerated people are housed consistent with housing restrictions; therefore, institutions shall establish local procedures to ensure chronos with housing restrictions are forwarded to the C&PR/RC CC-III and to the custody supervisor responsible for incarcerated individual's housing. If the incarcerated person has a DDP code, the C&PR/RC CC-III or designee shall update the housing restriction information in the ACTS. The custody supervisor shall conduct bed moves if necessary to accommodate the incarcerated person expeditiously according to the documented housing restrictions. Also, custody supervisors shall train housing officers to report all cases where incarcerated people are not housed consistent with documented housing restrictions.

Prescribed Health Care Appliances: The ARP IV.F.3. provides that incarcerated people shall not be deprived of appliances that were properly obtained while in CDCR custody unless for documented safety or security reasons or a physician determines it is no longer necessary or appropriate. Unless an incarcerated person misuses a prescribed appliance in a manner that threatens safety or security, there is no legally defensible reason for custody staff to take it away after the custody captain or designee has reviewed it for safety and security concerns and approved it.

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 time line 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

☐ PROPOSED

☐ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM	POSITION NUMBER (Agency-Unit-Class-Serial)			
San Quentin Rehabilitation Center	095-261-9646-XXX			
DIVISION / UNIT	CLASSIFICATION TITLE			
	Captain, AI			
	WORKING TITLE			
Administration / Restricted Housing Unit	TIME BASE / TENURE	CBID	WWG	COI
	FT	M06	E	Yes ☐ No ☒
LOCATION	INCUMBENT		EFFECTIVE DATE	
San Quentin, CA				

CDCR'S MISSION and VISION

Mission
We enhance public safety through safe and secure incarceration of incarcerated people, effective parole supervision, and rehabilitative strategies to successfully reintegrate incarcerated people into our communities.

Vision
We enhance public safety and promote successful community reintegration through education, treatment, and active participation in rehabilitative and restorative justice programs.

COMMITMENT TO DIVERSITY, EQUITY, AND INCLUSION

The California Department of Corrections and Rehabilitation (CDCR) and California Correctional Health Care Services (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/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

BRIEFLY DESCRIBE THE DIVISION/UNIT FUNCTIONS

GENERAL STATEMENT

BRIEFLY (1 OR 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS

Under the general direction of the Associate Warden, Specialized Housing Division, the Captain is responsible for the management, functions, and maintenance of implemented segregated population housing unit programs at San Quentin Rehabilitation Center. The Specialized Housing program consists of but is not limited to, the Restricted Housing Unit (RHU). The Captain provides the managerial perspective and operational direction necessary to ensure a functional, safe and secure program.

% 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%	Supervise, plan, and assign work of the Correctional Counselor II's and Correctional Lieutenants, providing administrative direction, custody, security, and incarcerated people's processing for the segregation units of the institution.
30%	Develops, reviews, and audits policy and procedures related to custody, security, and orderly operations of the Restricted Housing Unit (RHU). Participates in scheduled institutional security and sanitation inspections. Review and audit staff performance evaluations, apprenticeship reports, and annual training agreements. Prepare and process written documentation as needed.
20%	Management of RHU and procedural maintenance of all applicable court mandates. Participate in the incarcerated person's classification and segregation placement process. Conducts staff meetings. Serves as a member of the Warden's executive staff and performs Administrative Officer of the Day duties.

5%	Arbitrates incarcerated people's disputes and investigative complaints. Conducts audits of the incarcerated person appeal and disciplinary systems.
5%	Attends all training, meetings, and seminars as needed or required. Performs other related duties as assigned.

SPECIAL REQUIREMENTS

- CDCR does not recognize hostages for bargaining purposes. CDCR has a "NO HOSTAGE" policy and all prison inmates, visitors, nonemployees and employees shall be made aware of this.
- Maintenance of peace officer standards and training in accordance with Penal Code 832 and Departmental Operations Manual sections 32010.19.1, 33020.13, and 86010.13.

SUPERVISORY RESPONSIBILITIES: Responsible for a program unit which may consist of one or more incarcerated people 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.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

EDUCATION and/or EXPERIENCE: Either I Experience: One year of experience in the California Department of Corrections and Rehabilitation performing the duties of a Correctional Counselor III. Or II Experience: Two years of experience in the California Department of Corrections and Rehabilitation in custody work performing duties of a class with a level of responsibility equivalent to the class of a Correctional Lieutenant or in classification and treatment work performing duties of a class with a level of responsibility equivalent to the class of a Correctional Counselor II (Specialist), Correctional Counselor II (Supervisor), Parole Agent II (Specialist), or a Parole Agent II (Supervisor).Or III Experience: Three years of administrative or supervisory experience with responsibility for planning, organizing, and directing a major phase of a correctional rehabilitation program.(Graduate study in education, psychology, sociology, social work, public or business administration, or a closely related field may be substituted for not more than one year of the required experience on a year-for-year basis.) and Education: Equivalent to graduation from college. (Additional qualifying experience may be substituted for four years of the required education on the basis of one year of experience for two years of education.)

KNOWLEDGE AND ABILITIES: Knowledge of: Modern principles and practices of correctional administration and criminology; psychology of criminal behavior and methods of discipline, and the attitudes, problems, and behavior of persons under restraint; supervisory techniques and methods of maintaining discipline, both of staff personnel and incarcerated people; principles and methods used in the custody, control, and adjustment of antisocial persons; interviewing techniques; literature in the fields of correctional administration and criminology; laws, rules, and regulations pertaining to criminal activities, governing State correctional institutions and purposes, activities, regulations, policies, and functions of the California Department of Corrections and Rehabilitation and the termsetting authorities; State laws pertaining to criminal activities; care and use of firearms; job requirements and work performed by incarcerated workers of a correctional facility; principles and practices of business management and problems involved in the administration and supervision of correctional facilities and prison camps; sanitation, health, and safety standards and State laws pertaining thereto; principles and practices of personnel management, supervision, and training; principles of effective verbal and written communication and group dynamics; tactical operational and situational awareness; supervisory responsibilities under the Ralph C. Dills Act; the Department's Equal Employment Opportunity Program objectives; a manager's role in this Program and the processes available to meet Equal Employment Opportunity objectives.

Ability to: Interpret and apply laws, rules, and regulations, Departmental policies and procedures; plan, assign, and direct the work of a large force of correctional personnel; plan, organize, and administer the custodial operation of a correctional facility; train staff; enforce rules and regulations with firmness, tact, and impartiality; promote socially acceptable attitudes and behavior among incarcerated people; formulate programs for the safe custody, discipline, and welfare of incarcerated people; interpret and apply provisions of law and rules; understand incarcerated people's case histories and interpret them to others; coordinate the custodial functions with the care and treatment program; establish, promote, and maintain confident and cooperative working relationships with staff; communicate effectively; understand and respond to verbal/written instructions; maintain records and prepare reports; analyze situations and take effective action; secure the respect and cooperation of rehabilitation center officials and incarcerated people; think and act quickly in emergencies; effectively contribute to the Department's Equal Employment Opportunity objectives.

LANGUAGE SKILLS: Ability to give and receive verbal and written instruction, spell accurately, write reports and correspondence and perform complex administrative assignments.

REASONING ABILITY: Sympathetic and objective understanding of the problems of persons under restraint; demonstrated leadership ability; tact, emotional stability, and maturity; demonstrated integrity and ethical behavior; satisfactory record as a law-abiding citizen; good personal and social adjustment for correctional work; courage; alertness; compliance with Departmental uniform and grooming standards; and neat personal appearance.

OTHER SKILLS AND ABILITIES: Ability to maintain regular attendance and to be punctual.

OTHER QUALIFICATIONS: Knowledge of modern office methods, supplies and equipment; business English and correspondence.

SPECIAL PHYSICAL CHARACTERISTICS: Hearing not less than 15/15 acuity sufficient to perform the essential functions of the job; vision at 20/60 uncorrected, 20/20 corrected in each eye and distinguish colors in compliance with POST; have and maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or incarcerated people; sound physical condition; and manipulate and operate firearms, chemical agents, cell phones, hand-held radios, flashlights, computer equipment, mechanical restraints, etc.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.
Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
The following is a definition of the on-the-job time spent in physical activities:
Constantly: Involves 2/3 or more of a workday
Frequently: Involves 1/3 to 2/3 of workday
Occasionally: Involves 1/3 or less of workday
N/A: Activity or condition is not applicable
Standing: Occasionally - to utilize a photocopier, to file, shred, or confer with other staff.
Walking: Occasionally - to access printouts from the printer, obtain files or supplies, or confer with other staff.
Sitting: Constantly - to operate a computer terminal, complete paperwork, or utilize a telephone at a desk. Worker may stand and walk intermittently.
Lifting: Occasionally - to move paperwork, files, binders and office supplies weighing up to five pounds. A stack of files weighing up to 10 pounds may be very occasionally lifted.
Carrying: Occasionally - to move the above noted items short distances within the office.
Bending/Stooping: Occasionally - to access forms under a counter, or supplies or files on lower shelves or in lower drawers. Slight bending at the waist and neck may occur frequently during the day while working at a desk over paperwork.

Reaching in Front of Body: Frequently - to access a computer keyboard, answer a telephone, review files, operate a photocopier, or retrieve items from shelves or drawers.
Reaching Overhead: Occasionally - to retrieve files from the top shelves of a five-shelf vertical file.
Climbing: To utilize stairs
Balancing: To maneuver the uneven terrain in and around the institution.
Pushing/Pulling: Occasionally - to open and close drawers and binders.
Kneeling/Crouching: N/A.
Crawling: N/A
Fine Finger Dexterity: Frequently - to sort through paper, operate a computer and ten-key, and write notes.
Hand/Wrist Movement: Frequently - to operate a computer, telephone, photocopier, ten-key and other office equipment; to handle papers, files and binders; to open and close drawers and obtain supplies; and to write notes.
Driving Cars/Trucks/Forklifts or Other Moving Equipment: N/A
Hearing/Speech: Occasionally - to communicate with co-workers and by telephone.
Sight: Constantly - to access a computer, read, review and generate paperwork.
WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
The Captain works in an open office area where each employee has their own desk area. Floors are carpeted/linoleum covered concrete and lighting is florescent. Temperatures are thermostatically controlled. The Captain may occasionally walk outside to obtain paperwork from another office.
MACHINES, TOOLS, EQUIPMENT, AND WORK-AIDS: Telephone, electric typewriter, personal computer, printer, l0-key, copy machine, shredder, hole punch, paper cutter, and fax machine.
COMMENTS: Work hours vary Monday through Friday.
Information for this document was obtained by reviewing the State Personnel Board specification for this classification and through observation of duties as they are currently performed.

Sexual Harassment Policy:
Sexual Harassment is illegal. All staff are required to conform to applicable laws, rules, codes, policies and procedures regarding Sexual Harassment and Equal Employment Opportunity (EEO). References are found in DOM Section 31010.

Initial:_____

Code of Conduct:
As an employee of the Division of Adult Institutions, we are expected to perform our duties at all times as follows: Demonstrate professionalism, honesty, and integrity; accept responsibility for our actions and their consequences; appreciate differences in people, their ideas and opinions; treat fellow employees, incarcerated people and wards, families of incarcerated people and wards, supervised people, and the public with dignity and fairness; respect the rights of others and treat others fairly regardless of race, color, national origin, ancestry, gender, religion, marital status, age, disability, medical condition, pregnancy, sexual orientation, veteran status, or political affiliation; comply with all applicable laws and regulations; report misconduct or any unethical or illegal activity and cooperate fully with any investigation.

Initial: _____

Incompatible Activities:
Per California Code of Regulations, Title 15, Section 3413, Incompatible Activities, subsections (a) (1), (3), (6) and (b), employees are not to engage in activities for profit using State facilities, materials or time.

Initial:_____

Nepotism/Fraternization Policy:
Staff shall not use their personal relationships to aid or hinder others in the employment setting. Employees shall immediately notify the hiring authority or their respective supervisor when working arrangements and/or assignments are in conflict with the nepotism/fraternization policy. Additional information is found in DOM 33010.25

Initial:_____

GENERAL POST ORDER ADDENDUM

Reasonable Modification/Accommodation: Reasonable modification or accommodation is the process of modifying policy, procedure, physical plant, etc. to facilitate access to programs, services, and activities of the Department. The Armstrong Remedial Plan (ARP) provides that such requests may be denied only if one or more of the following four defenses apply:

1. Legitimate Penological Interest,
2. Undue Burden and Fundamental Alteration,
3. Direct Threat,
4. Equally Effective Means;

These defenses are derived from the Americans with Disabilities Act (ADA) and from the 1987 United State Supreme Court decision in Turner v. Safley. Staff should consult ARP II.H, Justification for Denial of Requests for Reasonable Accommodation for detail on the applicability of these defenses. If CDCR staff denies requests for reasonable modification or accommodation where these defenses do not apply, the denial may not be legally defensible and the CDCR will continue to be deficient with respect to compliance with federal law federal court order.

Equally Effective Communication: The ARP and the ADA require public agencies to ensure equally effective communication with incarcerated people, in particular where important interests such as due process, health care delivery, legal, etc. are at stake. In these instances, the ADA requires public agencies to give primary consideration to the preferred method of communication of the individual with a disability. Staff is required to dedicate additional time and/or resources as needed to ensure equally effective communication with incarcerated people who have communication barriers such as hearing, vision, speech, learning, or developmental disabilities. Incarcerated people with severe hearing impairments who rely on sign language for effective communication have been most underserved in this area. It is my expectation that Division of Adult Institutions staff will take necessary steps to obtain the services of a qualified sign language interpreter for communications that involve due process, appeals, notice of conditions of parole, classification committee hearings, etc.; attempting to use written communication for these contacts violates the ARP and the ADA. The ARP and CDCR policy require staff to document their determination that the incarcerated person understood the communication, the basis for the determination, and how the determination was made. A good technique is asking the incarcerated person to explain what was communicated in his or her own words.

Tracking: The ARP requires Classification and Parole Representatives (C&PR) and Reception Center Correctional Counselors-III (RC CC-III) to develop local procedures for tracking incarcerated people with disabilities based upon the CDC Form 1845. Deputy Director Memorandum 159/03, dated November 25, 2003, implemented the Armstrong Clark Tracking System (ACTS) and requires all institutions to use this system for tracking all incarcerated people with Developmental Disability Placement (DDP) and DDP codes. The ACTS was designed to work in conjunction with the CDC 1845, rev. 01/04, and includes fields dedicated

for entering and reporting housing restrictions such as lower bed/lower tier housing, accommodations for effective communication, and prescribed health care appliances. The C&PRs and RC CC-IIIs are required to distribute the rosters to housing units, custody supervisors, correctional counselors, etc. It is my expectation that custody supervisors will ensure ACTS rosters are used to identify with housing restrictions and ensure they are housed appropriately. Staff shall also use ACTS rosters to identify effective communication needs, in particular the need for a sign language interpreter.

Incarcerated People with Housing Restrictions: The ARP requires doctors to generate chronos with physical limitations for incarcerated people verified with certain CDC 1845 disabilities. These limitations often involve housing restrictions. It is custody staff's responsibility to ensure incarcerated people are housed consistent with housing restrictions; therefore, institutions shall establish local procedures to ensure chronos with housing restrictions are forwarded to the C&PR/RC CC-III and to the custody supervisor responsible for housing of incarcerated people. If the incarcerated person has a DDP code, the C&PR/RC CC-III or designee shall update the housing restriction information in the ACTS. The custody supervisor shall conduct bed moves if necessary to accommodate the incarcerated person expeditiously according to the documented housing restrictions. Also, custody supervisors shall train housing officers to report all cases where incarcerated people are not housed consistent with documented housing restrictions.

Prescribed Health Care Appliances: The ARP IV.F.3. provides that incarcerated people shall not be deprived of appliances that were properly obtained while in CDCR custody unless for documented safety or security reasons or a physician determines it is no longer necessary or appropriate. Unless an incarcerated person misuses a prescribed appliance in a manner that threatens safety or security, there is no legally defensible reason for custody staff to take it away after the custody captain or designee has reviewed it for safety and security concerns and approved it.

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 time line 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