

**DIVISION OF ADULT INSTITUTIONS
TRANSPORTATION UNIT**

DUTY STATEMENT

TRANSPORTATION CORRECTIONAL LIEUTENANT

RDO: S/S/H HOURS: VARIED

Revised 6/2015

Under the direction of the Transportation Unit's (TU) Captain, Adult Institution (CAI), the Correctional Lieutenant is responsible for supervising the day to day operations of the TU hub. These responsibilities include but are not limited to: supervising and coordinating the workload associated with the transport of inmates by TU staff via sedan, van and intrastate bus schedules. The duties and responsibilities of the Lieutenant include key functional areas: Administrative review, Operations and Security; Scheduling; Personnel Management; and Time Keeping. The Transportation Hub Lieutenant is required to maintain a DMV class 'B' commercial driver's license, a Medical Examiners Certificate (DL 51A), Airbrake Endorsements, Passenger Endorsements, be quarterly qualified on all TU firearms and attend all required classes. Appointment to this position will be varied in duration based on departmental and operational needs, performance and managerial rights based on the MOU Article IV, section 4.01.

MAJOR DUTIES:

- 40% The Lieutenant is responsible for ensuring a high level of correctional awareness is maintained for the safeguard of California Department of Corrections and Rehabilitation (CDCR) staff, inmates and public safety. Directly responsible for the supervision of all Sergeants and indirect supervision of all Officers assigned to duties originating out of the TU. Oversee the completeness and accuracy of the weekly hub transportation schedule. Review daily travel duty packets (e.g. CDCR Form 250 Duty Logs, CDCR Form 135 Inmate Transfer Record, CDCR Form 143 Inmate Property, fuel receipts, phone logs, and employee contacts) and 998's for completeness, accuracy and accountability purposes.
- 30% Coordinate and oversee any mutual aid provided to Paroles or other entities. Oversee the orientation of new TU employees. Ensure staff are familiar and fully compliant with state and federal laws, regulations, Departmental policy and local procedures governing the operation of the TU, and ensure staff are familiar with the TU's Operations Manual. Conducting direct Intrastate Bus evaluations for each Sergeant as needed or directed by CAI. Complete first level review of employee relation's issues (e.g. grievances, Health & Safety), CDCR Form 602 Inmate/Parolee Appeal, etc. Ensure On-The-Job Training and formalized training mandates associated with the Statewide TU are met.
- 20% Develop and maintain a fleet management program for all TU vehicles to include a preventative maintenance program, fuel costs, vehicle maintenance and repair cost analysis database. Ensure the fleet management program for all TU vehicles is in full compliance with Department of General Services and Fleet Administration guidelines. Oversee and ensure major vehicle repairs are coordinated and approved by way of the Senior Inspector of Automotive Equipment in headquarters.

10% Conduct reviews and audits of the TU intrastate schedules, hub operations, and staff activity. Make revision recommendations to the TU CAI specific to local policies and procedures, workload trends, resource utilization and efficiency improvements. Ensure familiarization and compliance with Adult Institution Emergency Response Plan, fire/evacuation drills, and inmate Count Procedures. Develop and maintain a procurement/inventory program for all TU equipment and supplies. Assess equipment needs and make recommendations to the TU CAI.

NAME (PRINT) _____

SIGNATURE _____

DATE _____