

**CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION
OFFICE OF INTERNAL AFFAIRS
CORRECTIONAL LIEUTENANT
(ALLEGATION INQUIRY MANAGEMENT SECTION)**

DUTY STATEMENT

Under the direction of the Correctional Captain, Office of Internal Affairs (OIA), Allegation Inquiry Management Section (AIMS), and the indirect supervision from the AIMS Chief and OIA Deputy Director, the Correctional Lieutenant (Inquiry Lieutenant) performs specific duties including, but not limited to: assisting in screening offender grievances for AIMS criteria; developing an inquiry plan; scheduling and conducting interviews; completing concise, objective, and accurate inquiry reports, and tracking inquiry activities and stages of the offender inquiry from assignment to final submittal via manual and electronic logs and data bases.

The Inquiry Lieutenant will complete offender grievance inquiries for the AIMS Chief or designee's signature, consistent with the rules and regulations outlined in the California Code of Regulations (CCR) and the Department Operations Manual (DOM). The incumbent will be proficient in the interpretation and implementation of current departmental policy as it relates to CDCR operations, policies, and procedures. The Inquiry Lieutenant conducts research on and inquiry into offender grievances involving CDCR employee misconduct allegations, conducts employee complaint analysis, and prepares memorandums and inquiry reports. Coordinates and completes special assignments related to proposed policies and procedures, program evaluation, training, and communication with executive and management staff in various CDCR divisions and outside entities, ensuring unbiased, objective, efficient, timely and thorough inquiry responses.

KNOWLEDGE AND REQUIREMENTS:

The incumbent must remain current in CDCR policy relative to the assignment. Incumbent will be privileged to sensitive, complex, and confidential information. Intentional or negligent dissemination of sensitive or confidential information will result in employment disciplinary consequences, as well as potential personal civil liability.

SPECIFIC RESPONSIBILITIES:

45% Responsible for managing an inquiry caseload of complex and sensitive offender allegations of staff misconduct requiring custodial supervisor expertise. The Inquiry Lieutenant will complete offender allegation inquiries related to complaints against staff to ensure compliance and consistency with current processes, and relevant contractual agreements, policies and regulations. Review and compile documents, interview statements and other information relative to an assigned offender allegation inquiry. Responsible for reviewing offender grievances to identify the allegation, violation, etc., as well as determine which staff person(s), civilian(s) and/or offender should be identified for allegation inquiry interviews. Prepare inquiry plan outlining proposed strategy, and case conference with the Captain. Provide appropriate notifications for interviews in accordance with policy and contractual agreements. Conduct objective

and thorough interviews of witnesses; identify and collect all essential information relevant to the grievance allegation; identify additional allegations of misconduct uncovered during the inquiry. Keep the Captain apprised of any change in the complexity or egregiousness of the inquiry.

- 35% Responsible for objective completion and timely submission of inquiry reports to the AIMS Captain or designee for signature. Provide direction and instruction to institutional staff to assist in the completion of the offender grievance inquiry process when applicable. Responsible for collecting, analyzing and synopsising the necessary information and documentation and provide a detailed, fact-based report to the AIMS Captain and/or Chief. When appropriate, provide inquiry processing training to institutional staff.
- 15% Assists with the monthly, quarterly, and annual AIMS reports; identifies, interprets and reports on grievance allegation trends and provides suggested corrective action, as well as monitors Tableau data requirements and provides recommendations for process changes based upon grievance allegation trends.
- 5% Provide direction, training, and statistical support to AIMS analytical and clerical staff, as needed.

Signature of Employee

Date