

DUTY STATEMENT	
Classification: Office Technician	Position Number: 934-218-1139-824
Division/Office/Section: Mailroom	
Location: High Desert State Prison	Supervisory Position: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Collective Bargaining Identifier (CBID): R04	

POSITION DESCRIPTION:

Under the general supervision of the Office Services Supervisor II, (G), the Office Technician is responsible for processing and logging contraband, documenting inmate contraband was received, maintaining files for contraband to be destroyed, donated or returned to sender. Maintaining trust withdrawal files and processing 3-way correspondence contraband mail. Responds to informal inmate appeals and answers telephone inquires from Correctional Officers, inmates and civilian personnel. Sorts and routes incoming mail. Serves as a backup for processing all monies and legal mail. Familiar with and capable of performing all duties related to mail procedures as outlined in the Departmental Operations Manual (DOM), Section 54010 and the California Code of Regulations (CCR), Title 15, Article 4.

ESSENTIAL FUNCTIONS:

- 40% Processes all contraband publications via Notification of Disapproval – Mail/Package/Publication CDCR 1819. Writes all memorandums to publication publishers via Publisher Pending Review Letters and sends completed packets pursuant to Title 15 Section 3134.1. Processing of Publications, to the Division of Adult Institutions for review and consideration to be added to the Centralized List of Disapproved Publications/Periodicals for the State of California.
- 30% Searches, processes, files and logs contraband items pursuant to CCR, Title 15, Section 3006 (Contraband), 3135 (Disturbing or Offensive Correspondence) or the Authorized Personal Property Schedule found in DOM 54030. Fills out all Notification of Disapproval – Mail/Package/Publication CDCR 1819 for Captains review and files all pertained information accordingly.
- 20% Processes incoming mail, opens and thoroughly searches all pieces of inmate mail. Removes, inspects and counts contents enclosed. Properly processes money orders, checks, cash, envelopes, stamps and visiting forms enclosed in inmate mail. Serves as a backup for processing monies and legal mail.
- 5% Answers telephone calls and responds to inquiries regarding mailroom issues from inmates, their families, agencies, publishers and CDCR employees.
- 5% Performs other Office Technician related duties as required.

GENERAL POST ORDER ADDENDUM

NOTICES, ANNOUNCEMENTS AND ALARMS:

WRITTEN MATERIALS

- High Desert State Prison (HDSP) staff shall ensure that Notices, Orientation Packages, Job Announcements and similar printed materials that it distributes to inmates are accessible to inmates with disabilities.
- HDSP staff shall ensure that accommodations such as magnifiers, photocopying machines with capability to enlarge print for vision-impaired inmates, inmate or staff assistance, computer assisted devices, audiotapes and Braille, etc. are provided when necessary.

VERBAL ANNOUNCEMENTS AND ALARMS

- HDSP staff shall ensure that effective communication is made with inmates who have hearing and vision impairments regarding public address announcements and reporting instructions, including those regarding visiting, yard release and recall, count, lock-up, unlock, etc. For specific detailed information/instructions refer to this section in Operational Procedure (OP) 612.

SPECIAL IDENTIFICATION: HDSP housing unit's staff shall maintain a copy of the identification card/picture of Disability Placement Plan (DPP) inmates and Strategic Offender Management System (SOMS) rosters to alert them of special needs of the inmate during count, emergency evacuation, verbal announcements, etc. Special needs may include personal notification for hearing impaired inmates or assistance provided to vision impaired inmates in responding to ducats or emergency evacuations. For specific detailed information/instructions refer to this section in OP 612.

YARD IDENTIFICATION: DPP inmates identified, per the CDCR Form 1845, as having a disability that impacts placement shall be issued an identifying vest if ordered by physician. For specific detailed information/instructions refer to this section in OP 612.

EMERGENCY EVACUATION PROCEDURES: During emergencies or evacuations inmates with disabilities may require your assistance. For specific detailed information/instruction refer to (OP) 612.

COUNT: HDSP staff shall ensure that inmates who have a verified disability that prevents them from standing during count shall be reasonably accommodated to provide for effective performance of count. This may include allowing the inmate to sit on his bed or in a wheelchair next to the bed, etc. For specific detailed information/instructions refer to this section in OP 612.

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 for inmates with disabilities. Under the Americans with Disabilities Act (ADA), inmates with disabilities have a right to request reasonable modification or accommodation to access 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 ADA and from the 1987 United States 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 and federal court order.

EQUALLY EFFECTIVE COMMUNICATION: The ARP and the ADA require public agencies to ensure equally effective communication with inmates, 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/primary 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 inmates who have communication barriers such as hearing, vision, speech, learning, or developmental disabilities. Inmates with severe hearing impairments who rely on sign language for effective communication have been most underserved in this area. It is the expectation that DAI 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 the inmate understood the communication, the basis for the determination, and how the determination was made. A good technique is asking the inmate to explain what was communicated in his or her own words.

TRACKING: The ARP requires Classification and Parole Representatives (C&PR) to develop local procedures for tracking inmates with disabilities based upon the CDCR Form 1845. The SOMS is the system for tracking all inmates with DPP and DDP codes. SOMS was designed to work in conjunction with the CDCR 1845, and includes fields dedicated for entering and reporting housing restrictions such as ground floor and lower bunk housing, accommodations for effective communication, and prescribed health care appliances. The ADA Officer is required to distribute updated SOMS housing rosters to division heads weekly and division heads are required to distribute the rosters to all housing units, custody supervisors, correctional counselors, etc. It is my expectation that custody supervisors will ensure SOMS rosters are used to identify inmates with housing restrictions and ensure they

are housed appropriately. Staff shall also use SOMS rosters to identify effective communication needs, in particular the need for a sign language interpreter.

INMATES WITH HOUSING RESTRICTIONS: The ARP requires doctors to generate chronos with physical limitations for inmates verified with certain CDCR 1845 disabilities. These limitations often involve housing restrictions. It is custody staff’s responsibility to ensure inmates are housed consistent with housing restrictions; therefore, institutions shall establish local procedures to ensure chronos with housing restrictions are forwarded to the C&PR and to the custody supervisor responsible for inmate housing. The custody supervisor shall conduct bed moves if necessary to accommodate the inmate expeditiously according to the documented housing restrictions. Also, custody supervisors shall train housing officers to report all cases where inmates are not housed consistent with documented housing restrictions.

PRESCRIBED HEALTH CARE APPLIANCES: ARP IV.F.3 provides that inmates shall not be deprived of Durable Medical Equipment (DME) 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 inmate 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.

I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT.

Employee’s Name	Employee’s Signature	Date

I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.

Supervisor’s Name	Supervisor’s Signature	Date

Revised: 4/24/20
SC/tc