

RICHARD J. DONOVAN CORRECTIONAL FACILITY (RJDCF)

DUTY STATEMENT

Section	Associate Warden, Business Services
Unit	Main Records
Position Number	030-222-9902-001
Classification	Correctional Counselor III & Classification and Parole Representative
Revised Date	1/1/2023

Under the general direction of the Associate Warden (Business Services) the Correctional Counselor III (Classification and Parole Representative (C&PR)) is responsible for the inmate classification program and supervision of Main Records staff. The C&PR will directly supervise both Assistant C&PR's, the Correctional Case Records Manager, the Mentally Disordered Offender (MDO)/Sexually Violent Predator (SVP) Counselor, the Minimum Support Facility Counselor and the Clark Counselor. The C&PR Oversees and assigns duties for classification and records staff to maintain operational needs based on fluctuating workloads, staff shortages, program changes, etc. using effective management skills/tools (e.g. communication, time management, workload tracking/monitoring, etc.) as needed. Duties include but are limited to the following:

- 40% Oversee the institution population via the send and intake process and hub cases including medical and return, psych and return, Male Community Reentry Program (MCRP) and Administrative Segregation; liaison with Division of Adult Parole Operations (DAPO), Population Management Unit (PMU), Health Care Placement Oversight Program (HCPOP), local Sheriff's Department's to include San Diego, Imperial, and Los Angeles, the Decentralized Revocation Unit, other C&PRs, and institutional staff; aid in meeting institutional mission goals such as the Division of Rehabilitative Programs (DRP) and Mental Health Services Delivery System in ordering bus seats; monitor the Inmate Hearing Program and liaison with Immigration and Customs Enforcement (ICE) staff; be aware of court ordered caps, and out of state transfer needs; work with Medical, Mental Health and Custodial staff on inmates placed at outside hospitals and within the Correctional Treatment Center; supervise and audit all personnel actions under purview including hiring, performance reports and disciplinary issues; ensure Equal Employment Opportunity guidelines are met. Oversee the work of multi-disciplinary professional and administrative staff in the inmate classification process to ensure appropriate housing, work, treatment programs, academic and vocational education and training are provided to commensurate with the inmate's case factors and individual needs using the California Penal Code (PC), California Code of Regulations (CCR) Title 15, Departmental Operations Manual (DOM), departmental memorandums, court orders, Strategic Offender Management System (SOMS) Training, etc. on an on-going basis. Authorize or deny proposed institutional transfers to maintain the safety of the public, staff, and inmates, by appropriately housing inmates based on departmental and inmate needs using Health Care Placement Oversight Program (HCPOP) placements, Warden to Warden agreements, Departmental Review Board (DRB) endorsements, the Classification Services Unit (CSU) program matrix, institutional activation schedules (IAS), court orders, PC, CCR Title 15, DOM, etc. on a daily basis. Authorize or deny actions as proposed by the reception centers or the classification committee to maintain the safety of the public, staff, and inmates and comply with departmental policy using the CSU program matrix, departmental memorandums, IAS, court orders, PC, Title 15, DOM, etc. on an on-going basis.
- 20% Directly supervise the Correctional Case Records Manager and indirectly supervise Case Records Supervisors to maintain daily operations of all case records functions including registrations, transfers, out to court transfers, paroles, shipping, CSR endorsements, and out of state transfers; ensure Analyst functions for release date calculations are accurately maintained; Oversee the Warden Check-Out Order process to ensure safety and security of the public, staff, and inmates by ensuring inmates are released in accordance with established laws using PC, Government Code, Title 15, DOM, AB, departmental memorandums, court orders, etc. on an on-going basis. Upon inmate death, act as a liaison with the inmate's family and ensure all case records functions are complete; coordinate victim notification.

The C&PR will also provide supervision to the two Correctional Counselors assigned to the MDO/SVP office and one Correctional Counselor assigned to the Administrative Segregation Unit; ensure all MDO/SVP actions are timely and in compliance with policy and procedures; ensure tracking is properly maintained and accurate; liaison with the MDO/SVP Office in Headquarters, Board of Prison Terms (BPT), Department of State Hospitals, and clinical staff conducting evaluations. Supervise/oversee the records office to provide direction, training, and/or guidance to ensure the efficient operation of the office and adherence with all departmental and legal mandates using PC, CCR Title 15, DOM, Administrative Bulletins (AB), departmental and instructional memorandums, court orders, Equal Employment Opportunity (EEO) and Sexual Harassment policies, etc. on a daily basis.

10% Provide oversight as the institution classification subject matter expert; provide guidance on classification requirements to Captains, Correctional Counselor IIs, and Correctional Counselor Is; liaison with the Classification Staff Representatives and the Classification Services Unit on casework issues and special project needs; review all cases prior to submission to the Departmental Review Board (DRB) and all Recall Consideration and Compassionate Release Requests prior to submission; endorse cases for the Inmate Hearing Program for ICE, level of care changes within the Mental Health Services Delivery System for cases that remain within the scope of RJDCF, and ADA cases that do not impact and endorse cases as directed by the DRB; conduct audits of records and classification functions. Participate in administrative staff meetings, conference calls, IST and Administrative Officer of the Day (AOD) training, etc. to receive training, direction, and mission changes using CCR Title 15, PC, DOM, AB, departmental memorandums, court orders, penal codes, etc. as needed or required. Comprehensive knowledge of implementing structured and meaningful IST to meet mandated training needs and the overall mission of CDCR. Audit and/or review the classification and records processes to ensure conformity with policy using SOMS, classification and records audit instruments, Classification Staff Representative (CSR) audit worksheet and comments, corrective action plans, Disability and Effective Communication System (DECS), Board Information Technology System (BITS), PC, CCR Title 15, DOM, etc. on an on-going basis.

10% Oversee tracking associated with court remedial plans including Armstrong, Coleman, Clark and Perez; provide tracking information to institutional staff, auditors and court monitors; work closely with the Medical Department, Mental Health Department, Classification Action Management Unit (CAMU) and Health Care Placement Oversight Program to meet inmate's placement needs; provide daily, weekly and monthly reports including, but not limited to, Comp stat, Inmate Hearing Program, California Out of State Correctional Facilities (COCF), and High Notoriety; work closely with Mental Health staff including the institutional Department State Hospital (DSH) Coordinator; facilitate the coordination of Vitek Hearings and the preparation of cases for presentation to the Classification Staff Representative for endorsement as needed; act as a liaison with the transportation team to ensure timely transfer of the inmate; work closely with the Medical Department on Compassionate Release referrals, Outpatient Housing Unit (OHU) referrals, and other medical needs of inmates. Comply with the Americans with Disabilities Act (ADA) Advanced knowledge of all applicable court cases to ensure appropriate recommendations and decisions relative to the overall inmate classification process. Review and analyze institutional conflicts regarding the application of policies, and the adequacy and appropriateness of documentation to ensure compliance with departmental policies and procedures when making housing and programming recommendations using DOM, CCR Title 15, departmental memorandums, court orders, penal codes, CSR audit worksheet and comments, ERMS, SOMS, etc. on an on-going basis.

10% Oversee the Life Parole Consideration process; liaison with the Board of Parole Hearings, Commissioners, Deputy Commissioners, Forensic Mental Health staff, attorneys. Comprehensive knowledge of the purposes, activities, regulations and functions of the California Department of Corrections and Rehabilitation (CDCR) and the Board of Parole Hearings (BPH) to coordinate and ensure compliance with CDCR and BPH procedural requirements. Oversee the production of Correctional Counselor reports, completion of packets for hearings, and the hearing process; ensure cases granted parole are forwarded to Headquarters for the Governor's review.

The C&PR will serve as the designated Foreign Consulate Coordinator for the institution; notify foreign consulate of inmates incarcerated at the institution (both mandatory and voluntary notifications) and work with them to facilitate inmate contact and foreign transfers; liaison with the Board of Parole Hearings International Foreign Transfer Coordinator in conducting hearings under the Foreign Transfer Treaty Program and upon completion of such hearings will ensure all guidelines are met to facilitate transfer to another country.

- 5% Complete responses to inmate correspondence, inmate appeals (CDC-602) within capacity of responsibility and other correspondence as need. The C&PR Is the designated Victim Services Liaison and the Foreign Consulate Coordinator for the institution. Key oversight is provided on population management, Life Parole Consideration Hearings, institutional classification, parole of inmates, and court remedial plans.
- 5% Attend appropriate In-Service Training; perform other duties as assigned. Serve as Administrative Officer of the Day (AOD) representing the Warden/Director of Adult Institutions during non-business hours, weekends and holidays to manage the institution/division by monitoring operations and notifying appropriate administrative staff and other interested parties using CCR Title 15, DOM, policies and procedures, etc. as required.

Employee's Signature

Employee's Printed Name

Date

Supervisor's Signature

Supervisor's Printed

Date