

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT

PROPOSED

CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM Office of Correctional Safety		POSITION NUMBER (Agency-Unit-Class-Serial) 065-129-9646-003		MCR / HCR	
DIVISION / UNIT Operations Emergency Operations Unit (EOU)		CLASSIFICATION TITLE Captain, Adult Institution			
		WORKING TITLE N/A			
		TIME BASE / TENURE P/FT	CBID M06	WWG E	COI Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
LOCATION Sacramento		INCUMBENT		EFFECTIVE DATE	

CDCR'S MISSION

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

The Office of Correctional Safety (OCS) supports the mission of the California Department of Corrections and Rehabilitation. The OCS mission is to protect the public and serve the CDCR investigative and security interests. The OCS is the primary departmental link with allied law enforcement agencies and the California Governor's Office of Emergency Services (CalOES). The OCS is comprised of the following sub-units:

- **The Special Service Unit (SSU)** conducts the major criminal investigations and prosecutions, criminal apprehension efforts of prison escapees and parolees wanted for serious and violent felonies, primary departmental gang management unit, conducts complex gang related investigations of inmates and parolees suspected of criminal gang activity; and administrative investigative and law enforcement liaison unit.
- **The Fugitive Apprehension Teams (FAT)** conduct field arrest operations of high-risk parolee violators/absconders.
- **The Emergency Operations Unit (EOU)** oversees special departmental operations such as special transports; hostage rescue; riot suppression; firearms, less lethal weapons, and armories; critical incident response; and protective vests.
- **The Emergency Planning and Management Unit (EPMU)** oversees all departmental emergency planning, preparedness, response and recovery needs, and manages the Department Operations Center.
- **The Criminal Intelligence Analysis Unit (CIAU)** identifies and conducts trend and link analyses between criminal suspects and criminal enterprise organizations operating within California's correctional systems and assists with internal and external suppression efforts.

- **The Investigative Training Unit (ITU)** Conducts and monitors statewide investigative training needs and procurement compliance with Peace Officer Standards and Training (POST); and ensures Department policies and CDCR training mandates are met.

GENERAL STATEMENT

Under the direction of the Deputy Chief, OCS, the Captain, Adult Institution, is responsible for the day-to-day operations and management of the Emergency Operations Unit (EOU). This responsibility includes oversight of departmental emergency response and management operational protocols, including those pertaining to Crisis Response Teams (CRT), alarm response, weapons and armories, retired peace officer carry concealed weapons endorsements (CCW), and protective vest program. The incumbent directly supervises sworn and non-sworn staff. Travel is required.

% 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.
30%	Oversees, develops, and implements policy, procedures, and training affecting the CDCR institutional emergency operations programs. Works closely with CDCR institutions/facilities with regard to policy and training development and implementation; program testing, certification, auditing, and assessment; and technical assistance and consultation. Responsible for CRT budget, manual, training, and member certification protocols; development, coordination, and provision of tactical and crisis response training. Facilitates revision of applicable Restricted Department Operations Manual sections. Provides expertise, identifies issues, and develops recommendations for policy/procedure changes related to institution/facility security issues. Consults with and advises CDCR divisions regarding emergent requirements and tactical technology with potential impact on institutional security and operations. As needed, responds to crises in the field and at CDCR facilities; supervises people who conduct or lead OCS/CDCR enforcement operations and investigations; participates in high-risk transportation, dignitary protection, and security operations; supervises people who serves search and arrest warrants; participates in external law enforcement/multi-agency task force operations and investigations.
30%	The Captain is also tasked with various duties in relation to OCS field operations: this includes but is not limited to providing assistance with and conducting criminal and administrative investigations, involving duties such as physical and electronic surveillance; pursuit and apprehension of parolees/parolees at large, inmate/ward escapees, and other fugitives and criminals; collection and review of criminal intelligence information/data; location and interview of suspects and witnesses; collection and preservation of evidence; and working directly with other law enforcement agencies and the courts on multi-agency task force operations.
25%	Facilitates DOC escape operations, coordinating internal and external investigative and tactical resources and activities to effect apprehension. Oversees CDCR institution/facility fire services programs and inter/intra departmental emergency communication systems, including development, implementation, and monitoring of operational standards and protocols.
15%	Manages CDCR firearms and armory programs; facilitates evaluation of lethal and less lethal technology and implementation of related pilot programs; administers policy and procedural development and implementation; oversees audits and assessments; and represents the Department at labor negotiations and meetings. Provides security reviews and technical consultation for weapons commodities considered for master contracts. Provides oversight of the departmental Protective Vest Program, including providing policy clarification and representing the Department during related labor and contract meetings. Reviews and approves/disapproves CCW requests for retired peace officers; represents the Department at Good Cause Hearings relative to CCW denials. Oversees development and provision of security and tactical response training for OCS, other CDCR divisions, and external law enforcement agencies. Manages OCS tactical equipment, radio inventory, and ammunition distribution and procurement, ensuring compliance with all applicable regulations and policies. Prepares memoranda, reports, and security alerts. Completes other 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.

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