

## EDITED TASK LISTING

CLASSIFICATION:     **Captain, Youth Authority**    

**NOTE: Each position within this classification may perform some or all of these tasks.**

<b>Task Statements</b>	
1.	Supervise the operations of the facility to ensure safety/security using the Institutions and Camps Manual (I&C), California Code of Regulations (CCR) and Facility Operations Manual, as required.
2.	Supervise the command operations of the facility during emergency situations to achieve a safe and timely resolution using the Facility Multi-Hazard Emergency Plan (MHEP), as required.
3.	Participate in meetings, committees and teams (e.g., Executive Staff, Force Review Committee, Safety Committee, etc.) to develop/review policies and procedures, provide/receive information and ensure effective facility operations using communication skills and departmental policies/procedures, as required.
4.	Review staff's Use of Force incidents to ensure compliance using policies, procedures and training, as required.
5.	Oversee staff in the control and accountability of keys, locks and safety equipment/devices to maintain safety/security using departmental policies/procedures, as required.
6.	Oversee staff use of emergency alarm systems (e.g., Personal Alarm Devices/Locator, fire, code, etc.), to ensure proper operation and effective emergency response using departmental policies/procedures, as required.
7.	Inform the public and other agencies about the programs of the facility to provide information and ensure external stakeholder involvement using communication skills and departmental policies/procedures, on an on-going basis.
8.	Implement security and youthful offender supervision standards to ensure the safety/security of staff and youthful offenders using the I&C manual, CCR and Facility Operations Manual, as required.
9.	Oversee custody staff in the armory functions of safety equipment (e.g., radios, restraints, vests, escape kits, etc.) to maintain accountability using the I&C manual, Facility Operations Manual and departmental policies/procedures, as required.
10.	Oversee custody staff in the armory functions of firearms and related equipment (e.g., holsters, magazines/speed loaders, ammunition, etc.) to maintain accountability using the I&C manual, Facility Operations Manual and departmental policies/procedures, as required.
11.	Supervise the training of staff to ensure that safety/security policies and procedures are understood and adhered to using the I&C manual, Facility Operations Manual and departmental policies/procedures, as needed.
12.	Oversee custody staff in the security of offsite medical facilities to ensure safety/security using departmental policies/procedures, as required.
13.	Communicate with outside hospital/law enforcement agencies to ensure safe/secure off site medical operations using communication skills and departmental policies/procedures, as required.

*Tasks highlighted in bold text are not currently on the SPB classification specification*

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14.	Consult with staff (e.g., treatment, medical, maintenance, etc.) to ensure consistent application of departmental policies/procedures using the I&C manual, CCR and Facility Operations Manual, as needed.
15.	Oversee custody staff in the transportation of youthful offenders to ensure public/staff/youth safety using departmental policies/procedures, as required.
16.	Collaborate with custody and treatment staff on disciplinary and problem cases (e.g., contraband, Disciplinary Decision Making System [DDMS], youth visiting problem, etc.) to ensure safety/security using departmental policies/procedures, on an on-going basis.
17.	Oversee custody staff in the approval and denial of visitors, volunteers, vendors, etc. into the facility to maintain safety/security using California Law Enforcement Telecommunications System (CLETS), Criminal Information Index (CII) and LiveScan clearances, as required.
18.	Review the investigation report of youthful offender allegations to ensure established procedural safeguards are upheld using the I&C manual, CCR and departmental policies/procedures, as required.
19.	Make recommendations for the disposition of youthful offender's rights issues to ensure established procedural safeguards are upheld using the I&C manual, CCR and departmental policies/procedures, as required.
20.	Decide whether or not a youthful offender should be placed on contraband watch based on staff recommendations to prevent the introduction of contraband into the facility and retrieve evidence using various reports (e.g., confidential reports, investigative reports, etc.) and departmental policies/procedures, as required.
21.	Participate in the recruitment and hiring of custody and non-custody support staff to ensure vacancies are filled in a timely manner by qualified candidates using the State Personnel Board's rules, regulations, policies and procedures, as required.
22.	Represent the Department, in formal/informal settings (e.g., legal proceedings, State Personnel Board hearings, workers compensation hearings, labor negotiations, etc.) to obtain and report information and represent the interests of the Department using communication skills and departmental policies/procedures, as required.
23.	Evaluate the performance of staff to promote a standard level of performance using probationary reports, performance appraisals and Individual Development Plans, on an on-going basis.
24.	Recommend appropriate disciplinary and/or remedial action for staff to prevent and correct substandard performance using the Progressive Discipline Manual and Departmental Operations Manual (DOM), as required.
25.	Conduct administrative inquiries into allegations of employee misconduct to determine/establish facts and make administrative recommendations using the I&C manual and DOM, as required.

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26.	Review the budget for security operations to ensure expenditures are appropriated correctly and within authorized budget allocations using the post assignment schedule (PAS) and funding codes, on an on-going basis.
27.	Oversee the purchase of equipment and supplies to ensure compliance with the I&C manual, Bargaining Unit 6 Memorandum of Understanding (MOU) and the State Administrative Manual (SAM) using the Business Information System (BIS), on an on-going basis.
28.	Act as the Superintendent/Assistant Superintendent in his/her absence to ensure the continued operation of the facility using the I&C manual, Facility Operations Manual and departmental policies/procedures, as required.
29.	Operate a motor vehicle in the course of State business to represent the Department at meetings and conferences using departmental policies/procedures, as required.
30.	Represent the facility when in contact with local law enforcement agencies to provide and receive information using the I&C manual and departmental policies/procedures, as required.