

EDITED TASK LISTING

CLASSIFICATION: Correctional Counselor I (9904)

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

| Task Statements | |
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| 1. | Interview inmates to develop or modify the inmate's classification, in a correctional setting, utilizing the inmate central file, Strategic Offender Management System (SOMS), Electronic Records Management Systems (ERMS), analytical skills, laws, rules and regulations (e.g. Departmental Operations Manual (DOM), Title 15, Administrative Bulletins (AB), Memorandums, Penal Code, etc.) as required. |
| 2. | Gather information from inmates to develop or modify the inmate's classification in a correctional setting utilizing the inmate central file, SOMS, ERMS, analytical skills, laws, rules and regulations (e.g. Penal Code, DOM, Title 15, AB, etc.) as required. |
| 3. | Read reports from a variety of sources to assist in classification of an inmate, in development or modification of the inmate's program utilizing the inmate electronic central file (SOMS) (ERMS), analytical skills, laws, rules and regulations (e.g. Penal Code, DOM, Title 15, AB, etc.) as required. |
| 4. | Evaluate reports from a variety of sources to assist in classification of an inmate, in development or modification of the inmate's program utilizing the inmate electronic central file (SOMS) (ERMS), analytical skills, laws, rules and regulations (e.g. Penal Code, DOM, Title 15, AB, etc.) as required. |
| 5. | Summarize reports from a variety of sources to assist in classification of an inmate, in development or modification of the inmate's program utilizing the inmate electronic central file (SOMS) (ERMS), analytical skills, laws, rules and regulations (e.g. Penal Code, DOM, Title 15, AB, etc.) as required. |
| 6. | Present findings from a variety of sources to a classification committee to assist in classification of an inmate, in development or modification of the inmate's program utilizing the inmate electronic central file (SOMS) (ERMS), analytical skills, laws, rules and regulations (e.g. Penal Code, DOM, Title 15, AB, etc.) as required. |
| 7. | Make recommendations to a classification committee for placement or withdrawal of an inmate from programs and to consider the inmate's interest and potential for available programs utilizing the inmate electronic central file (SOMS) (ERMS), analytical skills, laws, rules and regulations (e.g. Penal Code, DOM, Title 15, AB, etc.) as required. |
| 8. | Prepare Post Conviction Progress Report for the Board of Parole Hearings (BPH) summarizing all data on the inmate's incarceration history utilizing the inmate electronic central file (SOMS) (ERMS), Lifer Scheduling Tracking System (LSTS), analytical skills, laws, rules and regulations (e.g. Penal Code, DOM, Title 15, AB, etc.) as needed. |
| 9. | Gather and document information to identify enemy concerns (confidential and non-confidential) between inmates in order to create a separation alert utilizing the inmate electronic central file (SOMS) (ERMS) as required. |
| 10. | Evaluate and document information to identify enemy concerns (confidential and non-confidential) between inmates in order to create a separation alert utilizing the inmate electronic central file (SOMS) (ERMS) as required. |

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

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| 11. | Gather and document information to identify Security Threat Groups (STG) in order to maintain the safety and security of the institution utilizing the inmate electronic central file (SOMS) (ERMS) as required. |
| 12. | Prepare diagnostic evaluation reports on inmates for departmental and court review regarding recommendations for retention of the inmate utilizing the inmate electronic central file (SOMS) (ERMS), analytical skills, laws, rules and regulations (e.g. Penal Code 1170(d)/1203.03, DOM, Title 15, AB, etc.) as mandated. |
| 13. | Recommend security level of institution to which the inmate will be housed utilizing the inmate electronic central file (SOMS) (ERMS), analytical skills, laws, rules and regulations (e.g. Penal Code, DOM, Title 15, AB, etc.) as required. |
| 14. | Determine custody requirements of inmates for proper housing and assignments utilizing the inmate electronic central file (SOMS) (ERMS), analytical skills, laws, rules and regulations (e.g. Penal Code, DOM, Title 15, AB, etc.) on an ongoing basis. |
| 15. | Conduct counseling with individual inmates utilizing Motivational Interviewing (MI) techniques to resolve conflicts/crisis intervention, as needed. |
| 16. | Document pertinent information based on observations or contacts with inmates, families and outside agencies, in order to maintain the safety and security of the institution, staff, inmates, and public utilizing the inmate electronic central file (SOMS) (ERMS), analytical skills, laws, rules and regulations (e.g. Penal Code, DOM, Title 15, AB, etc.) as required. |
| 17. | Respond to written or verbal requests from inmates for interviews, formal/informal grievances, services or items being requested utilizing the inmate electronic central file (SOMS) (ERMS), communication skills, analytical skills, laws, rules and regulations (e.g. Penal Code, DOM, Title 15, AB, etc.) as required. |
| 18. | Promote positive inmate behavior to ensure safety and security of the institution utilizing MI techniques, the inmate electronic central file (SOMS) (ERMS), communication skills, laws, rules and regulations (e.g. Penal Code, DOM, Title 15, AB, etc.) as needed. |
| 19. | Provide a staff assistant or interpreter to ensure effective communication for the inmate at a disciplinary, classification, clinical encounters or parole hearing utilizing the inmate electronic central file (SOMS) (ERMS), communication skills, laws, rules and regulations (e.g. Penal Code, DOM, Title 15, AB, etc.) as needed. |
| 20. | Perform peace officer duties (e.g. escort, search, etc.) in order to maintain the safety and security of the institution, staff, inmates and public utilizing the inmate electronic central file (SOMS) (ERMS), analytical skills, laws, rules and regulations (e.g. Penal Code, DOM, Title 15, AB, etc.) as required. |
| 21. | Replace and/or assist custodial staff during emergency situations such as escapes, riots or activate Personal Alarm Device (PAD) in order to maintain the safety and security of the institution, staff, inmates, and public utilizing laws, rules and regulations (e.g. Penal Code, DOM, Title 15, AB, etc.) as needed. |

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| 22. | Maintain order of inmates to ensure the safety and security of the institution, staff, inmates, and public utilizing laws, rules and regulations (e.g. Penal Code, DOM, Title 15, AB, etc.) as needed. |
| 23. | Supervise inmates in order to ensure job performance utilizing laws, rules and regulations (e.g. Penal Code, DOM, Title 15, AB, etc.) as required. |
| 24. | Perform visual security check, of the premises and search inmates for contraband for accountability, safety and security in compliance with laws, rules and regulations (e.g. Penal Code, DOM, Title 15, AB, etc.) as directed. |
| 25. | Maintain confidentiality of sensitive information e.g., medical information, investigation, inmate criminal history to maintain safety and security, by not disclosing to unauthorized persons in compliance with laws, rules and regulations (e.g. Penal Code, DOM, Title 15, AB, etc.) as required. |
| 26. | Respond to emergencies e.g., disorder, melee, medical, fire, riot, natural disasters in order to maintain safety and security for the institution in compliance with laws, rules and regulations (e.g. Penal Code, DOM, Title 15, AB, etc.) as required. |
| 27. | Perform equipment inventory e.g., keys, tools, weapons for accountability and proper working condition utilizing inventory sheet, inspection log, in compliance with laws, rules and regulations (e.g. Penal Code, DOM, Title 15, AB, etc.) as required. |
| 28. | Recognize mental health behavioral characteristics of inmate's emotional or unusual behavior to maintain safety and security of the institution in compliance with laws, rules and regulations (e.g. Penal Code, DOM, Title 15, AB, etc.) as required. |
| 29. | Initiate emergency steps to prevent suicides and harming self, other inmates or staff to maintain safety and security of the institution in compliance with laws, rules and regulations (e.g. Penal Code, DOM, Title 15, AB, etc.) as required. |
| 30. | Provide orientation to inmates regarding facility expectations, rules, policies, procedures and available programs to ensure consistency and in order to maintain safety and security for the institution in compliance with laws, rules and regulations (e.g. Penal Code, DOM, Title 15, AB, etc.) as required. |
| 31. | Travels to state or community hospitals to provide counseling services for inmates housed under psychiatric or medical care utilizing the inmate electronic central file (SOMS) (ERMS), communication skills, laws, rules and regulations (e.g. Penal Code, DOM, Title 15, AB, etc.) as required. |
| 32. | Acts as an immediate resource to assist new counseling staff in the performance of their duties in compliance with laws, rules and regulations (e.g. Penal Code, DOM, Title 15, AB, etc.) as required. |

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| 33. | Attend training regarding policy, procedures, court mandates, classification, due process, Inmate Work Incentive Training Program, inmate appeals, SOMS, Disability Placement Program, Developmentally Disabled Program, Mental Health Services Delivery System, Sexually Violent Predator (SVP), Mentally Disordered Offenders (MDO), etc., to ensure compliance with current policy utilizing laws, rules, regulations (e.g., Penal Code, DOM, Title 15, AB, departmental memoranda, etc.) as mandated. |
| 34. | Complete an inmate's Emergency Notification, next of kin contact information and Social Factor Sheet which includes information regarding the inmate's parents, siblings, marriages, common law relationships, children, etc., to ensure contact information is current utilizing SOMS, ERMS, communication skills, laws, rules and regulations (e.g. DOM, Title 15, AB, etc.) as required. |
| 35. | Review court documents for an inmate's commitment offense, Probation Officer Reports, Abstract of Judgment, etc. to prepare Institution Staff Recommendation Summary (ISRS) for the custody level and initial housing placement, utilizing SOMS, ERMS, communication skills, laws, rules and regulations (e.g. Penal Code, DOM, Title 15, AB, etc.) as required. |
| 36. | Submit ISRS to immediate supervisor for approval to ensure compliance with departmental policy utilizing SOMS, ERMS, laws, rules and regulations (e.g. DOM, Title 15, AB, etc.) as required. |
| 37. | Process request for Temporary Community Leave (TCL) by verifying eligibility criteria for inmate temporary leave utilizing SOMS, ERMS, communication skills, laws, rules and regulations (e.g. Penal Code, DOM, Title 15, AB, etc.) as required. |
| 38. | Complete inmate's TCL for departmental approval to allow for inmate temporary leave utilizing SOMS, ERMS, communication skills, laws, rules and regulations (e.g. Penal Code, DOM, Title 15, AB, etc.) as required. |
| 39. | Ensure all due process mandates surrounding inmate classification are met to ensure compliance with court and Departmental procedures utilizing SOMS, ERMS, communication skills, laws, rules and regulations (e.g. Penal Code, DOM, Title 15, AB, etc.) as required. |
| 40. | Verify an inmate's eligibility to marry and processes marriage application through the county clerk's office (e.g. divorce decrees, statement of intent from a prospective bride/groom) utilizing SOMS, ERMS, laws, rules and regulations (e.g. DOM, Title 15, AB, etc.) as required. |
| 41. | Verify an inmate's eligibility for family visits by reviewing necessary documents (proof of marriage, birth certificates, etc.) to ensure compliance with departmental policy utilizing SOMS, ERMS, laws, rules and regulations (e.g. Penal Code, DOM, Title 15, AB, etc.) as required. |

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| 42. | Process an inmate's application for family visits and necessary documents (proof of marriage, birth certificates, etc.) in order to ensure compliance with departmental policy utilizing SOMS, ERMS, laws, rules and regulations (e.g. Penal Code, DOM, Title 15, AB, etc.) as required. |
| 43. | Identify inmates who have active holds requiring immediate action to ensure safety and security of the institution in compliance with departmental policy utilizing SOMS, ERMS, laws, rules and regulations (e.g. Penal Code, DOM, Title 15, AB, etc.) as required. |
| 44. | Maintain all mandatory peace officer qualifications (e.g. firearms, chemical agents, etc.) to ensure compliance with departmental policy utilizing laws, rules and regulations (e.g. Penal Code, DOM, Title 15, AB, etc.) as required. |
| 45. | Participate as a member of various classification committees (e.g. STG, Institutional Classification Committee, Unit Classification Committee and Camp Classification Committee) in compliance with departmental policy utilizing SOMS, ERMS, laws, rules and regulations as mandated. |
| 46. | Participate as a member of the Inter Disciplinary Treatment Team committee in compliance with departmental policy utilizing SOMS, ERMS, laws, rules and regulations as mandated. |
| 47. | Initiating inmate release plans in order to obtain resident and employment plans for reintegration into society utilizing SOMS, ERMS, communication skills, laws, rules and regulations (e.g. Penal Code, DOM, Title 15, AB, etc.) as required. |
| 48. | Inform inmate of approved release plans and special conditions of release by obtaining all required signatures and finger prints in compliance with departmental policy utilizing SOMS, ERMS, laws, rules and regulations (e.g. Penal Code, DOM, Title 15, AB, etc.) as required. |
| 49. | Identify inmates that meet criteria for MDO and SVP to ensure proper screening prior to release utilizing SOMS, ERMS, laws, rules and regulations (e.g. Penal Code, DOM, Title 15, AB, etc.) as required. |
| 50. | Document inmates that meet criteria for MDO and SVP to ensure proper screening prior to release utilizing SOMS, ERMS, laws, rules and regulations (e.g. Penal Code, DOM, Title 15, AB, etc.) as required. |
| 51. | Act as a process server of court and legal documents (e.g. detainers, child custody, notice to appear, etc.) for the inmate to ensure proper legal notification utilizing SOMS, ERMS, laws, rules and regulations (e.g. Penal Code, DOM, Title 15, AB, etc.) as required. |
| 52. | Operate various office machines/equipment to complete assigned duties utilizing personal computer, scanner, photocopier, fax, calculator, etc. as directed. |

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