

## EDITED TASK LISTING

### CLASSIFICATION: CORRECTIONAL LIEUTENANT

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

<b>Task Statements</b>	
1.	Uphold the mission of the Department to keep offenders incarcerated in a safe, secure and humane environment using applicable court decisions (e.g., Coleman, Clark, Plata, Armstrong, Perez, Valdivia, etc.), Title 15, Department Operations Manual (DOM), collective bargaining agreements/contracts and California Penal Code (PC) on a daily basis.
2.	Serve as the Public Information Officer/Administrative Assistant to the Warden to provide consultation/input and coordinate the collection and dissemination of information using communication/interpersonal skills, collective bargaining agreements/contracts, Title 15 and DOM as needed.
3.	Monitor inmate behavior to maintain safety/security and hold inmates accountable using DOM, Title 15, PC, collective bargaining agreements/contracts and applicable court decisions (e.g., Coleman, Clark, Plata, Armstrong, Perez, Valdivia, etc.) on a daily basis.
4.	Serve as an expert resource in areas such as: institution services, program management, facilities management, program compliance and evaluation, etc. to provide consultation and/or information to management using DOM, Title 15, collective bargaining agreements/contracts and State Administrative Manual (SAM) as needed.
5.	Act as a Captain, Adult Institution in his/her absence to maintain safety, security and efficient operations using DOM, Title 15, collective bargaining agreements/contracts and applicable court decisions (e.g., Coleman, Clark, Plata, Armstrong, Perez, Valdivia, etc.) as needed.
6.	Supervise staff in an assigned watch, major area and/or camp to maintain safety, security and efficiency using DOM, Title 15, collective bargaining agreements/contracts and applicable court decisions (e.g., Coleman, Clark, Plata, Armstrong, Perez, Valdivia, etc.) on a daily basis.
7.	Supervise the training of staff to ensure a knowledgeable and effective workforce using DOM, Title 15, collective bargaining agreements/contracts and applicable court decisions (e.g., Coleman, Clark, Plata, Armstrong, Perez, Valdivia, etc.) as needed.
8.	Manage the In-Service Training Program to determine training needs and perform budget/cost analysis using Office of Training and Professional Development (OTPD) training resources, DOM, Title 15 and collective bargaining agreements/contracts on a daily basis.
9.	Participate in the Progressive Discipline Process to correct/improve employee performance and/or behavior using DOM, Title 15, collective bargaining agreements/contracts and training as necessary.
10.	Review cost estimates to facilitate the requisition of supplies/equipment using Business Information Systems (BIS) and Internet resources as needed.
11.	Assist staff, inmates and the public during emergencies to maintain safety and security using PC, Local Emergency Operations Manual, State Emergency Medical System (EMS) and American Red Cross Advanced First Aid/CPR protocols as needed.

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

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12.	Assist in the preparation and activation of the Emergency Operation Plan (e.g., mutual aid/internal response, Crisis Response Team [CRT] and Peer Support) to maintain safety and security using Local Emergency Operations Manual and training as needed.
13.	Communicate in a professional and effective manner with supervisors, staff and inmates to provide and obtain information and establish effective working relationships using tact, professionalism and interpersonal skills as required.
14.	Conduct and/or attend meetings with executive/institution staff, inmates and the public to define and resolve problems, discuss and disseminate information and review goals/objectives using telephone conference calls, video conferencing, executive directives, communication skills and Departmental policies/procedures as necessary.
15.	Coordinate with staff to conduct emergency response drills to maintain safety, security and efficient operations using DOM, Title 15, collective bargaining agreements/contracts and applicable court decisions (e.g., Coleman, Clark, Plata, Armstrong, Perez, Valdivia, etc.) as necessary.
16.	Conduct on-site program compliance reviews at institutions and camps to ensure compliance with departmental policies, procedures, rules, regulations, directives and statutes using audit tools (e.g., Corrective Action Plans) and applicable court decisions (e.g., Coleman, Clark, Plata, Armstrong, Perez, Valdivia, etc.) as directed.
17.	Conduct investigations of alleged criminal acts committed by staff, inmates and the public to ensure safety and security using DOM, Title 15, PC and the Peace Officer Bill of Rights (POBR) as needed.
18.	Develop various documents (e.g., procedures, post orders, inmate work/training programs, duty statements, etc.) to provide information and direction using DOM, Title 15, computer software programs and Departmental policies/procedures as needed.
19.	Promote the Department's Equal Employment Opportunity (EEO) program/Sexual Harassment policies to maintain a work environment free of discrimination and harassment using training and Departmental policies/procedures on a daily basis.
20.	Coordinate with staff during the inmate and staff urinalysis testing process to ensure accurate collection and processing using collective bargaining agreements and Departmental policies/procedures as required.
21.	Provide oral/written performance feedback to staff to aid in their professional development and ensure performance objectives/standards are being met using performance evaluation reports and training on a daily basis.
22.	Work cooperatively with departmental staff to facilitate teamwork and promote an effective and efficient workplace using team building concepts, effective communication and training as required.
23.	Review clearances and/or passes for visitors and inmates entering or leaving the facility to ensure accountability and maintain safety/security using Strategic Offender Management System (SOMS), DOM and Title 15 as required.

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24.	Prepare reports for historical data and management systems (e.g., supervisory/training files, CDCR 837 Crime/Incident Reports, Program Status Reports [PSR], disciplinary reports/logs, budget tracking and memoranda) to provide information and maintain accurate records using computer software programs as needed.
25.	Assign inmate work/training assignments to comply with the departmental Inmate Work Training Incentive Program (IWTIP) policies and procedures using Title 15, DOM, PSRs and SOMS on a daily basis.
26.	Supervise inmate work/training assignments to ensure locations and duties are suitable for inmates of various classifications/levels (e.g., medical restrictions, close custody and restricted custody) using IWTIP and policies/procedure, Americans with Disabilities Act (ADA), Title 15, DOM and SOMS as needed.
27.	Serve as the Security Threat Group (STG) Investigator to manage criminal gang activity (e.g., gather data, identify, validate and track STG members/associates) and maintain safety and security using computer software programs, DOM, Title 15, SOMS, training and communication skills on a daily basis.
28.	Serve as the Personnel Assignment Lieutenant to manage custodial staff assignments and ensure appropriate staffing using Governor's Budget, vacancy plan, collective bargaining agreements/contracts, DOM, SAM and computer software programs on a daily basis.
29.	Serve as a Senior Hearing Officer to determine appropriate classification and adjudication of disciplinary reports using DOM, Title 15, PC and applicable court decisions (e.g., Coleman, Clark, Plata, Armstrong, Perez, Valdivia, etc.) as needed.
30.	Participate in various committees (e.g., classification, disciplinary and STG, etc.) to provide and obtain knowledge, expertise and information using DOM, Title 15 and interpersonal skills as required.
31.	Cooperate with law enforcement agencies to facilitate the apprehension, prosecution and return of escaped inmates/parolees using DOM, Title 15, PC, communication skills and computer software programs as necessary.
32.	Recognize the efforts and accomplishments of staff to promote morale, high self-esteem and ensure an effective working environment using staff Individual Development Plans, communication skills and interpersonal skills as appropriate.
33.	Review confidential information in SOMS and the Electronic Records Management System (ERMS) to ensure information meets departmental criteria and guidelines using Title 15 and staff input as necessary.
34.	Conduct interviews to evaluate and recommend candidates for appointment using various methods (e.g., certifications lists, transfers, training and development assignments, reinstatements, State Restriction of Appointment [SROA], etc.) as needed.

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35.	Review inmate appeals to determine validity, resolve issues and ensure inmate population has an effective method to appeal departmental decisions/actions using applicable court decisions (e.g., Coleman, Clark, Plata, Armstrong, Perez, Valdivia, etc.) , DOM and Title 15 as needed.