

## EDITED TASK LISTING

### CLASSIFICATION: CORRECTIONAL SERGEANT

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

Task Statements	
1.	Complete or assist in the completion of Incident Reports (CDCR 837) to document any crimes or unusual occurrences within the institution (e.g., use of force, death of a person, major disturbance, etc.) utilizing Strategic Offender Management System (SOMS), California Code of Regulations (CCR) Title 15, Departmental/local operating procedures (OP), etc., as needed.
2.	Complete or assist in the completion of Order for Hearing and Placement in Segregated Housing (CDC 114D) to place an inmate in segregated housing (Medical Unit, Administrative Segregation Unit [ASU], etc.) utilizing SOMS, CCR Title 15, Departmental/local OP, etc., as needed.
3.	Ensure housing unit staffs are conducting guard one welfare checks to maintain the welfare of all inmates housed in Security Housing Unit (SHU), ASU, Psychiatric Services Unit (PSU) and Medical Unit utilizing frequent tours and inspections, Post Orders, Departmental/local OP, etc., on a daily basis.
4.	Become certified and act as a Hearing Officer for Administrative 115s in order to adjudicate Rules Violation Report (CDC 115) utilizing CCR Title 15, etc., as needed.
5.	Address inmate's issues through the use of Request for Interview, Item, or Services (CDCR Form 22) and Inmate Appeals (CDCR 602) regarding housing and programming concerns, etc., in order to resolve the inmate's concerns utilizing Departmental/local OP, CCR Title 15, etc., on a daily basis.
6.	Review staff complaints by conducting fact-finding via inmate appeals/general public to determine if allegations are substantiated and provide recommendation(s) to administration/hiring authority utilizing local OP, CCR Title 15, etc., on a daily basis.
7.	Conduct staff meetings to provide updated information and training to keep staff informed utilizing Memoranda of Understanding (MOU), CCR Title 15, OJT, Departmental/local OP to set performance expectations on a daily basis.
8.	Fill vacant posts and ensure coverage, as needed to fulfill operational needs utilizing Telestaff, staffs sign in/sign out sheets, Fair Labor Standards Act (FLSA), Departmental/local OP, etc., on a daily basis.
9.	Ensure Post Orders are updated, completed, and signed to provide guidelines for staff accountability and knowledge of job functions utilizing frequent tours, inspections, Post Orders, Departmental/local OP, etc., on a daily basis.
10.	Ensure staff adheres to grooming standards, proper uniform wear, dress, etc. to maintain professional appearance within departmental guidelines, utilizing frequent tours and inspections, Post Orders, Departmental/local OP, etc., on a daily basis.
11.	Ensure staff have on their person or access to required safety equipment in order to maintain personal safety and institutional security in compliance with Departmental/local OP utilizing frequent tours and inspections, Post Orders, etc., on a daily basis.
12.	Ensure staff meet mandated training requirements in the use of equipment (i.e., keys, expandable baton, pepper spray, firearms, etc.) to maintain safety and security in compliance with CCR Title 15 and Departmental/local OP utilizing verbal or written instructions, personal observations, OJT, in-service training (IST), etc., on a daily basis.

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13.	Revise and/or implement unit procedures necessary to ensure safety and security of the institution/facility utilizing Departmental/local OP, CCR Title 15, etc., as needed.
14.	Recognize and address staff conflicts to ensure a hostile free work environment in compliance with Equal Employment Opportunity (EEO) and departmental guidelines utilizing good interpersonal communication skills, frequent tours, staff meetings, OJT, etc., on a daily basis.
15.	Conduct inspections/tours to ensure staff are alert and diligent in the performance of their duties and take subsequent action to address deficiencies utilizing good interpersonal communication skills, staff meetings, OJT, Government Code (GC), MOU, and Departmental/local OP, etc., on a daily basis.
16.	Document and/or address performance deficiencies to ensure staff is performing at an optimal level utilizing training records, good communication skills, written performance expectations, MOU, Departmental/local OP, etc., as needed.
17.	Provide staff with a comprehensive evaluation of their job performance to ensure they meet performance expectations utilizing verbal and/or written instructions, personal observations, Official Personnel File (OPF), IST records, MOU, Departmental/local OP, etc., as required.
18.	Assess and document the need for OJT to help staff achieve job-related functions and expectations utilizing training records, verbal and/or written instructions, performance expectations, personal observations, Departmental/local OP, etc., as required.
19.	Ensure all apprentices in your assigned area of responsibility receive the appropriate training, direction and hours to fulfill the goals/objectives of the Apprenticeship Program by reviewing their Apprenticeship Daily Record (DAS-103), and providing OJT, etc., as required.
20.	Recognize the outstanding performance of staff by making recommendations for special assignments and/or provide letters of recognition, etc., to encourage exceptional job performance, as needed.
21.	Refer staff to the Employee Assistance Program (EAP) and/or IST who has personal issues, negatively impacting their work performance and monitor their performance to ensure personal safety and institutional security, utilizing good communication skills, personal observations, staff input, etc., as required.
22.	Ensure staff are within compliance of their required IST responsibilities prior to year-end performance reviews utilizing Individual Audits of Training, Weapons Qualifications Card (CDCR 861), etc., as needed.
23.	Review supervisory files to support staff performance evaluations utilizing letters of recognition or employee discipline, GC, MOU, Departmental/local OP, etc., as needed.
24.	Approve or disapprove Merit Salary Adjustments (MSA) of staff to identify deficiencies in training and performance expectations utilizing their OPF, supervisory file, IST records, personal observation, input from other supervisors, MOU, Departmental/local OP, etc., as needed.

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25.	Review documentation generated by staff (i.e., unit logs, post order acknowledgement forms, cell search logs, inventory sheets, etc.) to ensure safety and security of the institution, compliance with court mandates, Departmental/local OP, etc., on a daily basis.
26.	Report suspicious staff behavior (e.g., over-familiarity with inmates, contraband, etc.) to ensure institutional safety and security utilizing personal observation, investigative skills, confidential information, Departmental/local OP, etc., as needed.
27.	Prepare Employee Counseling Records (CDC 1123), Letter of Instruction (LOI), recommendations for adverse action and other progressive discipline documents on staff to identify deficiencies in training and performance expectations utilizing their OPF, supervisory file, GC, MOU, IST records, personal observation, etc., as required.
28.	Be accessible to staff in order to counsel them regarding problems/concerns utilizing good communication skills, frequent tours, staff meetings, etc., on a daily basis.
29.	Oversee the orientation of new Correctional Officers (CO) assigned to a specific area to assist with the safety of staff and institutional security utilizing Post Orders, Departmental/local OP, OJT, assigning a mentor, etc., as needed.
30.	Evaluate the training needs of staff in an institution to implement new policies/procedures/mandates to ensure compliance with departmental directives, etc., utilizing training records, verbal and/or written instructions, expectations, personal observations, OJT, etc., as needed.
31.	Use logs and other sources of information to investigate patterns of possible sick leave abuse by utilizing Telestaff, Return to Work Coordinator, MOU, sign-in/sign-out sheets, Departmental/local OP, etc., on a daily basis.
32.	Ensure the completion of emergency and routine counts to maintain public safety and institutional security utilizing applicable computer systems (i.e., SOMS), institutional bed files, Departmental/local OP, etc., on a daily basis.
33.	Provide training to staff on the use of automated database system (i.e., SOMS, Disability Effective Communication System [DECS], etc.) operations to ensure appropriate housing needs are met utilizing personal knowledge, departmental guidelines, etc., as needed.
34.	Provide information for use in determining housing needs for arriving inmates to maintain institutional safety and security utilizing inmate interviews, SOMS, Integrated Housing Policy (IHP), Initial Housing Review (CDCR 1882), Departmental/local policies and procedures, etc., on a daily basis.
35.	Monitor emergency alarm systems (e.g., fire, code, etc.) to maintain personal safety and security utilizing institutional radios, Central Control monitors, telephone system, Departmental/local policies and procedures, and directing response on a daily basis.
36.	Supervise the return of inmates to their assigned housing unit for a mandatory emergency count when an escape plan has been activated utilizing institutional radios and telephones, per Departmental/local OP, etc., as needed.
37.	Ensure visiting information is available to the public for visiting time/availability via telephone recording and departmental internet websites utilizing current Program Status Reports (PSR) and local OP, etc., on a daily basis.

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38.	Approve inmate visitor to maintain public safety and security of the institution utilizing Visitor Questionnaires (CDCR 106), SOMS, California Law Enforcement Telecommunication System (CLETS) per Departmental/local OP, etc., on a daily basis.
39.	Process and search visitors and/or property to ensure adherence to identification, attire, and property requirements/restrictions utilizing Automated Visiting Information System (AVIS), SOMS, per Departmental/local OP, etc., on a daily basis.
40.	Supervise activities in inmate visiting locations for suspicious or inappropriate behavior, the presence of contraband and/or drugs, and to address visitor concerns to maintain public safety and security of the institution utilizing video monitoring systems, personal observation, confidential information, Departmental/local OP, etc., as needed.
41.	Ensure the proper identification, storage, inventory, reporting, and removal of hazardous materials to maintain personal safety and institutional security in accordance with State procedures and Federal guidelines utilizing Material Safety Data Sheets (MSDS), CAL-OSHA regulations, Departmental/local OP, etc., on a daily basis.
42.	Ensure all Personal Protective Equipment (PPE) and clean up kits are inventoried and complete to maintain personal safety and institutional security utilizing Departmental/local OP, inventory sheets/logs, etc., on a daily basis.
43.	Supervise the application of the key and tool control plan, including audits and documentation of tool control practices to ensure safety and security utilizing Departmental/local OP, inventory sheets/logs, etc., on a daily basis.
44.	Ensure the maintenance and inventory of equipment/tools and respond to occurrences of missing equipment to maintain personal safety and institutional security utilizing Departmental/local OP, inventory sheets/logs, etc., on a daily basis.
45.	Supervise the Mental Health Services Delivery System (MHSDS) programs and participate as a member of the Interdisciplinary Treatment Team (IDTT) to provide custody staff input utilizing Federal court mandates, Departmental/local OP, Mental Health Services Guidelines, etc., as needed.
46.	Assist other supervisors with any problems that may affect the operation of the program to maintain safety and security of the institution utilizing communication skills, Departmental/local OP, etc., on a daily basis.
47.	Participate in classification committees by providing input regarding the inmate to determine appropriate housing/program considerations utilizing personal observations, information gathering, etc., as needed.
48.	Review emergency procedures and train staff to carry out their responsibilities in the event of institutional emergencies, disaster, and/or escapes to maintain public safety and institutional security utilizing Departmental/local OP, mutual aid agreements, Office of Emergency Services (OES) procedures, etc., as needed.
49.	Respond to alarms and/or disturbances to maintain personal safety and institutional security utilizing correctional awareness, Alarm Response and Use of Force Policy/Training, Departmental/local OP, etc., as needed.

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50.	Assess the level of response needed during emergencies to maintain personal safety and institutional security utilizing correctional awareness, Alarm Response and Use of Force Policy/Training, Departmental/local OP, etc., as needed.
51.	Ensure all staff is accounted for after an emergency/incident/alarm to maintain personal safety and institutional security by utilizing staff accountability, per Departmental/local OP, as needed.
52.	Ensure all inmates are accounted for after an emergency/incident/alarm to maintain personal safety and institutional security by utilizing Emergency Count Procedures, per Departmental/local OP, as needed.
53.	Notify Incident Commander of all information pertaining to an incident as soon as possible to maintain personal safety and institutional security utilizing institutional radio, telephone, verbal report, etc., as needed.
54.	Give direction and/or provide supervision during an incident (e.g., riots) or emergency to maintain personal safety and institutional security utilizing Alarm Response and Use of Force Policy/Training, Departmental/local OP, etc., as needed.
55.	Assist with the Escape Pursuit Plan to maintain public safety and security of the institution utilizing Emergency Escape Procedures, mutual aid, Office of Correctional Safety (OCS), ID Warrants Unit, etc., as needed.
56.	Review staffs' Use of Force (UOF) as documented on the Incident Report (CDCR 837) to ensure institutional security utilizing the Penal Code (PC), UOF Policy, Departmental/local OP, etc., as needed.
57.	Write Incident Report (CDCR 837) to document crimes and/or actions taken during an incident utilizing the PC, UOF, Departmental/local OP, etc., as required.
58.	Identify the need for Peer Support Program (PSP) and Employee Assistance Program (EAP) and provide access to available resources utilizing Departmental/local OP, etc., as needed.
59.	Conduct medical emergency response drills with staff to ensure the safety of staff and inmates utilizing Departmental/local OP, medical emergency drill checklist, etc., as required.
60.	Ensure staff follows proper universal precautions when administering first aid to ensure safety of staff using the Blood Borne Pathogens protocol, Departmental/local OP, etc., as needed.
61.	Ensure staff applies proper Cardio Pulmonary Resuscitation (CPR) practices and procedures as necessary/appropriate for preservation of life utilizing approved Departmental training to ensure the safety and care of staff, inmates, etc. as needed.
62.	Preserve crime scene to maintain Integrity of the investigation and ensure chain of evidence per Departmental/local OP, etc., as needed.
63.	Preserve crime scene integrity by assigning staff to perform specific duties (e.g., secure the crime scene, photograph, collect evidence, prepare schematic, scribe, etc.) to ensure proper processing of the evidence and crime scene per Departmental/local OP, local agreements, etc., as needed.

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64.	Supervise processing of evidence to ensure crime scene preservation and chain of custody is maintained utilizing PC, Departmental/local OP, etc., as needed.
65.	Ensure staff is familiar with policies and procedures relative to proper storage areas/equipment/processes for evidence to maintain integrity of the investigation and ensure proper evidence preservation for future prosecutions per PC and Departmental/local OP, etc., as required.
66.	Interview staff and/or inmates and gather information regarding incidents to ensure safety, security, and proper documentation utilizing good communication/investigative skills, CCR Title 15 Confidential Information, personal observation and experience, Departmental/local OP, etc., as needed.
67.	Review SOMS information for inmates involved in an incident (e.g., gang affiliation, disciplinary history, etc.) to ensure proper documentation, etc., as needed.
68.	Relieve a CO involved in a shooting incident or discharge of a deadly weapon for Public Safety Statement utilizing the UOF policy, Departmental/local OP, MOU, etc., as needed.
69.	Ensure inmates are treated firm, fair, and consistent when applying policies and procedures to maintain institutional safety and security utilizing good communication/investigative skills, personal observation and experience, court mandates, Departmental/local OP, CCR Title 15, PC, etc., on a daily basis.
70.	Ensure inmates with disabilities are identified and treated in accordance with court mandates to comply with case law decisions (e.g., Armstrong, Clark, Coleman, Plata, etc.) utilizing good communication skills, personal observation and experience, Departmental/local OP, DECS, CCR Title 15, etc., on a daily basis.
71.	Ensure staff maintain accurate housing rosters, bed designations (e.g., heat risk, Lower Bunk/Lower Tier, Developmentally Disabled Program, Disability Placement Program, etc.), and picture card files for each inmate in a housing unit to comply with court mandates utilizing SOMS and DECS, Departmental/local OP, etc., on a daily basis.
72.	Ensure staff conduct routine housing unit inspections for safety and security, utilizing search logs, housing unit log books, daily tours, inventory sheets, etc., on a daily basis.
73.	Ensure when staff place an inmate in a holding cell they initiate a holding cell log and conduct an inmate welfare check not to exceed fifteen minutes for safety and security of the institution, utilizing holding cell log, Departmental/local OP, etc., as needed.
74.	Ensure staff maintains a suicide/precaution unit observation log (5 day follow up) upon an inmate's release from a Mental Health Crisis Bed (MHCB) for their welfare, safety and security, utilizing Departmental/local OP, etc., as needed.
75.	Ensure time cards and payroll records reflect accurate data and are submitted in a timely manner to ensure proper documentation utilizing Inmate Work Training Incentive Program (IWTIP), PSR, Daily Movement Sheet (DMS), SOMS, CCR Title 15, Departmental/local OP, etc., as needed.
76.	Maintain accurate information regarding inmates on outside work crews to ensure the safety and security of the staff, inmates, and the public utilizing DMS, gate passes, identification cards, Departmental/local OP, SOMS, etc., on a daily basis.

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77.	Locate inmates not appearing for ducats/assignments to ensure safety and security utilizing institutional radios, telephones, public address system, DMS, gate passes, identification cards, Departmental/local OP, SOMS, etc., as needed.
78.	Monitor inmate activities during special events to maintain safety and security utilizing pertinent documents, institutional radios, telephones, public address system, DMS, identification cards, Departmental/local OP, etc., as needed.
79.	Ensure proper supervision of inmate workers for the safety and security of the inmates and the public utilizing frequent informal counts, IWTIP, Departmental/local OP, frequent tours, good communication skills, etc., on a daily basis.
80.	Ensure staff conduct random searches of inmates to ensure safety and security utilizing personal observation, OJT, Post Orders, Departmental/ local OP, etc., on a daily basis.
81.	Monitor and evaluate inmate activities and strategically place staff to ensure safety and security by maintaining correctional awareness during the performance of their duties utilizing frequent tours, OJT, inspections, Departmental/local OP, etc., as needed.
82.	Implement a modified activity schedule for inmates due to inclement weather conditions to ensure safety and security utilizing Departmental/local OP, etc., as needed.
83.	Ensure the collection of urine for mandatory and random testing of inmates is conducted as needed for safety and security utilizing Departmental/local OP, etc., as needed.
84.	Ensure staff understands the importance of communication and correctional awareness especially when dealing with difficult inmates to maintain safety and security utilizing good communication skills, personal observation and experience, OJT, Departmental/ local OP, etc., on a daily basis.
85.	Ensure staff take appropriate steps to correct issues before they escalate to maintain safety and security by utilizing good communication skills, personal observations and experience, Departmental/local OP, CCR Title 15, etc., on a daily basis.
86.	Oversee the maintenance of inmate bulletin boards to ensure compliance with court mandates utilizing frequent tours and observation, Departmental/ local OP, Departmental Directives, etc., on a daily basis.
87.	Refer inmates with unresolved issues to assigned Correctional Counselor I (CCI), health care services, or mental health services to maintain the welfare of all inmates utilizing court mandates, Departmental/local OP, etc., on a daily basis.
88.	Advise inmates of institutional regulations, services, and sources of information to maintain safety and security utilizing good communication skills, frequent tours, CCR Title 15, Departmental/local OP, etc., on a daily basis.
89.	Assign COs for escort/transport of inmates for the safety of staff, inmates, and the public utilizing Telestaff, FLSA sheets, Departmental/local OP, etc., as needed.
90.	Respond to incidents of inmate/staff noncompliance to maintain safety and security utilizing good communication, personal observation and experience, Departmental/local OP, etc., as needed.

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Task Statements	
91.	Supervise staff during escort/transport of high risk inmates to ensure the safety of staff, inmates, and the public utilizing OJT, Inmate Transfer Record (CDC 135), SOMS, CLETS, Initial Housing Review (CDCR 1882), Inmate Segregation Profile (CDC 114-A1), etc., as needed.
92.	Ensure inmate movement is properly supervised and all ducats are completed appropriately to maintain safety and security utilizing DMS, Departmental/local OP, etc., on a daily basis.
93.	Process and maintain accurate records of inmate movement to ensure safety and security utilizing SOMS, Inmate Transfer Record (CDC 135), Warden's Check-Out Order (CDCR 161), Body Receipt (CDC 123), Inmate Housing Assignment Change (GA 154), Departmental/ local OP, etc., on a daily basis.
94.	Ensure staff is knowledgeable of emergency procedures specific to transportation and vehicles, for the safety of staff, inmates, and the public, utilizing IST/OJT, Departmental/ local OP, etc., on a daily basis.
95.	Maintain contact with transportation teams via radio or telephone to monitor progress [e.g., estimated time of arrivals (ETAs), route, emergencies, etc.] for the safety of staff, inmates, and the public, in compliance with Departmental/local OP, etc., on a daily basis.
96.	Issue and receive transportation kits (e.g., restraints, weapons, cell phones, radios, gas credit cards, forms, etc.) for the safety of staff, inmates, and the public and to ensure accountability utilizing key and tool control procedures, inmate case factors, Departmental/local OP, etc., on a daily basis.
97.	Assist in the preparation of sensitive transport details (e.g., high notoriety, high risk, etc.) for the safety of staff, inmates, and the public by providing IST/OJT and utilizing SOMS, CLETS, Inmate Transfer Record (CDC 135), Inmate Segregation Profile (CDC 114A1), Departmental/local OP, etc., as needed.
98.	Coordinate (e.g., issue, receive, inventory, or return) all transportation equipment (e.g., vehicles, restraints, weapons, cell phones, radios, etc.) to ensure accountability, utilizing key and tool control procedures, Departmental/local OP, etc., on a daily basis.
99.	Secure and account for transportation vehicles, during non-business hours, for safety of staff, inmates, and the public utilizing the vehicle accountability plan, in compliance with Departmental/local OP, institutional needs, etc., on a daily basis.
100.	Ensure safety requirements (e.g., seat belts, wheelchair restraints, etc.) are operational when transporting inmates for the safety of staff, inmates, and the public utilizing personal observation, Departmental/local OP, etc., on a daily basis.
101.	Ensure the security risk of inmates (e.g., escape risk, life sentence, behavioral history, etc.) are discussed with all assigned transportation staff identifying risks for the safety of staff, inmates, and the public utilizing OJT, good communication skills, Departmental/local OP, etc., on a daily basis.
102.	Ensure all mandated drills and checks (e.g., alarm, reality based alarm response, medical emergency, lethal electrified fence, and fire drills) are conducted and documented within established procedures to maintain safety and security, utilizing OJT, personal observation, Departmental/local OP, etc., on a daily basis.

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103.	Ensure the safety, security, and structural integrity of the institution by providing OJT to staff and utilizing random searches, fence checks, grid searches, personal observation and experience, Departmental/local OP, etc., on a daily basis.
104.	Serve as a panel member for hiring interviews to assess the suitability of candidates utilizing good communication skills, personal observation, experience, knowledge of classification, etc., as needed.
105.	Review formal written materials (e.g., log books, Departmental/local OP, policies, regulations, administrative bulletins, memorandum, and post orders) to remain updated on current information/tasks utilizing personal knowledge and experience, Departmental/local OP, etc., on a daily basis.
106.	Review MOUs and other employee relations documents to ensure supervisory and employee compliance with specified provisions utilizing personal knowledge and experience, GC, applicable MOU, pertinent documents, Departmental/local OP, etc., on a daily basis.
107.	Prepare administrative documents (e.g., inter-departmental memorandums, procedures, post orders, etc.) to maintain the safety and security of institution, utilizing personal knowledge and experience, staff input, pertinent documents, PC, CCR Title 15, Departmental/local OP, etc., on a daily basis.
108.	Assess employee grievances by collecting information, preparing written responses, and ensuring compliance with laws, policies and procedures utilizing GC, PC, MOU, CCR Title 15, personal knowledge and experience, staff input, pertinent documents, Departmental/local OP, etc., on a daily basis.
109.	Brief staff during shift change of pertinent information to ensure safety and security utilizing good communication skills, personal knowledge and experience, daily activity reports (DAR), PSR, log books, etc., on a daily basis.
110.	Appear at legal proceedings (e.g., court, State Personnel Board hearing, etc.) to provide testimony utilizing personal knowledge and experience, Departmental/local OP, CCR Title 15, PC, etc., as needed.
111.	Inform supervisors of complaints made by staff or inmates to ensure safety and security utilizing good communication skills, personal knowledge and experience, staff meetings, etc., on a daily basis.
112.	Communicate with the Men's Advisory Council (MAC) and/or Inmate Advisory Council (IAC) to maintain open lines of communication utilizing personal knowledge and experience, meetings, Departmental/local OP, PSR, etc., on a daily basis.
113.	Conduct facility tours for authorized persons/groups to maintain a positive professional image utilizing good communication skills, personal knowledge and experience, pertinent information, media resources, departmental needs, etc., as needed.