EDITED TASK LISTING

CLASSIFICATION: ___CORRECTIONAL LIEUTENANT_____

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

	Task Statements
1.	Assign duties of staff to ensure the safety and security of institutional operations, using communication (e.g., verbal, electronic, written, etc.) and supervision under the direction of Departmental Operations Manual (DOM), Title 15, local operating procedures, California Penal Code, etc., daily.
2.	Give instructions to staff to ensure the safety and security of institutional operations, using communication (e.g., verbal, electronic, written, etc.) and supervision under the direction of DOM, Title 15, local operating procedures, California Penal Code, etc., daily.
3.	Provide on- the-job training for staff regarding compliance with current departmental policies and procedures to ensure the adherence of institutional staff in accordance with agency expectations using communication (e.g., verbal, electronic, written, etc.) under the direction of local management team, as required.
4.	Maintain discipline of staff to produce effective leaders and first level supervisors using effective communication (e.g., verbal, electronic, written, etc.) and progressive discipline under the direction of DOM, Title 15, California Government Code, approved Memorandum of Understanding (MOU), etc., as needed.
5.	Make routine and irregular inspections to verify staff is alert and diligent in the performance of their duties while maintaining safety and security in their areas of responsibility using post orders, local operating procedures, etc. under the direction of managerial staff, as required.
6.	Supervise custodial functions during movement of inmates to and from their daily activities (i.e., assignments, recreation, meals) to ensure the safety and security of institutional operations under the direction of local operational procedures, daily.
7.	Supervise the maintenance of proper physical and sanitary conditions of inmates to provide for the safety and security of the institution by conducting routine and irregular inspections under the direction of local operational procedures, daily.
8.	Direct the inspection of incoming and outgoing vehicles, materials, and supplies for the presence of contraband to maintain the safety and security of the institution using communication (e.g., verbal, electronic, written, etc.) and supervision under the direction of DOM, Title 15, local operating procedures, California Penal Code, etc., as needed.
9.	Supervise the inspection of incoming and outgoing vehicles, materials, and supplies for the presence of contraband to maintain the safety and security of the institution using communication (e.g., verbal, electronic, written, etc.) and supervision under the direction of DOM, Title 15, local operating procedures, California Penal Code, etc., daily.

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

EDITED TASK LISTING

CLASSIFICATION: ___CORRECTIONAL LIEUTENANT_____

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

	Task Statements
10.	Supervise the necessary procedures in the admission of inmates providing the safe and appropriate housing of offenders using SOMS, ERMS, local operating procedure, etc., under the direction of the California Penal Code, daily.
11.	Supervise the necessary procedures in the release of inmates providing for the safety of the public and staff using Strategic Offender Management System (SOMS), Electronic Records Management System, local operating procedure, etc., under the direction of the hiring authority, daily.
12.	Supervise counts of inmates to maintain safety and security of the institution using SOMS, visual inspection, communication (e.g., verbal, electronic, written, etc.), etc. under the direction of DOM, Title 15, local operational procedures, etc., daily.
13.	Take appropriate action by reporting infractions of rules/regulations and irregular/suspicious occurrences to maintain institutional security using communication (e.g., verbal, electronic, written, etc.) under the direction of DOM, Title 15, local operating procedures, Government Code, etc., as needed.
14.	Participate as a member of various classification committees to support the proper classification, housing, and program of inmates using DOM, Title 15, and SOMS under the direction of the committee chairperson, as required.
15.	Direct camp business activities (e.g., requisitioning of supplies, equipment, etc.) to maintain adequate clothing, food, housekeeping materials, bedding, etc., using approved requisition forms, telephone, communication etc., under the direction of the Captain, daily.
16.	Provide medical care for inmates in camps in order to provide mandated adequate healthcare using communication, first aid/CPR, EMS, etc. under the direction of the Facility Captain, as required.
17.	Prepare plans for and cooperates with law enforcement agencies in the apprehension, prosecution, and return of escaped inmates using communication (e.g., verbal, electronic, written, etc.) and incident command post resources under the direction of Restricted DOM and local operational procedures, as required.
18.	Act for the custodial manager who supervises the lieutenant to provide for the continued operation of your area of responsibility using duty statements, departmental policies and procedures, etc., under the direction of the area administrator, as needed.
19.	Responsible for a complex and sensitive institution-wide, regional, or statewide function to ensure the comprehensive dissemination of information using communication (e.g., verbal, electronic, written, etc.) and supervision under the direction of DOM, Title 15, local operating procedures, California Penal Code, etc., daily.

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

EDITED TASK LISTING

CLASSIFICATION: ___CORRECTIONAL LIEUTENANT_____

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

	Task Statements
20.	Supervise the custodial employee in-service training program for the institution (e.g., determining training needs, selecting training methods, keeping informed of available training resources, etc.) to comply with mandated training for all institutional staff using departmentally approved lesson plans, policy memorandums, communication (e.g., verbal, electronic, written, etc.) skills etc., under the direction of hiring authority, Office of Training and Professional Development (OTPD), DOM, Title 15, etc., daily.
21.	Serve as the public information officer and/or administrative assistant to the Warden, Superintendent and/or Chief Deputy to disseminate information to institutional/departmental staff, the public, the media, etc., using communication (e.g., verbal, electronic, written, etc.) under the direction of the hiring authority and Office of Public and Employee Communications (OPEC), daily.
22.	Develop operational procedures and policies for departmental staff to provide for the safety and security of the institution, using Microsoft Word, Microsoft Excel, Adobe Pro, etc., under the direction of the hiring authority, as required.
23.	Prepare and release information for the media, public, employees, inmates, and other agencies, by coordinating research studies using communication (e.g., verbal, electronic, written, etc.) as directed by the hiring authority and OPEC, as needed.
24.	Prepare and release information for the media, public, employees, inmates, and other agencies, by arranging and conduct tours using communication (e.g., verbal, electronic, written, etc.) as directed by the hiring authority and/or OPEC, as needed.
25.	Supervise the custodial staff assignment program to provide for the staffing of all posted positions using Business Information Systems (BIS), Telestaff, Microsoft Excel, etc., under the direction of program support unit and hiring authority, daily.
26.	Develop post assignment schedules for Peace Officer personnel to produce posted positions within budget authority using BIS, Telestaff, Microsoft Excel, etc., under the direction of program support unit and hiring authority, daily.
27.	Develop special emergency assignments for custody personnel to provide safety and security during unforeseen facility operations using Telestaff, Microsoft Excel, communication (e.g., verbal, electronic, written, etc.) skills, etc., under the direction of the hiring authority, as needed.
28.	Determine cost-effective uses of permanent intermittent employees and staff overtime to ensure the effective use of positions within budget authority using Telestaff, Microsoft Excel, communication (e.g., verbal, electronic, written, etc.) skills, etc., under the direction of the hiring authority, daily.

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

EDITED TASK LISTING

CLASSIFICATION: ___CORRECTIONAL LIEUTENANT_____

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

	Task Statements
29.	Perform investigations of alleged felonies and misdemeanors committed by inmates and staff, by collecting and preserving evidence, and by preparing cases for trial and appearing as an expert witness using established investigative techniques, communication (e.g., verbal, electronic, written, etc.), and documentation, etc., under the direction of the hiring authority, California Penal Code, DOM, Title 15, etc., daily.
30.	Manage the Security Threat Group (STG) activity control program (e.g., develop networks to monitor STG activities, interpret available data to predict and minimize STG-related disruptions, etc.) using DOM, Title 15, policy memorandums, etc., under the direction of the hiring authority and the Office of Correctional Safety, as needed.
31.	Manage inmate work assignments (e.g., match inmate skills to job requirements, determine work locations suitable for inmates of various classifications, approve granting of time earned, etc.) using Title 15, communication (e.g., verbal, electronic, written, etc.) skills and SOMS, etc., under the direction of the hiring authority and custody captain, daily.
32.	Manage the disciplinary hearing program (e.g., reviewing investigative reports and evidence, conduct hearings, determining appropriate resolutions of cases) related to inmate misconduct in adherence of inmate due process using SOMS, Title 15, DOM, etc., under the direction of the chief disciplinary officer, daily.
33.	Train a large staff of Correctional Sergeants functioning as Academy instructors (e.g., determining training needs, selecting training methods, keeping informed of available training resources) to comply with mandated training for all Correctional Training Center staff using departmentally approved lesson plans, policy memorandums, communication (e.g., verbal, electronic, written, etc.) skills etc., under the direction of the Associate Director, OTPD, DOM, Title 15, etc., daily.
34.	Supervise a large staff of Correctional Sergeants functioning as Academy instructors to monitor compliance with departmental training methods and expectations using communication (e.g., verbal, electronic, written, etc.), policies and procedures, and the academy handbook, etc. under the direction of the Associate Director, OTPD, DOM, Title 15, etc., daily.
35.	Evaluate a large staff of Correctional Sergeants functioning as Academy instructors to ensure compliance with departmental training methods and expectations using communication (e.g., verbal, electronic, written, etc.), policies and procedures, annual performance evaluations, etc. under the direction of the Associate Director, OTPD, DOM, Title 15, etc., as needed.

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

EDITED TASK LISTING

CLASSIFICATION: ___CORRECTIONAL LIEUTENANT_____

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

	Task Statements
36.	Discipline a large staff of Correctional Sergeants functioning as Academy instructors to maintain compliance with departmental rules and regulations using communication (e.g., verbal, electronic, written, etc.), policies and procedures, annual performance evaluations, etc. under the direction of the Associate Director, OTPD, DOM, Title 15, etc., as needed.
37.	Act as an instructor in advanced training classes for correctional personnel to provide for the continued development of staff using specialized training curriculum and subject matter experts under the direction of DOM, Title 15, OTPD, Associate Director, California Penal Code, etc., as needed.
38.	Supervise the development and maintenance of training curricula to ensure relevance within current training standards and departmental policies and procedures using established guidelines and subject matter experts, under the direction of DOM, Title 15, OTPD, Associate Director, California Penal Code, etc., as needed.
39.	Supervise logistics of the Academy operation to provide for a professional training environment using budgetary authority, scheduling software, and support staff, under the direction of DOM, Title 15, OTPD, Associate Director, California Penal Code, etc., daily.
40.	Supervise custodial, clerical and inmate staff to provide an effective correctional environment while maintaining safety and security using communication (e.g., verbal, electronic, written, etc.), rules/regulations, and policies/procedures, under the direction of the area manager, daily.
41.	Responsible for the maintenance of records to provide for the accuracy of information maintained for future review and reference using records retention schedule, DOM, and approved MOUs etc., under the direction of the hiring authority, as needed.
42.	Responsible for the preparation of reports to provide for the accuracy of information maintained for future review and reference using Microsoft Word, SOMS, approved departmental forms, etc., under the direction of DOM, Title 15, and the hiring authority, routinely.
43.	Perform complex staff assignments (e.g., institution services, program management, planning/construction, program compliance and evaluation, etc.) to provide assistance to individual institutions using communication (e.g., verbal, electronic, written, etc.), standardized staffing, and State level support, under the direction of the designated project manager, as needed.
44.	Assist in conducting on-site program compliance reviews to ensure compliance with departmental policy, procedures, rules, regulations, directives and statutes using audit tools, observations, and communication (e.g., verbal, electronic, written, etc.), under the direction of the hiring authority, as needed.

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

EDITED TASK LISTING

CLASSIFICATION: ___CORRECTIONAL LIEUTENANT_____

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

	Task Statements
45.	Develop prototypical operational procedures, post orders, inmate work/training programs, duty statements, and staff training program/procedure relevant to new prison functions and operations using the relevant mission statement, Microsoft Word, Microsoft Excel, etc., under the direction of DOM, Title 15, hiring authority, as needed.
46.	Supervise a major field office responsible for the investigation into the backgrounds of applicants using standard investigation techniques, outside law enforcement resources, and reference checks etc., under the direction of Office of Peace Officer Selections, daily.
47.	Develop and issue memos for the investigation and preparation of written responses to inquiries and correspondence referred from legislators, the public and external stakeholders using Microsoft Word, communication (e.g., verbal, electronic, written, etc.), correctional expertise, etc., under the direction of the hiring authority, as required.
48.	Serve as an expert resource on institution operations to effect understanding of correctional responsibilities and functions using DOM, Title 15, California Penal Code, etc., under the direction of the hiring authority, as needed.

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