

EDITED TASK LISTING

CLASSIFICATION: CAPTAIN, ADULT INSTITUTION

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

Task Statements	
1.	Oversee all departmental staff in the monitoring and performance of security audits (e.g., escape prevention plan, key/tool control, staff/vehicle accountability, inmate count, gate procedures, classification process, etc.) of the institution in order to identify security deficiencies utilizing security audit documents and Corrective Action Plans (CAP), etc. in compliance with the Departmental Operations Manual (DOM), California Code of Regulations (CCR) Title 15, departmental policies and procedures, headquarters directives, Inmate Medical Services Policy and Program (IMSPP) etc., as required.
2.	Implement corrective measures utilizing security audit documents, visual/physical inspections, CAP, etc. in order to ensure compliance with the DOM, CCR Title 15, departmental policies and procedures, headquarters directives, IMSPP etc., as required.
3.	Oversee staff in receiving and releasing inmates (e.g., new commitments, Parolees, Parole violators, Transfers, etc.) in order to conduct initial housing screening of inmates based upon level of classification, custody designation, mental health/medical concerns, safety, etc. utilizing authorized records/documents, California Penal Code (PC), CCR Title 15, DOM, Institution's Operational Procedures (OPs), Court Mandates (i.e., Clark, Coleman, Plata, Armstrong, Safekeeper agreement, etc.) as required.
4.	Oversee all departmental staff in maintaining a safe and secure environment in order to implement preventive measures (i.e. coordination and completion of emergency and routine inmate counts) to address potential inmate disruptive situations utilizing site observation, site audits, correctional awareness, review of information (e.g., correspondence, staff reports, interviews, inmate behavior, etc.), as needed.
5.	Oversee all departmental staff in the control and photo identification of all movement (e.g., ducats, passes, yard releases, escorts, etc.) of inmates, staff, visitors, vendors, volunteers, equipment/property, etc. through inner and outer perimeter gates/doorways to ensure they are properly supervised, inspected/searched, etc. in order to reduce the introduction of contraband, prevent escape, ensure staff/inmate accountability, etc. utilizing laws, rules, regulations, CCR Title 15, DOM, departmental policies and procedures, etc., as required.
6.	Maintain staff accountability in order to ensure all individuals on institutional grounds are safe and accounted for to comply with departmental policies and procedures, etc. utilizing the most recent Staff Accountability Plan/Local Operational Procedure, training, review of the plan, drills, etc., as required.
7.	Oversee all departmental staff in the use of the emergency alarm systems in order to ensure staff monitors, responds and tests emergency alarm systems utilizing training, DOM, OPs and departmental policies and procedures, as required.
8.	Oversee custody staff in the approval and denial process of inmate visitors, volunteers and vendors in order to ensure safety and security of the institution utilizing a gate clearance and visitor questionnaire forms, Strategic Offender Management System (SOMS), California Law Enforcement Tracking System (CLETS), CCR Title 15, DOM, departmental policies and procedures, OPs, etc., as required.

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

EDITED TASK LISTING

CLASSIFICATION: CAPTAIN, ADULT INSTITUTION

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

Task Statements	
9.	Oversee custody staff in the operation of inmate visiting areas and activities at all locations in order to maintain safety and security of the correctional setting, reduce introduction of contraband, and facilitate a safe visiting experience, prevent escapes, etc. utilizing CCR Title 15, DOM, departmental policies and procedures, visiting reports, etc., as required.
10.	Oversee all departmental staff in the control of accountability of keys, locks, equipment, and security devices in order to maintain a safe and secure environment and to comply with DOM, departmental policies and procedures, etc. utilizing audits, inspections, work orders, etc., as required.
11.	Oversee all staff in conducting searches (e.g., inmates, cells and other areas) in order to maintain the safety, security and the orderly operation of the correctional setting utilizing various equipment, training, cell and grid search logs, visual inspections, CCR Title 15, DOM, departmental policies and procedures, OPs, etc., as required.
12.	Oversee custody staff in the transportation of inmates in order to ensure public/staff/inmate safety and that staff are appropriately equipped/trained in emergency procedures, security/escape risks communication systems, defensive driving techniques, universal precautions and other security measures utilizing approved departmental safety equipment/weapons, PC, CCR Title 15, DOM, OPs, etc., as required.
13.	Oversee custody staff in the identification and/or monitoring of Security Threat Group (STG) I/II members and associates in order to validate status, control illegal activities, stabilize the institutional operations, maintain a safe and secure environment, communicate with outside law enforcement agencies, etc., utilizing investigation/intelligence reports, PC, CCR Title 15, DOM, OPs, etc., as required.
14.	Oversee all staff in the operation of the electrified fence (e.g., inspection, conduct quarterly Electric Fence Review Committee meetings, monitoring alarm system, patrolling, training, and drills, etc.) in order to maintain the integrity of security perimeter and prevent escapes utilizing the CCR Title 15, DOM, OPs, departmental policies and procedures, California Department of Fish and Wildlife (CDFW) guidelines, etc., as required.
15.	Oversee custody staff in the use of authorized lethal/less lethal weapons in order to ensure only qualified staff are assigned to armed posts utilizing routine inspection of weapons, qualification/certification cards (CDC Form 861), In-Service Training (IST) reports, visual inspection of weapons, on-site weapon inventory logs/sheets, etc., in accordance with PC, CCR Title 15, DOM, departmental policies and procedures, etc., as required.
16.	Oversee departmental staff in the proper storage and reporting of hazardous materials in order to promote good safety practices and to comply with laws, rules and regulations, etc., utilizing Safety Data Sheets (SDS), State Administrative Manual (SAM), State procedures, Federal guidelines, etc., as required.

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

EDITED TASK LISTING

CLASSIFICATION: CAPTAIN, ADULT INSTITUTION

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

Task Statements	
17.	Oversee custody staff in the inmate drug testing process (random/reasonable suspicion/mandatory) in order to ensure a safe, secure and drug free environment utilizing PC, CCR Title 15, DOM, departmental policies and procedures, etc., as required.
18.	Ensure all departmental staff comply with exposure control plans to include Personal Protective Equipment (PPE) kits, bio hazard cleanup kits, etc., in order to minimize individuals' exposure of biohazards utilizing universal safety precautions, Local Exposure Control Plan, laws, rules, regulations, departmental policies and procedures, etc., as required.
19.	Oversee custody staff in the completion of control generated inmate housing records in order to maintain an accurate accountability and housing location of the inmate population, etc. utilizing SOMS, Disability and Effective Communication System (DECS), running count, CDC Forms 135, Warden's Check Out Order and bed cards/vector cards, DOM, departmental policies and procedures, etc., as required.
20.	Oversee custody staff in the placement of inmates on contraband surveillance watch in order to minimize the introduction of contraband into the correctional setting, retrieve evidence, etc., utilizing various reports (e.g., confidential reports, intelligence gathering, CDCR Form 128B, investigative reports, etc.), DOM supplements/OPs, departmental policies and procedures, etc., as required.
21.	Oversee all departmental staff in the compliance/enforcement of the Injury Illness Prevention Plan (IIPP) policies and procedures and the storage, use and maintenance of hazardous material (e.g., decontamination, identification, SDS, etc.) in order to maintain a safe work environment and contain/control and protect all individuals from exposure, etc., utilizing laws, rules, regulations, etc., as required.
22.	Oversee all departmental staff in the assessment and implementation of modified programs and activities due to inclement weather conditions, emergencies, institutional needs (e.g., training mandates, tuberculosis testing, quarantines, etc.) in order to maintain security, meet operational needs, etc., utilizing CCR Title 15, DOM, departmental policies and procedures, etc., as needed.
23.	Participate in various meetings/committees/teams/task forces in order to make recommendations that will enhance institutional safety, security and efficiency utilizing effective communication skills, staff expertise, professional knowledge and experience, court mandates, DOM, etc., as directed or as required.
24.	Participate as a Chairperson during meetings/committees/teams of the Key and Tool Control Committee, Electric Fence Review Committee, Grievance Resolution, etc. in order to enhance and ensure the overall safety, security and efficiency of the institution, etc., utilizing effective communication skills, staff expertise, professional knowledge and experience, as directed or as required.

EDITED TASK LISTING

CLASSIFICATION: CAPTAIN, ADULT INSTITUTION

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

Task Statements	
25.	Oversee custody staff in the application of controlled use of force incidents to include instruction/training, etc., in order to ensure compliance with the Department's Use of Force policies and procedures, etc., utilizing PC, CCR Title 15, DOM, OPs, etc., as required.
26.	Oversee custody staff in the implementation and enforcement of the apprenticeship program in order to ensure correctional staff receive varied work training experience (e.g., shift rotation, hours in designated work process categories, etc.), and develop a trained, competent work force, etc., utilizing laws, rules, regulations, DOM, departmental policies and procedures, as required.
27.	Provide training to all departmental staff as a Subject Matter Expert (e.g., New Employee Orientation, Inmate Discipline, Use of Force, Post Assignments, etc.) in order to develop a trained efficient work force which will meet the day-to-day operational needs of the correctional facility and provide a safe and secure environment, etc., utilizing PC, CCR Title 15, DOM, laws, rules, regulations, departmental policies and procedures, as needed.
28.	Oversee all departmental staff in completion of various drills (e.g., fire, electrified fence, medical emergency response, alarm response, staff accountability, etc.) in order to develop a trained efficient work force which will meet the day-to-day operational needs of the correctional facility and provide a safe and secure environment, etc., utilizing PC, CCR Title 15, DOM, laws, rules, regulations, departmental policies and procedures, etc., as required.
29.	Supervise staff regarding personnel practices (e.g., hiring issues, disciplinary issues, performance evaluations, etc.) in order to comply with departmental policies and procedures, DOM, State Personnel Board (SPB) and California Department of Human Resources (CALHR) laws and rules utilizing effective communication skills, standard personnel practices, departmental forms, departmental policies and procedures, SPB and CALHR laws, rules, regulations, etc., as needed.
30.	Prepare various written documents (e.g., investigative fact finder, correspondence, grievance, inmate appeals, policies and procedures, etc.) in order to establish a new directive, provide various data/information to staff/management, public, Public Officials, inmate families/counsel, etc., utilizing effective written communication skills, staff knowledge, research, written directives, CCR Title 15, DOM, Administrative Bulletins (ABs), OPs, etc., as required.
31.	Oversee custody staff in the development, review and annual updating of work site accessible post orders/duty statements, in order to ensure they reference current departmental policies and practices, are read and signed by custody staff utilizing CDCR form 1860 (Post Order Acknowledgement) as required.

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

EDITED TASK LISTING

CLASSIFICATION: CAPTAIN, ADULT INSTITUTION

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

Task Statements	
32.	Participate in the development and review of Budget Concept Statements (BCS), Budget Change Proposals (BCP), Contracts, etc., in order to obtain approval and secure funding for necessary equipment, staffing, services and effectively manage the daily operations within a correctional setting utilizing various budget reports, departmental policies and procedures, SAM, DOM, etc., as needed.
33.	Implement departmental policies and procedures in order to properly administer programs, incorporate the department's/institution's mission, comply with legal mandates, laws, rules, regulations, etc., utilizing professional knowledge and experience, delegation to staff, other documents (e.g., PC, CCR Title 15, DOM, departmental memos, etc.), as needed.
34.	Review all reportable incidents within assigned area by reviewing reports of staff, evidence processing (e.g., video, photographs, etc.) and initiating review/clarification notices when appropriate to ensure complete and accurate documentation has occurred, protection of crime scene integrity, utilizing CCR Title 15, DOM, departmental policies and procedures, effective verbal and written communication skills, etc., as required.
35.	Audit and monitor the inmate disciplinary process (CDC 115 Rules Violation Report) by providing on-the-job training for the Hearing Officer (HO)/Senior Hearing Officer (SHO) to ensure due process and regulatory requirements are met by reviewing the disciplinary report/logs in accordance with CCR Title 15 and under the direction of the Chief Disciplinary Officer.
36.	Oversee the Inmate Assignment Office in order to promote an equitable and diverse workforce/environment at all sites, to ensure work assignments have the required number of inmates assigned, are properly staffed and supervised, etc., by monitoring the application and utilizing CCR Title 15, DOM, departmental policies and procedures, etc., as required.
37.	Maintain accurate records in order to comply with laws, rules, and regulations utilizing computer data systems, paper filing systems, laws, rules, regulations, etc., on a continuous basis.
38.	Oversee staff in the preparation, completion and review of CDCR Form 22 and inmate appeals/responses (CDCR 602-Inmate/Parolee Appeal Form, CDC 1824-Reasonable Accommodation Request Form [ADA], etc.) in order to review, resolve, respond and track/monitor departmental policies and procedures, etc., utilizing effective written communication skills, past approved correspondence, investigative research, professional knowledge, etc., as required.
39.	Participate as a member in the Incident Command Post (ICP) in order to resolve institutional emergencies utilizing specialized trained staff, equipment, CCR Title 15, DOM, departmental policies and procedures, etc., as required by the Incident Commander.

EDITED TASK LISTING

CLASSIFICATION: CAPTAIN, ADULT INSTITUTION

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

Task Statements	
40.	Conduct administrative reviews of the Administrative Segregation Unit Placement Notice in order to ensure compliance with due process, appropriate housing, etc., utilizing CCR Title 15, DOM, departmental policies and procedures, etc., as required.
41.	Oversee/review staff (i.e., custody or designated employees) conducting inquiries regarding allegations of staff misconduct/complaints, security, STG I/II related issues, etc., in order to determine/establish objective facts related to allegations utilizing interviews, reports, physical evidence (i.e., photographs, video) etc., as directed.
42.	Conduct inquiries regarding allegations of staff misconduct/complaints, security, SGT I/II related issues, etc. in order to determine/establish objective facts related to allegations utilizing interviews, reports, physical evidence (i.e., photographs, video) etc., as directed by the Warden.
43.	Represent the Department as a Subject Matter Expert in formal/informal settings (i.e., SPB hearings, Workers Compensation hearings, labor negotiations/arbitration, etc.) to obtain and report information and/or represent the interest of the Department utilizing personnel/investigative records, interpersonal communication skills, professionalism, personal expertise, etc., as needed and/or upon request.
44.	Initiate and/or recommend the employee corrective action/discipline process (e.g., training, verbal counseling, Employee Counseling Record [ECR], Letter of Instruction [LOI], adverse action, etc.) in order to improve employee performance or address issues of substandard performance utilizing MOU, SPB laws and rules, Peace Officers Bill of Rights, Departmental policies and procedures, etc., as needed.
45.	Oversee staff (e.g., personnel budget, custody, etc.) in the reconciliation of the Post Assignment Schedule (PAS) with the Governor's Budget and the Master Assignment Roster (MAR), position authorization, etc., in order to operate within budget allotment utilizing laws, rules, regulations, DOM, departmental policies and procedures, as required.
46.	Oversee the Personnel Assignment Office in order to manage custody daily attendance records, personnel movement sheet (PMS), PAS, distribute various documents (e.g., Fair Labor Standards Act [FLSA], Alpha Roster, MAR, etc.) to the appropriate work areas utilizing the PMS (e.g., job change, vacation and training schedules, etc.), Alpha Roster, MAR, employee FLSA sign-in sheets, CALHR laws, rules, etc., as required.
47.	Oversee custody staff in the armory functions (e.g., inventory, maintenance, audits, procurement, reporting, issuance, etc.) of weapons and equipment in order to maintain accountability, ensure staff maintain current qualifications, ensure weapons and equipment are functioning properly, etc., utilizing laws, rules, regulations, CCR Title 15, DOM, departmental policies and procedures, etc., as required.

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

EDITED TASK LISTING

CLASSIFICATION: CAPTAIN, ADULT INSTITUTION

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

Task Statements	
48.	Oversee custody staff in the security of the offsite medical guarding units and hospital details to include establishing local policies and procedures, conducting on-site inspections, training, security, contract, jurisdictional and staffing concerns, etc., in order to ensure a safe and secure off site medical operation, etc., utilizing outside agencies, mutual aid agreements, contracts, effective communication skills, laws, rules, regulations, CCR Title 15, DOM, departmental policies and procedures, etc., as required.
49.	Oversee staff in the processing (approval/disapproval) of inmate mail and property (e.g., personal property, special packages, special purchases, correspondence, health care appliances, etc.) in order to control the introduction of contraband and comply with property regulations, etc., utilizing laws, rules, regulations, CCR Title 15, DOM, departmental/institutional policies and procedures, etc., as required.
50.	Establish, promote and maintain confident and cooperative working relationships with all departmental and contract employees, volunteers, the public, other State agencies, law enforcement officials, private agencies, inmates, etc., in order to meet the department's goals and objectives, promote communication/participation, enhance morale and productivity, educate and establish cooperation utilizing effective communication skills, professional knowledge, etc. on an ongoing basis.
51.	Monitor ongoing changes in the Department's policies and procedures in order to ensure institution/departmental staff has current information for use in the day-to-day operation of the institution utilizing institution and departmental policies and procedures, rules, regulations, court mandates, AB's, mandated training, MOU, etc., as required.
52.	Participate as a panel member and/or Chairperson in the hiring of personnel in order to fill vacancies and avoid overtime to comply with departmental policies and procedures, DOM, SPB and CALHR laws and rules utilizing effective communication skills, standard personnel practices, departmental forms, departmental policies and procedures, SPB and CALHR laws, rules, regulations, etc., as needed.
53.	Interprets and carries out the policies of the Department PC, CCR Title 15, DOM, OPs, AB, etc., to ensure public safety and safety of staff and inmates, etc., under the direction of management.
54.	Participate as Chairperson of the Unit Classification Committee (UCC): organizes and conducts classification of inmates based on pertinent case factors (e.g., medical/mental health status, custody designation, work/privilege group, housing, etc.) utilizing the inmate central files, Electronic Records Management Systems (ERMS), SOMS for the appropriate placement in education/vocational training, work assignment and other programs (e.g., Minimum Support Facility (MSF), Substance Abuse Program (SAP), Fire Camps, etc.) pursuant to CCR Title 15, DOM and mandated court decisions.
55.	Monitor the enforcement of inmate disciplinary related penalties (e.g., suspension of privileges, canteen, telephone, visiting, yard, property, etc.) as a result of disciplinary actions utilizing tracking/disciplinary logs, in accordance with CCR Title 15, DOM, etc., as required.

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

EDITED TASK LISTING

CLASSIFICATION: CAPTAIN, ADULT INSTITUTION

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

Task Statements	
56.	Manage, supervise and evaluate the work of assigned staff to ensure completion of assigned duties (e.g., institutional counts, inmate feeding/clothing, housing, security searches, etc.) and maintain a level of expected standards by conducting internal audits, random inspections, reviewing daily reports, etc., in accordance with departmental policies and procedures, as required.
57.	Initiate and review reports/memos regarding institutional/departmental issues (e.g., sick leave/overtime management, Use of Force, staff discipline, inmate discipline, incidents involving staff and/or inmates, safety and security issues, respond to correspondence, etc.) and takes or recommends appropriate action utilizing DOM, OPs pursuant to CCR Title 15 and under the direction of management.
58.	Inspect, tour and audit facility operations (e.g. inmate housing, dining, educational, vocational areas, prison industries, etc.) by providing a safe and sanitary inmate living/working conditions by ensuring appropriate availability of cleaning supplies, inmate appeal forms, maintenance work orders, etc., in compliance with environmental, health and safety standards, CCR Title 15, DOM, and OPs, as required.
59.	Act as an Inmate Appeals Examiner by reviewing and investigating (e.g., second level responses, conducts interviews and onsite reviews of physical evidence, coordinates with the Legal Affairs Division, directs modification orders, etc.) issues which has a material adverse effect to an inmate's program and prepares a response at the Third Level Review for a designated representative of the director under supervision of the Chief of Inmate Appeals by utilizing established laws, rules, regulations, PC, CCR Title 15, OPs, DOM, departmental policies and procedures, etc., as required.
60.	Conduct studies of institutional issues (e.g. staff/fiscal resources, equipment, physical plant modifications, security concerns, etc.) to evaluate the feasibility of developing and implementing a mission/program change by coordinating a project task force under the direction of the CDCR.
61.	Review and coordinate the inmate's appeal process for first and/or second level responses (e.g., conduct interviews, review of physical evidence, etc.) which has a material adverse effect to an inmate's program and reviews/prepares and submits a response to the Division Head for approval, utilizing established laws, rules, regulations, PC, CCR Title 15, DOM, departmental policies and procedures, OPs, etc., as required.
62.	Facilitate a team effort between custody, counseling and other staff to promote an effective and efficient method of operation when dealing with inmate activities/disruptions (e.g., classification, escorting, disciplinary, lock downs/modified programs, court mandated programs, etc.) by developing team building concepts, effective communication, empowerment, diversity and information sharing, as required.
63.	Serve as Administrative Officer of the Day (AOD) during non-business hours to make administrative decisions and/or disseminate information regarding serious incidents and/or unusual occurrences in the absence of executive staff members by becoming familiar with any special problems or existing situations as directed by management.

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

EDITED TASK LISTING

CLASSIFICATION: CAPTAIN, ADULT INSTITUTION

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

Task Statements	
64.	Participate in special assignments (e.g., conduct high level/sensitive investigations, compliance review audits, test development, serve as State Services Representative for interview panels, etc.) as a representative of the department/institution to provide expertise on subject matter or topics by using personal/professional knowledge and experience pursuant to the PC, CCR Title 15, DOM, OPs, as required.
65.	Conduct and/or attend meetings (e.g., executive staff, use of force, unit/staff meetings, Inmate (Men/Women) Advisory Counsel, Overtime/Sick Leave Management Review Committee (OSLMRC), Comparative Statistics [COMPSTAT], etc.) with executive/institutional staff or inmates to define and resolve problems, discuss and disseminate information regarding sensitive issues and review goals and objectives which impacts the operation of the institutions using telephone conference calls, video conferencing, executive directives, etc., as required.
66.	Develop/revise policies and procedures (e.g., OPs, Post Orders, DOM supplements, etc.) for the Department in order to provide guidelines for compliance with changing policies, ensure public safety, safety of staff and inmates, etc., as required under the direction of management.
67.	Ensure compliance with court mandates e.g., Armstrong, Coleman, Clark, Plata, etc., as it applies to inmates access to programs, services, and activities by identifying barriers/equipment, staff awareness/training, inmate orientation/training, develop procedures, establish systems for proof of practice and monitor compliance, etc., as required by law.
68.	Review and approve confidential information to ensure the information meets established criteria prior to placement of information into the inmate central file/ERMS and SOMS using CCR Title 15, DOM, and departmental policies and procedures, etc., as required.
69.	Oversee the initiation and preparation of Departmental Review Board (DRB) reports and manage the DRB process for inmate classification related issues (e.g., housing, meritorious credit, out-of-state or federal prison placement, placement of inactive gang members/associates etc.) for Director's level resolution, utilizing central files/ERMS, SOMS and interviews, etc., pursuant to CCR Title 15, as required.
70.	Participates in the Mass Causality Incident (e.g., acts as resource/liasion to emergency commander, gathers intelligence, role player, controller, etc.) of an institution to evaluate the readiness/ability to respond and/or react to a major disturbance/emergency/natural disaster (e.g., riots, lockdowns, power failures, inmate strikes, accidents or injuries, earthquakes, flood, etc.) by utilizing the Disturbance Control Plan (Resource Supplements) under the direction of management.
71.	Ensure the emergency operation preparedness plans are in alignment with the National Incident Management System (NIMS), in order to establish a core set of doctrine, concepts, principles, terminology, and organizational processes that enables effective, efficient, and collaborative incident management in accordance with DOM and the Presidential Directive, dated February 28, 2003 as required.

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

EDITED TASK LISTING

CLASSIFICATION: CAPTAIN, ADULT INSTITUTION

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

Task Statements	
72.	Reviews and evaluates all reportable incidents including both non- use of force and use of force by staff, to reach a judgment concerning the appropriateness of the force used, prepares a First Level Managers Review (e.g., requests clarification reports, recommends investigation, initiates corrective action/training, etc.) and may participate as a member of the Institutional Executive Use of Force Review Committee utilizing written reports, video, interviews, etc., utilizing PC, CCR Title 15, DOM, OPs, etc., as required.
73.	Carries out managerial responsibilities by providing opportunities for staff to increase and broaden the knowledge, experience, and skills of employees by utilizing and recommending special/acting assignments, out of class assignments, training and development assignments, afford employees the opportunity to attend in-service/out-service training, etc., pursuant to DOM, as required.
74.	Identify and/or recognize those employees who have exhibited commendable performance and/or made a significant contribution to the operation of the institution to promote positive morale and encouragement by presenting letters of appreciation, department commendations (e.g., Medal of Valor), nominating staff for employee of the month, etc., upon occurrence.
75.	Ensure staff are in compliance with the Departmental Equal Employment Opportunity policy by monitoring, training, documenting, taking immediate corrective action to promote a work environment free of discrimination and/or harassment (e.g., age, gender, race, religion, etc.) pursuant to local and federal laws and DOM, as required.
76.	Participate as a Committee Member of the Institution Classification Committee (ICC) in order to provide input to the ICC Chairperson utilizing CCR Title 15, DOM, departmental policies and procedures as required.
77.	Oversee and coordinate the endorsement/movement of inmates (e.g. Reception Center, County Jail, institutions, out of state transfers, etc.) between correctional facilities in order to ensure appropriate bed management utilizing laws, rules, and regulations, CCR Title 15, DOM as required.