



COMMISSION ON CORRECTIONAL PEACE OFFICER
STANDARDS AND TRAINING

CORRECTIONAL COUNSELOR 001

CORRECTIONAL COUNSELOR 001 CASEWORK PROCEDURES

STANDARD

Correctional Counselor I (CC I) shall have knowledge and understanding of correctional casework procedures, including Departmental systems and databases necessary to complete required casework functions.

COMPONENTS

The components of this standard are as follows:

1. Effective casework management relies on appropriate and timely application of the classification process, which is essentially the completion of all classification related tasks and functions based upon an incarcerated person's case factors.
 - a. Examples of casework management include, but are not limited to, tracking and scheduling incarcerated persons for initial and annual reviews, preparing for and recording a committee action, processing marriage applications and correspondence requests, completing Post-Conviction Progress Reports, expeditiously correcting cases that have been returned to the assigned counselor for correction, etc.
2. Counselors must possess the ability to effectively utilize Departmental systems and databases necessary to complete required casework functions.

AUTHORITY

California Penal Code 13601(a)(1)

BACKGROUND

Efficient and effective application of the classification process relies on appropriate casework management. Often this requires organization and prioritization of numerous tasks to ensure deadlines are met.

REFERENCES AND CITATIONS

DOM 61010.9 – Procedures - The Counselor