



COMMISSION ON CORRECTIONAL PEACE OFFICER  
STANDARDS AND TRAINING  
**CORRECTIONAL COUNSELOR  
006**

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## **CORRECTIONAL COUNSELOR 006**

### **WRITTEN AND ORAL COMMUNICATIONS**

#### **STANDARD**

Correctional Counselor 1 (CC 1) shall utilize oral and written language to communicate effectively with incarcerated persons, staff, other agencies, and the public.

#### **COMPONENTS**

The components of this standard are as follows:

1. Each CC 1 will be tasked with responding to written and verbal requests from incarcerated persons daily.
2. CC 1 tasks also include: to record committee actions, complete post-conviction progress reports, prepare correspondences, inter-departmental memorandums, and other administrative paperwork.
3. CC 1s act as a liaison for family members, public agencies, attorneys, and others needing casework information while representing the Department.

#### **AUTHORITY**

California Penal Code 13601 (a)(1)

California Penal Code 13601 (d)

#### **BACKGROUND**

CC 1s regularly interact with incarcerated persons during non-clinical counseling and interview sessions, as well as provide written and verbal responses to incarcerated person requests and complaints. Additionally, they complete a variety of written documents and forms.

#### **REFERENCES AND CITATIONS**

DOM 61010.4 – Social History/Staff Reports

DOM 61010.9 – Procedures, The Counselor

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