

DIVISION OF ADULT PAROLE OPERATIONS

DIVISION HEADQUARTERS

1515 S Street, Suite 212-North
Sacramento, CA 95811



Last Name:

First Name:

Phone Number:

Email Address:

Date:

Desired Work Location(s)

Instructions:

- **Select the location(s) you are interested in for the Parole Agent I classification**
- **Submit this form with your State Application**

Northern Region Locations

Alameda County

Oakland Complex (Oakland, 94621)

Butte County

Chico Parole Unit (Chico, 95973)

Contra Costa County

Contra Costa Parole Unit (Concord, 94519)

Fresno County

Fresno Complex (Fresno, 93727)

Humboldt County

Eureka Parole Office (Eureka, 95501)

Kern County

Bakersfield Complex (Bakersfield, 93308)
Bakersfield Parole Unit (Bakersfield, 93308)

Kings County

Visalia & Hanford Parole Units (Hanford, 93230)

Mendocino County

Ukiah Parole Unit (Ukiah, 95482)

Merced County

Merced Parole Unit (Merced, 95340)

Monterey County

Salinas Parole Unit (Salinas, 93905)

Placer County

Auburn Parole Unit (Auburn, 95603)

Sacramento County

Sacramento Parole Units (North Highlands, 95660)
Sacramento Metro Complex (Sacramento, 95824)

San Francisco County

San Francisco Complex (San Francisco, 94103)

Northern Region Locations Continued

San Joaquin County

Stockton Complex (Stockton, 95203)

San Luis Obispo County

San Luis Obispo Parole Unit (San Luis Obispo, 93401)

San Mateo County

Redwood City Parole Unit (Redwood City, 94063)

Santa Clara County

San Jose Complex (San Jose, 95110)

Solano County

Vallejo Parole Unit (Vallejo, 94590)

Sonoma County

Santa Rosa Parole Unit (Santa Rosa, 95403)

Stanislaus County

Ceres/Modesto Complex (Ceres, 95307)

Tehama County

Red Bluff Parole Unit (Red Bluff, 96080)

Ventura County

Ventura Complex (Oxnard, 93030)

Yolo County

Woodland Parole Unit (Woodland, 95695)

DUTY STATEMENT

SHADED AREA TO REFLECT RECLASS POSITION NUMBER ONLY

INSTRUCTIONS: Refer to the Essential Functions Duty Statement Manual for instructions on how to complete the Duty Statement.

RPA-

EFFECTIVE DATE:

CDCR OFFICE OR CLIENT AGENCY Division of Adult Parole Operations (DAPO)		POSITION NUMBER (Agency - Unit - Class - Serial)	
UNIT NAME AND CITY LOCATED		CLASS TITLE Parole Agent I, Adult Parole	
WORKING DAYS AND WORKING HOURS Monday through Friday 8:00 a.m. to 5:00 p.m. (Agents may be required to work irregular shifts)		SPECIFIC LOCATION ASSIGNED TO	
PROPOSED INCUMBENT (If known)		CURRENT POSITION NUMBER (Agency - Unit - Class - Serial)	
YOU ARE A VALUED MEMBER OF THE DEPARTMENT'S TEAM. YOU ARE EXPECTED TO WORK COOPERATIVELY WITH TEAM MEMBERS AND OTHERS TO ENSURE THE DEPARTMENT PROVIDES THE HIGHEST LEVEL OF PUBLIC SERVICE POSSIBLE. YOUR CREATIVITY AND PRODUCTIVITY ARE ENCOURAGED. YOUR EFFORTS TO TREAT OTHERS FAIRLY, HONESTLY AND WITH RESPECT ARE IMPORTANT TO EVERYONE WHO WORKS WITH YOU.			
Under the supervision of the Parole Agent II (Supervisor) and/or Parole Agent III (Unit Supervisor), Adult Parole, the incumbent is responsible for the supervision and casework services of parolees assigned to a field unit. Agents supervise and monitor behavior, investigate parole violations, apprehend and arrest parolees. Agents work with local resources to link parolees to appropriate programming to assist with community reintegration. Agents work with members of the parolee's family and significant social networks to change dysfunctional social patterns and restore healthy functioning within the family system.			
% of time performing duties	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. <i>(Use additional sheet if necessary)</i>		
45%	ESSENTIAL FUNCTIONS CASE SUPERVISION <ul style="list-style-type: none"> This includes anti-narcotic testing, monitoring behavior, employment assistance, referrals, counseling and other services. Performs field supervision in the home or employment and develops relationships with family and friends to augment knowledge of individual parolees and their behavior patterns. 		
30%	REPORTING <ul style="list-style-type: none"> Provides written reports to the paroling authorities regarding violation of parole conditions, discharge review and other matters. Maintains case records, records of supervision, case progress reports and other necessary documents. 		
20%	INVESTIGATION <ul style="list-style-type: none"> Investigates alleged parole violations by obtaining police and other reports and interviewing parties involved. Evaluate such information and recommends appropriate sanctions. Investigates proposed release or transfer plans and other matters for the paroling authorities as needed. Conduct parole compliance searches. Documents, process and inventory evidence of Parole or Law violations. Locate and apprehend parolees who have violated the conditions of parole and attend parole revocation and/or other criminal justice related hearings. 		
5%	OFFICER OF THE DAY <ul style="list-style-type: none"> On a rotational basis act as the Officer of the Day. Responsible for opening or closing the office, general office security, and providing service to parolees or members of the public when the assigned agent is not available. Firearms and defensive tactics training and quarterly qualifications. Departmental and Divisional policy and procedure compliance. Attend mandatory training and perform other Parole Agent duties as assigned. 		

DUTY STATEMENT

DESIRABLE QUALIFICATIONS

- Highly motivated individual who enjoys challenges and working in a fast paced, professional environment.
- Possess excellent work habits and ability to work independently and as a team member.
- Excellent verbal/interpersonal skills in order to manage interactions.
- Excellent verbal and written communication skills to include experience with interviewing subjects, report writing and dissemination detailed information to various sized groups.
- Excellent attendance and dependability.
- Ability to recount specific details in a written report or in verbal communication.
- Proficient PC Skills including but not limited to Microsoft Excel, Word and SharePoint.
- Familiarity with DAPO supervision tools including but not limited to Virtual Integrated Mobile Office, Strategic Offender Management System, Parole Violation Disposition Tracking System, and Electronic Monitoring System.

SUPERVISOR'S STATEMENT: *I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE*

SUPERVISOR'S NAME (Print)

SUPERVISOR'S SIGNATURE

DATE

EMPLOYEE'S STATEMENT: *I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT*

The statements contained in this duty statement reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods or otherwise balance the workload.

EMPLOYEE'S NAME (Print)

EMPLOYEE'S SIGNATURE

DATE