

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION  
OFFICE OF CORRECTIONAL SAFETY

DUTY STATEMENT

INVESTIGATIVE TRAINING UNIT  
SPECIAL AGENT  
065-129-9766-XXX

GENERAL DUTY STATEMENT:

Under the direction of a Senior Special Agent (SSA), the Investigative Training Unit (ITU) incumbent will assist in the planning and execution of department-wide investigator training. The ITU will analyze and forecast needs as it relates to investigative training for peace officers assigned to the Office of Internal Affairs (OIA), Office of Correctional Safety (OCS), and Institutional Investigative Services Units (ISUs). The ITU will monitor statewide investigative training needs and procurement, compliance with Peace Officer Standards and Training (POST), and may serve as lead in support of organizational and departmental investigative training initiatives. The Special Agent (SA) may also conduct or assist with OCS administrative and criminal investigations and operations in accordance with the peace officer duties specified in California Penal Code Sections 830.2(d)(1) and 830.2(d)(2). The SA interprets and carries out Department policies to ensure CDCR training mandates are met, and in the enforcement of administrative or criminal law. The ITU serves to meet the shared investigative training needs for OIA, OCS, and ISUs, in consultation with the Deputy Director of OIA, and Chief of OCS.

KNOWLEDGE AND REQUIREMENTS:

You are required to carry a department issued firearm, or other OCS approved firearm (purchased at agent's expense). You must remain current in your range qualifications and follow the CDCR Use of Force policy relative to your assignment. You should be familiar with policies of the OIA, OCS and ISU related to any potential investigative training needs. Additionally, you will be required to either attend and complete a Module III and a Module II POST certified course, or provide a certificate indicating you have completed up to at least the POST Module II level of training (or an equivalent course, as determined by CDCR/OCS).

SPECIFIC RESPONSIBILITIES:

40% Research and develop training standards for investigative staff; prepare all related course materials for both primary and advanced training courses; schedule and coordinate statewide training; develop/revise lesson plans, acquire instructor certification (T4T), and provide instruction and technical assistance; monitor and report staff compliance with mandatory training requirements. Create, update and implement policies and procedures; oversee the investigators training program. Ensure investigative staff throughout CDCR are attending/receiving standardized/required training courses; ensure investigative policies, procedures, and training material are current with departmental policies and regulations, and with the standards of our industry. As needed, respond to crisis situations in the field and at CDCR facilities; assist with OCS/CDCR enforcement operations and investigations; participate in high-risk transportation, dignitary protection, and security operations; serve search and arrest warrants; participate in external law enforcement/multi-agency task force operations and investigations.

- 25% Coordinate and oversee the POST Module III and II Academies, Institute of Criminal Investigation advanced training courses, and other courses identified that meet the investigative training needs of OIA, OCS and ISUs. Develop and implement the Field Training Officer program. Create, maintain and update lesson plans/presentations for annual training.
- 25% Maintain readiness and ability to assist in field operations as needed, including, but not limited to, search warrant service, surveillance, arrests, and investigative. Conduct or lead enforcement operations and investigations. Assist in administrative duties as assigned by the ITU Senior Special Agent. Prepare reports and complete special projects as requested by the ITU Senior Special Agent and executive staff.
- 5% Serve as basic safety equipment subject matter expert; provide consultation on related issues with significant impact. Establish and maintain close working relationships, serving as a liaison between POST, the Office of Training Professional Development and the investigative staff statewide regarding training concerns. Liaise directly with investigative training providers such as POST Academies, colleges, private entities, and represent the Department in a professional manner while developing training contracts and other related activities.
- 5% Conduct threat assessments; continuously monitor individuals who are designated to be a possible risk to the safety of CDCR staff. Further develop, maintain and understand departmental training needs related to conducting threat assessments.

REQUIRED QUALIFICATIONS:

- Per Department Operations Manual §32010.19.6, specialized units such as OCS may establish a quarterly proficiency course of fire and techniques that meet their specific needs. OCS has established a specialized course of fire, and applicable staff assigned to OCS are required to pass this quarterly course of fire with primary and other assigned firearms in order to maintain their assignment to OCS.
- Visual acuity of 20/60 or better in each eye without correction and 20/20 in each eye with correction.
- Meet hearing acuity standards set forth in the Department's hearing protocol.
- Mental capacity to be aware/alert in observation/identification of security risks.
- Mental ability to recall an incident in order to accurately document the incident in writing.
- Remain observant for prolonged periods of time during surveillance and other special operations.
- Mental capacity to judge an emergency situation, determine the appropriate use of force, and carry out that use of force.

- Communicate effectively, verbally and in writing, in order to: provide information and directions/orders; prepare correspondence; create/update desk procedures; train staff; establish, promote, and maintain confident and cooperative relationships with others (inmates, wards, parolees, departmental employees, the public, outside agencies, etc.); to promote collaborative participation and enhance morale and productivity; to meet the Department's vision, values, mission, goals, and objectives, etc.
- Read, comprehend, and analyze written material to effectively take appropriate action.
- Able to be supervised, accept constructive criticism and feedback, and use supervisory direction positively.
- Maintain and ensure confidentiality of departmental information, records, documents, concerns, issues, etc.
- Operate a motor vehicle safely effectively, and in compliance with all applicable laws policies.
- Operate various equipment/tools such as personal computers, cameras, video, audio, telephone, etc.
- Withstand the physically and mentally demanding training and operational components of this assignment.

#### WORKING CONDITIONS:

Must be able to:

- Work a minimum of 40 hours per week and extended hours as needed during various times of the day, night, week, weekend, and holidays on a case-by-case basis.
- Work additional hours in order to accomplish the completion of critical/urgent tasks, including overnight stays.
- Respond to emergency callouts when necessary.
- Travel via vehicle and plane.
- Wear protective clothing (ballistic/stab vests, etc.) and breathing apparatus to prevent blood/air-borne pathogens.
- Remain functional with exposure to fumes, gases, and various chemicals such as, but not limited to pepper spray and tear gases; defend self or co-worker during incidents when chemical agents are deployed.
- Undergo potential life-threatening contact, psychological manipulation, and verbal abuse/harassment from inmates, wards, parolees, employees, etc.
- Disarm, subdue, and apply restraints to individuals, using approved procedures.
- Defend self against armed individuals.
- Search for contraband in buildings, dwellings, homes, vehicles, etc. and conduct body searches.

- Walk continuously.
- Run occasionally; run in an all-out effort while responding to emergencies or serious incidents; run distances that vary from a few yards up to several hundred yards; run over varying surfaces, including uneven grass, dirt areas, pavement, cement, stairs, several flights of stairs, etc.; run while maneuvering up or down.
- Climb occasionally to frequently; ascent, descent, or climb a series of steps/stairs, several tiers of stairs, or ladders; carry items while climbing.
- Crawl and crouch occasionally; crouch while filing a weapon or while involved in property or body searches.
- Stand occasionally to continuously.
- Sit occasionally to continuously while performing record keeping, report writing, and observing designated areas.
- Drive six to eight hours a day.
- Stoop and bend occasionally to frequently while inspecting buildings, homes, vehicles, etc., and searching individuals from head to toe.
- Lift and carry 20 to 50 pounds frequently throughout the workday and perform very heavy lifting occasionally (in excess of 100 pounds occasionally, and/or in excess of 50 pounds frequently, and/or in excess of 20 pounds constantly); physically restrain an individual, including wrestling him/her to the floor; partially lift and drag an individual.
- Push and pull occasionally to frequently; push and pull while opening and closing locked gates and doors throughout the work day; push and pull during an altercation with or restraint of an individual.
- Reach occasionally to continuously; reach overhead while performing home or body searches, etc.
- Use head/neck movement (includes both side-to-side and flexing downward and backward) frequently to continuously throughout the day; move or use head/neck while performing regular duties including observing and surveilling subjects.
- Move arms occasionally to continuously, including writing reports, restraining an individual, and firing a weapon.
- Move hands and wrists frequently to continuously, including grasping and squeezing, independently of each other; possess and utilize five-finger dexterity in loading and unloading weapons, searching individuals, and operating various communication devices.
- Brace occasionally including while restraining an individual, during an altercation, and while performing body searches.
- Press occasionally with legs/feet while driving a vehicle.
- Twist the body frequently to continuously in all directions, including with the body in an upright position, standing, or walking.

- Perform regular duties indoors, outdoors, or a combination of indoors and outdoors.
- Perform regular duties while exposed to varying weather conditions and temperatures, controlled environments, and after dark.
- Perform regular duties on a wide range of working surfaces which may be slippery.
- Exit from a stopped vehicle quickly in emergency situations, to effect arrests and searches, etc.

I have read and understand the duties of the position.

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Special Agent  
Office of Correctional Safety

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Date

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Senior Special Agent  
Office of Correctional Safety

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Date