

**CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION**

POSITION DUTY STATEMENT – Peace Officer

PROPOSED

CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM Division of Adult Parole Operations (DAPO)		POSITION NUMBER (Agency-Unit-Class-Serial) 061-029-9763-509			
DIVISION / UNIT  Division Court Compliance Unit- North		CLASSIFICATION TITLE Parole Agent II (Supervisor), Adult Parole			
		WORKING TITLE Parole Agent II (Supervisor), Adult Parole			
		TIME BASE / TENURE P/FT	CBID S06	WWG E	COI Yes <input type="checkbox"/> No <input type="checkbox"/>
LOCATION Butte County		INCUMBENT		EFFECTIVE DATE	
<b>CDCR'S MISSION, VISION and COMMITMENT</b>					
<p><b>Mission</b> To facilitate the successful reintegration of the individuals in our care back to their communities equipped with the tools to be drug-free, healthy, and employable members of society by providing education, treatment, rehabilitative, and restorative justice programs, all in a safe and humane environment.</p> <p><b>Vision</b> We enhance public safety and promote successful community reintegration through education, treatment, and active participation in rehabilitative and restorative justice programs.</p> <p><b>Commitment</b> CDCR and CCHCS are committed to transforming the correctional landscape to create safer, more professional, and more fulfilling environments for our employees, the incarcerated population, and those supervised in our communities. Through systemwide improvements grounded in proven and emerging practices, we aim to strengthen rehabilitation, enhance workplace satisfaction, and support successful reentry into the community through our institutions, parole, and community partnerships. Our shared mission is to promote safety, wellness, and human dignity while fostering positive change for all those who live and work within our institutions and communities.</p> <p>CDCR and CCHCS are committed to building an inclusive respectful workplace. We are determined to attract and hire candidates from all communities and empower employees from a variety of backgrounds, perspectives, and personal experiences. We are proud to foster inclusion and drive collaborative efforts at all levels of the Department.</p> <p>CDCR and CCHCS strive to collaborate with the community to enhance public safety and promote successful community reintegration through education, treatment and active participation in rehabilitative and restorative justice programs. Incumbents establish and maintain cooperative working relationships within the department, other governmental agencies, health care partners, and communities.</p>					
<b>DIVISION OVERVIEW</b>					
The Division of Adult Parole Operations is responsible for protecting the community by enabling parole agents to play an active role in the local community's public safety plans and supporting the supervised population in their effort to successfully reintegrate into the community. The Division offers a wide range of programs and services and utilizes evidence-based tools to effect long-term behavior change for supervised individuals to earn an opportunity to discharge. The goal is to maintain gains during their parole period that will extend to post supervision. Following their release from incarceration, the Division supervises the most serious and violent persons in the state. The diverse population includes but is not limited to supervised persons with gang affiliations, persons sentenced to a life term, persons with mental illness, persons required to register pursuant to Penal Code 290, and Armstrong class members.					
<b>GENERAL STATEMENT</b>					
Under the direction of the Parole Agent III, the Parole Agent II, Supervisor (PA II) conducts supervision of the day to day operations of the Armstrong Oversight Program, District Court Compliance Unit. The PA II is to ensure the Notice Agent follows approved policy and procedures when providing the Notice of Charges. S/he is responsible for appropriate staffing coverage in their respective					

District. The PA II will perform the duties of the Notice Agent when necessary. The PA II is to represent DAPO when interacting with the local courts, jails, district attorneys, public defenders, the Board of Parole Hearings and other stakeholders during the revocation process. Pursuant to the Court’s mandates, as set forth in *Armstrong v. Brown*, the PA II will conduct inquiries into allegations of patterns of non-compliance. The PA II will ensure efficient, timely, and complete responses to allegations of ADA non-compliance. Due to the requirement of the position to routinely interact with other state and county law enforcement agencies as well as the public, professional business attire is required. Travel is required.

% 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.
50%	Supervises the Parole Agent I(s) (PAI) and clerical/support staff. Provides guidance regarding unit priorities, goals and objectives. Manages, assigns and coordinates the work of the Armstrong Oversight Program, District Court Compliance Unit along with monitoring the Districts workload. Provides training regarding compliance with the various Court’s mandates set forth in the <i>Armstrong v. Brown</i> litigation. Conducts remedial training when deficiencies are noted. Establishes performance standards, ensures staff is receiving mandated training. Completes employee performance evaluations, providing feedback, as well as handling disciplinary actions. The Parole Agent II is the primary DAPO representative responsible for Filing the Petition for Revocation, Warrant Request and Order and the Request to Order to Recall Warrant with the Superior Court; attend any hearings related to the revocation process, when requested by the local court pursuant DAPO policy.
25%	Acts as the lead Notice Agent to serve the Notice of Charges to parolees housed in county jails following the placement of a Penal Code Section 3056 parole hold, document and notify the county jail staff of reasonable accommodation(s) that may be needed on behalf of the parolee pursuant DAPO policy; regular travel required within assigned District and occasionally statewide.
20%	Case conference with PA I(s), make recommendations and compile information relative to non-compliance with the Court’s orders in <i>Armstrong vs. Brown</i> . Inquire and identify all allegations of misconduct, as well as identify involved witnesses and subjects. Assess sensitive or complex issues, apprise the Parole Administrator of any change in the complexion of the inquiry. Accurately track and document all case activity in designated database. Develop liaisons with outside law enforcement agencies at the Federal, State, or local level to address issues of common interest.
5%	Attend all training required for the Parole Agent II, Supervisor classification, as mandated by CDCR, DAPO and various Court mandates. Participates in relevant specialized out-service training to enhance skills. Other duties as required.

**SPECIAL PERSONAL CHARACTERISTICS**

- Influence, change, and strengthen the community. Set an example each day through positive and pro-social role modeling, utilizing dynamic security concepts through observation and building rapport.
- Willingness to play a significant role in the collaborative efforts toward rehabilitation and public safety enhancement.
- Ability to facilitate conversations as a coach and mentor, engaging in a respectful and understanding manner.
- Ability to build trust, improve communication, and assist with the transformation of correctional culture.

**SPECIAL REQUIREMENTS**

- CDCR does not recognize hostages for bargaining purposes. CDCR has a "NO HOSTAGE" policy, and all prison individuals, visitors, non-employees and employees shall be made aware of this.
- Maintenance of Peace Officer Standards and training in accordance with Penal Code 832 and Department Operations Manual sections 32010.19.1, 33020.13, and 86010.13.

**CONSEQUENCE OF ERROR**

- Consequences of error may result in loss of time and could cause significant delays in program production. Such delays can result in inefficient use or misdirection of department resources resulting in the inability to meet efficiency and timeline goals, and varying degrees of negative financial impacts to the department.

**To be reviewed and signed by the supervisor and employee:**

**EMPLOYEE’S STATEMENT:**

- I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH MY SUPERVISOR AND RECEIVED A COPY OF THIS DUTY STATEMENT.

EMPLOYEE’S NAME (Print)

EMPLOYEE’S SIGNATURE

DATE

**SUPERVISOR’S STATEMENT:**

- I CERTIFY THIS DUTY STATEMENT REFLECTS CURRENT AND AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION

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- I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH THE EMPLOYEE AND PROVIDED THE EMPLOYEE A COPY OF THIS DUTY STATEMENT.

SUPERVISOR'S NAME (Print)

SUPERVISOR'S SIGNATURE

DATE