

**CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION**

POSITION DUTY STATEMENT – Peace Officer

PROPOSED

CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM Office of Correctional Safety (OCS)		POSITION NUMBER (Agency-Unit-Class-Serial) 065-134-9764-002 (13016951)			
DIVISION / UNIT  Operations Division  Northern Region Field Operations		CLASSIFICATION TITLE Special Agent-In-Charge			
		WORKING TITLE N/A			
		TIME BASE / TENURE P/FT	CBID E99	WWG E	COI Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
LOCATION Sacramento		INCUMBENT		EFFECTIVE DATE	

**CDCR’S MISSION, VISION and COMMITMENT**

**Mission**

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.

**Vision**

We enhance public safety and promote successful community reintegration through education, treatment, and active participation in rehabilitative and restorative justice programs.

**Commitment**

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.

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.

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.

**DIVISION OVERVIEW**

The Office of Correctional Safety (OCS) supports the mission of the CDCR. The OCS mission is to protect the public and serve the CDCR investigative and security interests. The OCS is the primary departmental link with allied law enforcement agencies and the California Governor's Office of Emergency Services (CalOES). The OCS is comprised of the following sub-units:

**Special Service Unit (SSU)** conducts major criminal investigations and prosecutions, criminal apprehension efforts of prison escapees and supervised persons wanted for serious and violent felonies, primary departmental gang management unit, conducts complex gang related investigations of incarcerated individuals and supervised persons suspected of criminal gang activity, and administrative investigative and law enforcement liaison unit.

**Fugitive Apprehension Teams (FAT)** conduct field arrest operations of high-risk parole violators/absconders.

**Emergency Operations Unit (EOU)** oversees special departmental operations such as special transport; hostage rescue; riot suppression; firearms, less lethal weapons, and armories; critical incident response; and protective vests.

**Emergency Planning and Management Unit (EPMU)** oversees all departmental emergency planning, preparedness, response and recovery needs, and manages the Department Operations Center.

**Specialized Technology and Investigations Unit (STIU)** conducts complex investigations leveraging existing and emerging technology to support the security and investigative interests of the department. Personnel assigned to the unit serve as subject matter experts in various fields and assist correctional and law enforcement agencies in detecting, preventing, and solving crimes that have a nexus to CDCR.

**Criminal Intelligence Analysis Unit (CIAU)** conducts and analyzes information regarding criminal suspects and criminal enterprise organizations with a nexus to California state prisons to identify threats, support investigations, and guide leadership decisions.

**Investigative Training Unit (ITU)** Conducts and monitors statewide investigative training needs and procurement compliance with Peace Officer Standards and Training (POST); and ensures Department policies and CDCR training mandates are met.

**GENERAL STATEMENT**

Under the direction of the Deputy Chief, OCS, the Special Agent-In-Charge (SAC) is responsible for the planning, development, implementation, management, and statewide field operations of Intelligence, Technology and Emergency Operations (ITEO) or OCS Regional territory. The SAC has oversight of daily programming, including direct supervision of all assigned Senior Special Agents. The SAC develops and maintains liaison with Department stakeholders, law enforcement, and criminal justice agencies. Some 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.
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	<b>ESSENTIAL FUNCTIONS</b>
40%	Assess complex and sensitive issues and consult with and take direction from the Deputy Chief and/or Chief. Formulate policies, procedures, regulations, and programs with statewide impact, and instruct subordinate staff on OCS and departmental policies and procedures. Provide recommendations, direction, policy interpretation, and consultation to OCS and CDCR administrators on strategies regarding: specialized investigative and enforcement matters with potential impact to departmental policy, operations, and security; development and provision of specialized training programs; departmental enforcement, security, and protective operations; systems administration, particularly as applied to identifying organized crime groups, trends, and emerging terrorism threats.
30%	Provide management and oversight of ITEO or regional territory operations, including criminal and/or administrative investigation activities related to search and arrest warrant service, undercover operations, large scale tactical operations, mutual aid response and other special operations.
15%	Develop and maintain liaison with all internal and external stakeholders, including other CDCR offices, local, state, federal, and international law enforcement agencies; coordinate OCS participation and participate on multi-agency investigations and task force operations; lead and participate on multi-disciplinary workgroups and projects.  Identify, develop, and provide specialized training for OCS, CDCR, state, and external criminal justice agency personnel; create reports, presentations, and executive-level documents; testify in court, administrative, and legislative proceedings. Develop protocols and oversee intelligence distribution with appropriate agencies. Provide investigative guidance and resources for CDCR institutions/facilities and parole offices, as well as allied law enforcement agencies.

15%

Manage mission operations statewide, set organizational objectives, develop and implement strategic plans, and monitor performance. Mentor and develop subordinate supervisors; actively manage performance gaps and succession planning; and promote teamwork and leadership in support of OCS and CDCR missions. Facilitate continual research, planning, and development of strategic and operational improvements.

Ensure appropriate application of, and compliance with, administrative, personnel, and operational policies and procedures; promote equal opportunity in hiring and employee development; provide and direct guidance, resources, and specialized training for staff. Complete special projects and other duties as assigned.

**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**

**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 to maintain their assignment to OCS.

Work extended hours as needed during various times of the day, night, week, weekend, and holidays on a case-by-case basis. Work additional hours to accomplish the completion of critical/urgent tasks, including overnight stays. Respond to emergency callouts when necessary.

**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
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**SUPERVISOR'S STATEMENT:**

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