

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION
POSITION DUTY STATEMENT

☐ PROPOSED

☒ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM Office of Internal Affairs		POSITION NUMBER (Agency-Unit-Class-Serial) 065-131-9766-XXX		MCR / HCR
DIVISION / UNIT Headquarters Operations-Central Intake Unit/Special Investigations Unit/Forensic Analysis & Support Team Field Operations-Northern Region/North Valley Region/Central Region/Southern Region		CLASSIFICATION TITLE Special Agent		
		WORKING TITLE Special Agent		
		TIME BASE P/FT	CBID E97	WWG
LOCATION Northern Region		INCUMBENT		EFFECTIVE DATE 4/30/2025

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

The California Department of Corrections and Rehabilitation (CDCR) and California Correctional Health Care Services (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.

DIVISION OVERVIEW

The Office of Internal Affairs (OIA) is the entity within CDCR with the authority and responsibility to review, initiate, and investigate allegations of criminal or administrative misconduct. All allegations of employee misconduct are screened and analyzed to ensure fairness and consistency throughout the state. All investigations are conducted in a thorough, objective, impartial, and independent manner, to ensure justice and to maintain the integrity of CDCR.

GENERAL STATEMENT

An OIA Special Agent (SA), under the direction of the Senior Special Agent (SSA) may be assigned to a regional office, the Central Intake Unit (CIU), the Forensic Analysis and Support Team (FAST), or the Special Investigations Unit (SIU). The SA conducts internal affairs investigations and/or allegation inquiries and completes a variety of special assignments and projects. The SA monitors and manages a caseload ensuring efficiency, timeliness, and completeness. The SA assists the SSA relative to matters concerning employee misconduct, interprets and enforces policies, and completes special projects.

SPECIALIZED UNIT DESCRIPTIONS:

CIU- Receives, processes, analyzes, and makes unbiased and consistent recommendations regarding allegations of staff misconduct, requests for investigation, and/or requests for direct adverse action which allege misconduct by CDCR employees, its contractors, or employees of other agencies by agreement. Provides training and guidance to OIA Liaisons, Locally Designated Investigators, and any other Departmental employees preparing requests for investigation.

FAST- Provides forensic investigative support to OIA and Hiring Authorities by acquiring and reviewing digital evidence relating to employee misconduct and/or violations of the law. Provides a variety of forensic services including but not limited to, digital evidence recovery, email and internet history reviews, employee misuse of CDCR databases or computers, eDiscovery, body worn camera and/or audio video surveillance system footage collection and review, and cellular phone extractions.

SIU- Oversees the completion of complex assignments, which include allegation inquiries, surveillance activities, field work, operations, and/or administrative or criminal investigations throughout the state, which often involve high-level executive staff and/or information requiring the highest level of confidentiality.

UNIT: ☐ CIU ☐ FAST ☐ SIU ☒ Northern Region ☒ North Valley Region ☐ Central Region ☐ Southern Region	
% 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.
35%	Identify, collect, and review/analyze evidence and/or information relative to an assigned investigation or inquiry. Identify allegations of misconduct and involved witnesses and/or subjects. Identify potential criminal violations for referral for possible prosecution. Prepare an investigative plan outlining proposed strategy and case conference with SSA and stakeholders, if assigned.
35%	Conduct digitally recorded interviews, when appropriate. Assess sensitive or complex issues and consult with the SSA. Keep the SSA apprised of any change in the completion of an investigation or inquiry. Accurately track and document case activity in Case Management System and/or other database(s). Prepare an investigative report or inquiry memorandum by summarizing evidence, listening to and summarizing recorded interviews, and ensuring proper format, accuracy, punctuation, thoroughness, and completeness. When appropriate, prepare and execute warrants and/or various operations. Complete special projects and/or assignments, when assigned.
15%	Liaison with various agencies at the State, Federal, and/or local level. Communicate with stakeholders (when assigned) to address issues of common concern for the successful completion of investigations or inquiries. Refer potential criminal violations to the appropriate District Attorney or prosecuting entity. Provide testimony before the State Personnel Board and/or other administrative or criminal proceedings on cases involving OIA or CDCR.
10%	Receive and provide training from/to staff in effective investigative methods and stay abreast of modern trends and tools in the investigative field. Participate in specialized training to enhance investigative skills. Become familiar with the use of surveillance and forensic equipment. Completes special projects relating to policy, procedure, regulation, legislation, litigation, law, etc. May perform other job-related duties, as required.
5%	Perform administrative duties and adhere to Department policies, rules, and procedures; submit administrative requests including leave, travel, and training in a timely and appropriate manner; and accurately report time and submit timesheets by the due date. Prepare other documents/information, when appropriate.
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 incarcerated individuals, visitors, non-employees and employees should 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. - You are required to carry a department issued firearm, or other OIA approved firearm (purchased at your expense) while on-duty. You must remain current in range qualifications and follow use of force policies relative to your assignment. - In your assignment, you will be privileged to sensitive and confidential information. You are not to discuss and/or disclose this information or any information relating to an ongoing investigation or inquiry without prior authorization of an OIA SAC, Chief, ADD, or DD. - You are to read and become familiar with DOM Chapter 3, Articles 1, 14, 22, and 26, the OIA Field Guide, supplemental policies and procedures, and bargaining unit agreements which might affect investigative or inquiry processes.	
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 resources resulting in the inability to meet efficiency and timeline goals, statutes of limitations, 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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