

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) 061-050-9762-208		
DIVISION / UNIT Community Compliance Unit- Sacramento Regional Human Trafficking Task Force		CLASSIFICATION TITLE Parole Agent II (Specialist), Adult Parole		
		WORKING TITLE Parole Agent II (Specialist), Adult Parole		
		TIME BASE / TENURE Perm/FT	CBID R06	WWG 2
LOCATION Sacramento County		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 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.				
GENERAL STATEMENT				
Under the direction of the Parole Agent (PAIII), Community Compliance Unit (CCU) Task Forces, the Parole Agent II (PAII Spec.), is responsible for the caseload and reports associated with the assigned Sacramento Regional Human Trafficking task force. The CCU				

is dedicated to returning Parole Absconders under parole supervision and disrupting organized criminal activity. The PA II Spec primary duties include intelligence gathering, investigation, and apprehension of supervised persons who pose the greatest threat to public safety. The Sacramento Regional Human Trafficking task force endeavors to effectively enforce all forms of violent human trafficking and child exploitation laws of the State of California, as expressed in the Penal Code, as well as all applicable federal laws.

Up to 75% travel required. Extensive travel to other parole regions statewide may be 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.
40%	Participate as a member of the assigned Sacramento Regional Human Trafficking Task Force. Work in conjunction with other Task Force personnel to identify and rescue victims of human trafficking, as well as connect them to social, legal, and immigration services. Investigate persons suspected of human trafficking and sexual predatory crimes. Conduct parole searches, arrests, transports, undercover operations, surveillance and investigations of human trafficking offenders and sexual predators. Share intelligence gathered from criminal investigations with the Sacramento Regional Human Trafficking Task Force to disrupt and dismantle domestic and transnational criminal organizations supplementing narcotic trafficking with human trafficking, or a combination of crimes. Utilize an information sharing platform and communication mechanism to expand exchange of information and for strategic collaboration across jurisdictional boundaries of law enforcement agencies statewide. Access and utilize various databases to provide link analysis to correlate and link traffickers to victims. Take direct operational supervision from the Sacramento Regional Human Trafficking Task Force Commander. Provide operations plan to the CCU chain of command for approval prior to initiating. Arrest persons who are in violation of all forms of violent human trafficking and child exploitation laws. Collaborate with local, state, or federal law enforcement agencies to prepare investigative reports for submission to the District Attorney's office and handle evidence. Prepare packet for filing felony criminal cases with the local district attorney when appropriate, and track the criminal case for follow-up. Complete reports for arrests as required. Draft and complete accurate written reports and other documents. Attend and testify in court trials as required. Attend Task Force meetings to review human trafficking activities and operation proposals. Adhere to all DAPO and Sacramento Regional Human Trafficking Task Force policies and procedures.
35%	Maintain assigned case notes in the automated Record of Supervision (ROS) in accordance with current DAPO policy, including any pertinent information regarding the supervised persons or case, surveillance data, and supervised persons-at-large (SPAL) sweeps. Assist field parole units in the detection, location, investigation, apprehension, and transportation of supervised persons involved in human trafficking with CCU supervisory approval. Share known officer safety information with the field case-carrying Parole Agents and Unit Supervisor. Coordinate parole sweeps and apprehend wanted supervised persons. Train DAPO parole agents, local law enforcement, and communities on violent sexual predator indicators and responses. Provide tools, education and community resources to promote community awareness on sexual predators. Upon discovery of cases meeting criteria for referral to the Office of Correctional Safety (OCS), refer the case to OCS, as outlined in existing policy. Update the ROS and forward all investigative information to OCS. Make extensive efforts to bring all SPALs on their assigned caseload into compliance, including proactive work with database systems, OCS, other law enforcement agencies, and significant and collateral contacts. Act as a liaison for local DAPO parole agents to the Sacramento Regional Human Trafficking Task Force in identifying supervised persons suspected of domestic and transnational trafficking activities.
10%	Assist parole agents in preparing reports and documentation. Attend meetings with parole unit staff and outside agencies, as necessary. Attend CCU unit and divisional meetings as required. Utilize DAPO computerized databases and software systems. Track and report statistics to CCU chain of command.
10%	Attend training or educational forums to effectively carry out the duties and responsibilities of the CCU position as it relates to the development of resources and comprehensive use of computer-related database technology. Complete mandatory specialized training on human trafficking and sexual predator behavior. Complete annual mandatory training required by DAPO. Complete other duties as required.
5%	Perform administrative duties including, but not limited to: adhere to Department policies, rules and procedures; submit administrative requests including leave, travel, and training in a timely and appropriate manner; accurately report time and submit timesheets by the due date.
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

The CCU is dedicated to returning parole absconders under parole supervision and disrupting organized criminal activity. CCU staff conduct intensive investigations to locate and apprehend supervised persons involved in criminal activity or who have absconded parole supervision and who pose the greatest threat to public safety. As such, the consequence of error is high for this position due to public safety or life and death.

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*
- *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