

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) 061-050-9760-501		
DIVISION / UNIT Community Compliance Unit- DAPO Intelligence Unit		CLASSIFICATION TITLE Parole Agent III, Adult Parole		
		WORKING TITLE Parole Agent III, Adult Parole		
		TIME BASE / TENURE Perm/FT	CBID S06	WWG E
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 Administrator, Division of Adult Parole Operations (DAPO), Community Compliance Unit (CCU), the Parole Agent (PA) III is responsible for the statewide Intel units and Supervised Persons At Large (SPAL) Apprehension Coordination. The CCU is dedicated to returning Parole Absconders under Parole Supervision and disrupting organized criminal activity. The PA III manages the parole criminal intelligence gathering and investigation of supervised persons who pose the greatest threat to public safety. In addition, the PA III is responsible for the review and support of all Joint Task Force (JTF) participation and assists the coordination of requests for mutual aid.

Up to 75% statewide travel is required with this position.

% 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.
25%	Oversee day-to-day operations of the DAPO Intelligence Units and SPAL Apprehension operations. Provide direct supervision to the Parole Agent II (Supervisor) staff, second-line operational supervision to assigned Parole Agent I staff engaged in intelligence gathering, investigations, field enforcement operations, and apprehension activities, and oversight of Parole Service Associates assigned to support unit operations. Assist with the development and implementation of CCU policies and procedures and provide direction and guidance to staff for practical application of these policies and procedures. Assist the CCU Parole Administrator with program development. Review operational plans for supervision, resources and safety prior to approval. Travel to the districts to oversee operational activities and statewide enforcement efforts as necessary. Assign cases to CCU supervisory staff, Parole Agents, and Parole Service Associates, maintaining an equitable workload amongst the staff. Ensure the timely completion of reports, case reviews, and monthly specifications, administrative reviews, discharge reviews, and arrest notifications per policy guidelines. Represent DAPO in the coordination, development, collaboration, standardization, and support of JTF and criminal intelligence related functions. Develop partnerships and collaborate with international, federal, state, and local law enforcement agencies and maintain statewide oversight of the CCU Task Force MOUs and measurable program outcomes for the Parole Administrator review.
20%	Develop procedures to systematically review and monitor all Task Force arrest statistics for compilation and review by the CCU Parole Administrator. Conduct criminal investigations pertaining to SPALS to maintain investigative leads. Assist Divisional headquarters through the liaison with law enforcement and the Office of Correctional Safety concerning SPALS. Develop and monitor regulations for statewide intelligence operations to ensure maximum SPAL reduction efforts are accomplished. Liaise with field Unit Supervisors and assigned Parole Agent I staff responding to special circumstances, activation requests, intelligence operations, and apprehension deployments. Develop and deploy strategic protocols to track and reduce the SPAL population. Submit monthly reporting system of CCU activities and accomplishments to the CCU Parole Administrator.
20%	Ensure staff adhere to DAPO's mission, DAPO and CCU policies and tactical protocols. Ensure staff complete mandatory training and applicable specialized field operations training based on task force assignments. Assist in the development, implementation, and management of additional training for CCU staff. Ensure staff are properly equipped prior to specialized field operations participation. Ensure staff utilize all available resources including additional staff, outside law enforcement, and K-9 support, and act in accordance with policy and procedures. Ensure safety equipment, including firearms, chemical agents, body armor, restraint equipment, and vehicles, are utilized pursuant to current DAPO policy. Provide supervision of first line supervisory staff assigned to the DAPO Intelligence Unit Initiate Use of Force or Incident reports outlined in policy and submit after-action review on CDCR 1617 within 24 hours of concluding operations or incidents
15%	Provide direction to staff on advanced security assessments of sites and locations, high-risk transportation, protection at designated venues, and collaboration with allied agencies. Provide court testimony as required. Act as the liaison to other agencies and provide oversight of mutual aid during Natural Disaster Response. Collaborate with federal, state, or local allied agencies, as well as parole regions/districts in operations. Provide direction for crisis intervention, surveillance, and parole sweeps. Provide direction for critical incident assistance and active shooter response.
10%	Monitor/review case count distribution and balance unit boundaries as necessary. Monitor/review allocation of staff, resources, office space, and equipment. Attend division meetings and meetings related to CCU. Act on

	behalf of the CCU Parole Administrator in his/her absence. Perform special projects as required and provide back-up to other employees in their absence.	
5%	Personnel Management Plan, organize, direct, and evaluate the work and performance of staff. This includes but is not limited to the following: Comply with state and federal laws, rules, regulations, bargaining unit contracts, and policies in all personnel practices, including, but not limited to hiring, employee development, and management. Recruit, hire, train, develop, and provide leadership to a diverse staff. Monitor, evaluate, and create written performance appraisals of staff. Counsel staff and initiate disciplinary actions, as necessary. Identify appropriate long-range plans and goals to address succession planning and knowledge transfer. Prepare probationary reports and annual performance appraisals. Administer disciplinary actions as deemed necessary. Consult with supervisors regarding personnel performance, grievances, adverse actions, and normal unit operations.	
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