

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) 065-134-9767-007 (13016995)			
DIVISION / UNIT Operations Division Fugitive Apprehension Team – (Los Angeles #2)		CLASSIFICATION TITLE Senior Special Agent			
		WORKING TITLE N/A			
		TIME BASE / TENURE P/FT	CBID E98	WWG 2	COI Yes ☐ No ☒
LOCATION West Covina		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 Special Agent-In-Charge (SAC), OCS, the Senior Special Agent, Fugitive Apprehension Team (FAT), is responsible for the management and supervision of the activities of an OCS field office. The incumbent provides supervision and training to staff, coordinating and monitoring their conduct of investigations, arrests, and warrant service involving CDCR incarcerated individuals, escapees, supervised persons, parolees at large (PALs), and employees. The incumbent performs a variety of duties associated with the investigation, location, and apprehension of PALs, escapees, and other fugitives; personally conducts the most difficult and complex investigations; and is responsible for establishing and maintaining liaison with other law enforcement agencies.

% 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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45%	Responsible for the supervision of FAT unit staff and the daily operation of a regional field office. Provide supervisory oversight of FAT field operations, which includes complex criminal and administrative investigations, fugitive investigations, undercover operations, search and arrest warrant service, escape investigations, large scale tactical operations, multi-agency task force operations, mutual aid response, dignitary protection and other special operations. Initiate and assign investigations and review investigation and operation plans; investigative, intelligence, and arrest reports; and warrants written by FAT agents. Ensure compliance with all administrative and legal mandates. Monitor and evaluate employee work performance, provide training and mentoring, and approve work schedules, leave and overtime requests. Maintain up to date inventories of assigned equipment and monitor the operation of assigned vehicle fleet. Oversee and ensures the training of unit staff in accordance with departmental mandates.
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30%	Conduct sensitive and complex criminal and/or administrative investigations independently or with the cooperation of other Department units and/or external law enforcement agencies to locate and apprehend supervised individuals, PALs, escapees, or other fugitives primarily suspected of, or wanted for, new major crimes and/or criminal activity. Conduct interviews and interrogations, surveillance, information gathering, automated and manual file searches, and other field investigative efforts in the furtherance of assigned investigations. Participate in multi-agency task force and enforcement operations, make arrests, and direct tactical operations. Organize and/or assist with the field operations of assigned Special Agents and Parole Agents. Testifies in Court and/or in administrative hearings. Develop and maintain liaison with law enforcement at the local, State, and Federal level. Oversee the dissemination of information with the appropriate law enforcement agencies regarding fugitive investigations.
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15%	Serve as subject matter expert and provides investigative guidance, resources, and specialized training for institutions, paroles, and allied law enforcement agencies. Conduct training for outside law enforcement personnel regarding OCS policies, procedures and operations. Research and make recommendations to the OCS SAC regarding departmental programs and issues, develop and implement policy, procedures, and strategic interventions; review departmental strike; contingency plans and complete any necessary follow-up with other law enforcement agencies.
10%	Maintain and/or prepare written reports and records for investigations and arrests. Responsible for the preparation of appropriate reports for administrative hearings and judicial review. Refer appropriate reports to the U.S. Attorney for the attention of the Federal Bureau of Investigation in unlawful flight situations. Prepare statistical reports regarding FAT regional office performance and direct the preparation of all other OCS reports as required. Represent the Department in meetings and conferences, conducts special projects, and completes 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

REQUIRED QUALIFICATIONS AND ESSENTIAL FUNCTIONS

- 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.
- Undergo USMS security clearance background investigation.
- Visual acuity of 20/60 or better in each eye without correction and 20/20 in each eye with correction.
- Meet hearing acuity standards set forth in the Department's hearing protocol.
- Mental capacity to be aware/alert in observation/identification of security risks.
- Mental ability to recall an incident to accurately document the incident in writing.
- Remain observant for prolonged periods of time during surveillance and other special operations.
- Mental capacity to judge an emergency situation, determine the appropriate use of force, and carry out that use of force.
- Communicate effectively, verbally and in writing, in order to: provide information and directions/orders; prepare correspondence; create/update desk procedures; train staff; establish, promote, and maintain confident and cooperative relationships with others (inmates, wards, parolees, departmental employees, the public, outside agencies, etc.); to promote collaborative participation and enhance morale and productivity; to meet the Department's vision, values, mission, goals, and objectives, etc.
- Read, comprehend, and analyze written material to effectively take appropriate action.
- Able to be supervised, accept constructive criticism and feedback, and use supervisory direction positively.
- Maintain and ensure confidentiality of departmental information, records, documents, concerns, issues, etc.
- Operate a motor vehicle safely effectively, and in compliance with all applicable laws policies.

- Operate various equipment/tools such as personal computers, cameras, video, audio, telephone, etc.
- Withstand the physically and mentally demanding training and operational components of this assignment.

WORKING CONDITIONS

Must be able to:

- Work a minimum of 40 hours per week and extended hours as needed during various times of the day, night, week, weekend, and holidays on a case-by-case basis.
- Work overtime to accomplish the completion of critical/urgent tasks, including overnight stays.
- Respond to emergency callouts when necessary.
- Travel via vehicle and plane.
- Wear protective clothing (ballistic/stab vests, etc.) and breathing apparatus to prevent blood/air-borne pathogens.
- Remain functional with exposure to fumes, gases, and various chemicals such as, but not limited to pepper spray and tear gases; defend self or co-worker during incidents when chemical agents are deployed.
- Undergo potential life-threatening contact, psychological manipulation, and verbal abuse/harassment from inmates, wards, parolees, employees, etc.
- Disarm, subdue, and apply restraints to individuals, using approved procedures.
- Defend self against armed individuals.
- Search for contraband in buildings, dwellings, homes, vehicles, etc. and conduct body searches.
- Walk continuously.
- Run occasionally; run in an all-out effort while responding to emergencies or serious incidents; run distances that vary from a few yards up to several hundred yards; run over varying surfaces, including uneven grass, dirt areas, pavement, cement, stairs, several flights of stairs, etc.; run while maneuvering up or down.
- Climb occasionally to frequently; ascent, descent, or climb a series of steps/stairs, several tiers of stairs, or ladders; carry items while climbing.
- Crawl and crouch occasionally; crouch while filing a weapon or while involved in property or body searches.
- Stand occasionally to continuously.
- Sit occasionally to continuously while performing record keeping, report writing, and observing designated areas.
- Drive six to eight hours a day.
- Stoop and bend occasionally to frequently while inspecting buildings, homes, vehicles, etc., and searching individuals from head to toe.
- Lift and carry 20 to 50 pounds frequently throughout the workday and perform very heavy lifting occasionally (in excess of 100 pounds occasionally, and/or in excess of 50 pounds frequently, and/or in excess of 20 pounds constantly); physically restrain an individual, including wrestling him/her to the floor; partially lift and drag an individual.
- Push and pull occasionally to frequently; push and pull while opening and closing locked gates and doors throughout the workday; push and pull during an altercation with or restraint of an individual.
- Reach occasionally to continuously; reach overhead while performing home or body searches, etc.

- Use head/neck movement (includes both side-to-side and flexing downward and backward) frequently to continuously throughout the day; move or use head/neck while performing regular duties including observing and surveilling subjects.
- Move arms occasionally to continuously, including writing reports, restraining an individual, and firing a weapon.
- Move hands and wrists frequently to continuously, including grasping and squeezing, independently of each other; possess and utilize five-finger dexterity in loading and unloading weapons, searching individuals, and operating various communication devices.
- Brace occasionally including while restraining an individual, during an altercation, and while performing body searches.
- Press occasionally with legs/feet while driving a vehicle.
- Twist the body frequently to continuously in all directions, including with the body in an upright position, standing, or walking.
- Perform regular duties indoors, outdoors, or a combination of indoors and outdoors.
- Perform regular duties while exposed to varying weather conditions and temperatures, controlled environments, and after dark.
- Perform regular duties on a wide range of working surfaces which may be slippery.
- Exit from a stopped vehicle quickly in emergency situations, to effect arrests and searches, etc.

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*
- *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