CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT – Peace Officer

☐ PROPOSED

☒ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM	POSITION NUMBER (Agency-Unit-Class-Serial)			
Division of Adult Parole Operations (DAPO)	065-243-9762-501			
DIVISION / UNIT	CLASSIFICATION TITLE			
	Parole Agent II, Adult Parole (Specialist)			
	WORKING TITLE			
Female Community Reentry Program (FCRP)	Parole Agent II, Adult Parole (Specialist)			
	TIME BASE / TENURE	CBID	WWG	COI
	LT/FT	R06	2	Yes ☐ No ☒
LOCATION	INCUMBENT		EFFECTIVE DATE	
Sacramento				

CDCR'S MISSION and VISION

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 STATEMENT

California Department of Corrections and Rehabilitation (CDCR) and the 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 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 general direction of the Division of Adult Parole Operations (DAPO) Parole Agent III (PA III) and the indirect supervision of the Division of Rehabilitative Programs (DRP) Correctional Counselor III (CC III), the Parole Agent II (Specialist) (PA II) is responsible for ensuring public safety by providing general oversight of California Department of Corrections and Rehabilitation's (CDCR) contracted community-based Female Community Re-entry Program (FCRP). The PA II will work cohesively with the CC III relating to daily interactions with the participants. The PAII will be required to work varied days and hours.

% 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%	Maintain safety and security at assigned program facility; Conduct a periodic/random safety and security inspections/searches of the facility and FCRP participants; Investigate any incidents and/or violations that take place within the facility and or involve the FCRP participants; secure and inventory any contraband/evidence. Ensure electronic monitoring equipment is ordered and enroll participants in database; Install the electronic monitoring device on participants and review daily status reports to determine curfew compliance and any alerts that occur; Investigate alerts for violations of the electronic monitoring device requirements and report findings to PA III and CC III; Monitor FCRP participants in the community and provide verification of participant location; Verify and approve program requests for community release passes for FCRP participants. Monitor and/or respond to FCRP participant's program violations, and criminal behavior; Notify the CC III of any violations of the law or requirements of program eligibility or any major incident; receive authorization from the CC III for any returns to custody: The PA II will occasionally provide transportation for FCRP participants as needed.
30%	Assist eligible FCRP participants at risk to reoffend or in need of services by providing supervision and accountability of all participants; Verify participants are properly screened and meet program criteria for participation; Work with contracted/vendor staff to ensure participant are receiving required services. Assist contracted/vendor staff with case work by verifying and approving case treatment plans, as they relate to requirements of placement and/or criminal history; Attend weekly case management meetings with the CC III and contracted/vendor staff; Utilize Motivational Interviewing Techniques to solicit continued participation by participants and to ensure participants are participating in every aspect of the program as required by policy and their individual treatment plan; Become familiar with all FCRP participants regarding their needs, and their case factors; Participate in group counseling sessions as needed; Notify the CC III and/or conduct follow-ups on FCRP participants that fail to meet program expectations; Participate in the participant's phase up process meetings.
20%	Submit a weekly report of activities or incidents involving participants, intake, Supervised person(s) participant's disciplinary problems, and any dispositions to the CC III, Captain and/or Correctional Administrator; Ensure Supervised person(s) participation in community related functions outside of the contracted program are pre-approved by the CC III; On an as needed basis and as schedule permits, attend weekly meetings with contracted/vendor staff; Ensure staff either provide or receive training in the areas of over-familiarity, fraternization, and sexual harassment, Gender Responsive Training and monitor staff/ Supervised person(s) relations; Ensure Supervised person(s) confidentiality is maintained; Coordinate with CDCR, DRP to conduct program audits and to ensure the contractor is providing all services per contract requirements; Immediately notify DRP of any contract violations.
10%	Assist DRP with the development of new rehabilitative programs the FCRP participants; Attend Best Practices meetings/conferences hosted by the DAPO or other CDCR departments in order to achieve higher performance in the delivery of program services and to identify and solve potential issues as it relates to safety; 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

- 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