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)	061-050-9763-504			
DIVISION / UNIT	CLASSIFICATION TITLE			
	Parole Agent II (Supervisor)			
	WORKING TITLE			
Community Compliance Unit (CCU)	Parole Agent II (Supervisor)			
	TIME BASE / TENURE	CBID	WWG	COI
	Perm/FT	S06	E	Yes ☐ No ☒
LOCATION	INCUMBENT		EFFECTIVE DATE	
Los Angeles County				

CDCR'S MISSION, VISION and COMMITEMENT

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 (PA) III, Adult Parole, Division of Adult Parole Operations (DAPO), Community Compliance Unit (CCU), the PA II Supervisor (Sup) will supervise the PA Is assigned to various parole districts. The CCU is dedicated to bringing supervised persons who abscond or have supervision concerns back into compliance with their parole conditions. The PA II Supervisor assists in managing the parole investigation and apprehension of supervised persons who pose the greatest threat to public safety. The PA II Sup will provide direction and oversight to the PA Is assigned to investigate and apprehend state fugitives to improve public safety and reduce violent crimes. In addition, the PA II Supervisor collaborates with DAPO field units, and local, state and federal law enforcement agencies. The PA II Supervisor also assists the PA III with coordination of requests for mutual aid as needed.

Up to 75% travel within the assigned geographic region is required with this position. Statewide travel may also 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.
30%	Provide direct supervision to the PA Is assigned to various parole districts. Conduct surveillance and sweeps on Supervised Persons at Large (SPALs). Provide daily oversight and notification of CCU activities in area of supervision to the CCU PA III. Assign cases to CCU PA Is and ensure equitable workload. Monitor cases to ensure they are appropriately classified and assigned. Ensure dissemination of reports and time constraints are met as required by policy guidelines. Transfer cases between CCU or parole units if required. Ensure the timely completion of reports, case reviews, and monthly specifications for all CCU assigned caseloads. Submit monthly reports of team activities and accomplishments to PA III. Review cases for all administrative options, complete and disseminate reports, case reviews, discharge reviews, and arrest notifications per policy guidelines. Physically supervise planned arrests as directed by the CCU PA III or Parole Administrator (ParAd). Review packets to be presented to the district attorney for felony prosecution. Review operational plans prior to referring to CCU ParAd or PA III for approval. Ensure all operations are supervised accordingly. Coordinate with field unit supervisors and respond to special circumstances or assistance requests from parole units. Be responsible for the initiation of related Use of Force or Incident reports as outlined in current policy. Coordinate with local law enforcement agencies and attend meetings.
20%	Responsible for an assigned caseload and all associated reports. Maintain assigned case notes in the Record of Supervision (ROS) in accordance with current DAPO policy. Investigate and gather criminal intelligence on SPAL cases. Ensure SPAL cases are entered into the appropriate databases. Share known officer safety information with the field case-carrying Parole Agents and Unit Supervisor. Collaborate with local, state, or federal law enforcement agencies to prepare investigative reports for submission to the District Attorney's office and handle evidence. Collaborate with local law enforcement agencies. Ensure the timely completion of case reviews and monthly specifications for CCU caseloads and communicate any discrepancies with the PA III. Attend operational meetings to review activities and operation proposals. Upon discovery of cases meeting criteria for referral to the Office of Correctional Safety (OCS), as outlined in existing policy, ensure the case is referred to OCS. Liaise with OCS supervisors to ensure accurate case assignments and to maintain investigative integrity of the case.
15%	Ensure staff adhere to DAPO's mission, DAPO and CCU policies. Ensure established DAPO policies and tactical protocols are followed. Ensure staff utilize all available resources and act in accordance with policy and procedures. Ensure effective communications and relationships between stakeholders. Ensure safety equipment, including firearms, chemical agents, soft body armor, restraint equipment, and vehicles, are utilized pursuant to current DAPO policy. Provide training to PA Is and as required and approved by the CCU PA III. Participate in local law enforcement and community meetings. Provide supervision of staff in CCU. Provide direction for overall supervision of personnel. Prepare probationary reports and annual performance appraisals. Administer disciplinary actions as deemed necessary. Initiate Use of Force or Incident reports as outlined in current policy. In all events where required, submit an after-action review on a CDCR 1617 to the CCU ParAd. This will occur within 24 hours of concluding the operations or incidents.
15%	Ensure staff complete mandatory training and applicable specialized field operations training. Ensure CCU staff participate in ongoing tactical, safety, and computer systems training. Ensure that quarterly inspections of equipment are completed and that all agents have the required and appropriate equipment as outlined and based on availability. Ensure safety equipment, including firearms, chemical agents, soft body armor, restraint equipment, and vehicles, are utilized pursuant to current DAPO policy. Provide direction to staff on advanced security assessments of sites and locations to be safe and secure, high-risk transportation, protection at designated venues, and collaboration with allied agencies. Provide court testimony as required. Collaborate with federal, state, or local allied agencies, as well as parole regions/districts in operations.

10%	Monitor/review allocation of staff, resources, office space, and equipment. Attend division meetings, meetings related to CCU, parole unit staff, and outside agency meetings as necessary. Act on behalf of the CCU PA III in their absence. Utilize DAPO computerized databases and software systems. Complete annual mandatory and specialized training. Perform special projects as required and provide coverage behind 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.
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