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)	061-092-9763-502			
DIVISION / UNIT	CLASSIFICATION TITLE			
	Parole Agent II (Supervisor), Adult Parole			
	WORKING TITLE			
	Parole Agent II (Supervisor), Adult Parole			
Community Compliance Unit- DAPO Intelligence Unit	TIME BASE / TENURE	CBID	WWG	COI
	P/FT	S06	E	Yes ☐ No ☒
LOCATION	INCUMBENT		EFFECTIVE DATE	
Sacramento 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 DAPO Intelligence Unit (DIU) Parole Agent III, the Parole Agent (PA) II (Supervisor) will supervise the Parole Agent I's (PA Is) and Parole Service Associates (PSAs) assigned to the DAPO Intelligence Unit. 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 intelligence investigations and the apprehension of supervised persons who pose the greatest threat to public safety. The PA II Supervisor provides direction and oversight to PA Is assigned to conduct intelligence gatherings, criminal investigations, and apprehension efforts to improve public safety and reduce violent crime. 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 coordinating intelligence operations, investigative support, and requests for mutual aide 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.
35%	Provide direct supervision to PA I staff and PSAs in the DIU. Provide daily oversight and direction of DIU investigative activities and intelligence operations in support of Community Compliance Unit objectives. Assign cases to subordinate staff and ensure equitable workload distribution. Monitor cases to ensure they are appropriately classified, prioritized, and assigned in accordance with departmental policy. Ensure dissemination of investigative reports, intelligence products, and required time constraints are met pursuant to policy guidelines. Ensure timely completion of reports, case reviews, monthly specifications, and intelligence summaries for assigned DIU caseloads. Submit monthly reports regarding team activities and accomplishments to the PA III. Review cases for all administrative options, complete and disseminate reports, case reviews, discharge reviews, and arrest notifications in accordance with policy guidelines. Review investigative operational plans and intelligence packages prior to forwarding to the CCU PA III for approval. Ensure investigative operations are properly supervised and coordinated accordingly. Coordinate with field unit supervisors and respond to special circumstances or requests for investigative assistance from parole units statewide. Initiate related Use of Force or Incident Reports as outlined in current policy. Coordinate with local, state, and federal law enforcement agencies and attend operational meetings as necessary.
25%	Responsible for maintaining 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 related to Supervised Persons at Large (SPAL) investigations, warrant verification, parole holds, lead development, and intelligence-driven investigations. Ensure DIU cases are entered into appropriate databases and properly documented. Work closely with and maintain strong ties with CCU and parole unit parole agents, the Office of Correctional Safety (OCS), federal, state, and local law enforcement regarding parole related issues. Maintain a limited assigned DIU caseload and oversee subordinate caseload activity, ensuring cases are properly documented, tracked in ROS and appropriate databases, and progressed in accordance with DAPO policy, investigative priorities, and public safety objectives. Share known officer safety information with field case-carrying parole agents, subordinate staff, and unit supervisors. Collaborate with local, state, and federal law enforcement agencies to prepare investigative reports for operational support and enforcement-related activities. Attend operational meetings to review investigative activities and operational proposals. Upon discovery of cases meeting referral criteria for the OCS as outlined in existing policy, ensure the case is referred accordingly. Liaise with OCS supervisors to ensure accurate case assignments and maintain investigative integrity throughout the investigative process.
15%	Ensure staff utilize all available resources and act in accordance with Department policy and procedures. Ensure effective communication and professional working relationships between stakeholders and allied agencies. Ensure safety equipment, including firearms, chemical agents, soft body armor, restraint equipment, and assigned vehicles are utilized pursuant to current DAPO policy. Provide training and guidance to PA I staff and PSAs as required and approved by the CCU PA III. Participate in local law enforcement and community meetings. 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 Parole Administrator within 24 hours of concluding operations or incidents
10%	Ensure staff complete mandatory training and applicable specialized investigative and intelligence training. Ensure DIU staff participate in ongoing tactical, officer safety, investigative systems, intelligence gathering, and computerized systems training. Ensure quarterly inspections of assigned equipment are completed and all staff maintain required operational equipment based on assignment responsibilities. Provide direction to staff regarding investigative planning, intelligence gathering techniques, database utilization, officer safety considerations, and operational support procedures. Provide court testimony when required. Collaborate with federal, state, and local allied agencies, as well as parole regions and district offices, during intelligence investigations and operational support activities statewide.

5%	Monitor and review allocation of staff, resources, office space, equipment, and investigative support resources assigned to the DIU. Attend division meetings, meetings related to CCU operations, parole unit staff meetings, and outside agency meetings as necessary. Act on behalf of the CCU PA III in his/her absence when required. Utilize DAPO computerized databases, intelligence systems, and software applications required for investigative operations and case management. Complete annual mandatory and specialized training requirements. Perform special projects as required and provide operational coverage when necessary during employee absences or staffing shortages.
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. Maintain accountability for administrative responsibilities associated with assigned supervisory duties and ensure all required Department documentation is completed in accordance with established timelines.

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 Community Compliance Unit (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