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)	061-050-9762-212			
DIVISION / UNIT	CLASSIFICATION TITLE			
	Parole Agent II (Specialist), Adult Parole			
	WORKING TITLE			
Community Compliance Unit - Gang Intelligence Team (GIT) Task Force	Parole Agent II (Specialist), Adult Parole			
	TIME BASE / TENURE	CBID	WWG	COI
	P/FT	R06	2	Yes ☐ No ☒
LOCATION	INCUMBENT		EFFECTIVE DATE	
San Bernardino 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 (DAPO) 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 III (PA III), Community Compliance Unit (CCU) Task Forces, the Parole Agent II (PA II) Specialist is responsible for the caseload and reports associated with the assigned San Bernardino Gang Intelligence Team (GIT) Task Force. The CCU is dedicated to returning parole absconders to parole supervision and disrupting organized criminal activity. The PA II Specialist's primary duties include intelligence gathering, criminal investigations, surveillance, and apprehension of individuals affiliated with criminal street gangs, Security Threat Groups (STGs), and other organized criminal enterprises who pose a significant threat to public safety. The GIT Task Force works collaboratively with local, state, and federal law enforcement agencies to identify, investigate, and disrupt gang-related criminal activity through proactive enforcement operations, intelligence sharing, targeted investigations, and effective prosecution. The PA II Specialist will assist in identifying gang members and associates, conducting investigations into gang-related offenses, executing search and arrest warrants, and supporting enforcement operations aimed at reducing gang violence and organized criminal activity throughout San Bernardino County.

Up to 75% travel required. Extensive travel to other parole regions statewide may 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.
40%	Participate as a member of the assigned San Bernardino GIT Task Force. Work in conjunction with other Task Force personnel to effectively enforce the California Penal Code and applicable state and federal laws relating to criminal street gangs, STG, violent crime, weapons offenses, narcotics activity, and other gang-related criminal activity. Investigate supervised persons suspected of gang/STG involvement or other criminal activity. Conduct parole searches, arrests, transports, undercover operations, surveillance and investigations involving gang/STG members, associates, and other identified public safety threats. Share intelligence gathered from criminal investigations with the GIT Task Force team and authorized allied law enforcement agencies. Take direct operational supervision from the San Bernardino GIT Task Force Commander. Provide operations plan to the CCU chain of command for approval prior to initiating. Conduct surveillance and investigative activity to identify gang/STG associations, criminal activity, locations, vehicles, weapons, narcotics, and other information relevant to ongoing investigations. Arrest supervised persons who are in violation of their parole or who are involved in gang/STG-related criminal activity or other new criminal offenses. Collaborate with local, state, or federal law enforcement agencies to prepare investigative reports for submission to the District Attorney's office and handle evidence. Prepare packet for filing felony criminal cases with the local district attorney when appropriate and track the criminal case for follow-up. Complete reports for arrests as required. Draft and complete accurate written reports and other documents. Attend and testify in court trials as required. Attend Task Force meetings to review gang/STG intelligence, investigative activities, enforcement operations, and operation proposals. Adhere to all DAPO and San Bernardino GIT Task Force policies and procedures
35%	**Case Management /Intelligence** Maintain assigned case notes in the automated Record of Supervision (ROS) in accordance with current DAPO policy, including any pertinent information regarding surveillance and investigative efforts of supervised persons involved in gang/STG activity, violent crime, weapons offenses, narcotics activity, or other high-risk criminal behavior. Assist field parole units in the investigation, apprehension, and transportation of gang/STG members, associates, absconders, and other high-risk supervised persons with CCU supervisory approval. Share known officer safety information and gang/STG intelligence with the field case-carrying Parole Agents and Unit Supervisor. Coordinate parole sweeps and apprehend wanted supervised persons. Upon discovery of cases meeting criteria for referral to the Office of Correctional Safety (OCS), refer the case to OCS, as outlined in existing policy. Update the ROS and forward all investigative information to OCS. Make extensive efforts to bring all Supervised Persons at Large on their assigned caseload into compliance, including proactive work with database systems, OCS, other law enforcement agencies, and significant and collateral contacts. Act as a liaison for local DAPO parole agents to the San Bernardino GIT Task Force regarding gang/STG investigations, enforcement activity, and intelligence sharing. Assist the Task Force in identifying supervised persons with known or suspected gang/STG affiliations, associations, or patterns of gang-related criminal behavior.
10%	**Report /Meetings/Databases** Assist parole agents in preparing reports and documentation. Attend meetings with parole unit staff and outside agencies, as necessary. Attend CCU unit and divisional meetings as required. Utilize DAPO computerized databases and software systems and other authorized law enforcement databases to conduct research, develop investigative leads, and identify gang/STG associations. Track and report statistics and significant investigative activity to CCU chain of command.

10%	**Training** Attend training or educational forums to effectively carry out the duties and responsibilities of the CCU position as it relates to the development of resources and comprehensive use of computer-related database technology. Complete mandatory specialized training related to criminal street gangs, STG, gang intelligence, surveillance, investigations, officer safety, search and arrest operations, and intelligence gathering and sharing. Complete annual mandatory training required by DAPO. Complete other related duties as required.
5%	**Administrative Duties** 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