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)	061-202-9765-VAR			
DIVISION / UNIT	CLASSIFICATION TITLE			
	Parole Agent I Adult Parole			
Basic Parole Agent Academy (BPAA) Northern Region Euerka Parole Unit	WORKING TITLE Parole Agent I Adult Parole			
	TIME BASE / TENURE P/FT	CBID R06	WWG 2	COI Yes ☐ No ☒
LOCATION Humboldt	INCUMBENT			EFFECTIVE DATE

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 supervision of the Parole Agent II (Supervisor) and/or Parole Agent III (Unit Supervisor), Adult Parole, the incumbent is responsible for the supervision and casework services of supervised persons assigned to a field unit. Agents supervise and monitor behavior, investigate parole violations, apprehend and arrest supervised persons. Agents work with local resources to link supervised persons to appropriate programming to assist with community reintegration. Agents work with members of the supervised person's family and significant social networks to change dysfunctional social patterns and restore healthy functioning within the family system.

% 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%	**CASE SUPERVISION** This includes anti-narcotic testing, monitoring behavior, employment assistance, referrals, counseling and other services. Performs field supervision in the home or employment and develops relationships with family and friends to augment knowledge of individual supervised persons and their behavior patterns. Collaborates with law enforcement officials when necessary to enhance public safety. Address various parole violations in an effort to bring supervised persons into compliance with their conditions of parole.
20%	**REPORTING** Provides written reports to the paroling authorities regarding violation of parole conditions, discharge review and other matters. Maintains case records, records of supervision, case progress reports and other necessary documents.
20%	**INVESTIGATION** Investigates alleged parole violations by obtaining police and other reports and interviewing parties involved. Evaluate such information and recommends appropriate sanctions. Investigates proposed release or transfer plans and other matters for the paroling authorities as needed. Conduct parole compliance searches. Documents, process and inventory evidence of Parole or Law violations. Locate and apprehend supervised persons who have violated the conditions of parole and attend parole revocation and/or other criminal justice related hearings. Conduct specialized compliance sweeps as required.
20%	**ELECTRONIC MONITORING EQUIPMENT** Install Electronic Monitoring equipment on supervised persons determined by penal code or case factors. Instructs supervised persons on management and care of the equipment. Enters monitoring equipment and supervised person information into database for electronic supervision registration and review of monitored events per departmental policy. Completes supervision specific conditions of parole and establishes case specific inclusion and exclusion parameters for each supervised person. Reviews daily summary reports for each supervised person. Responds to alert notifications such as, low battery notifications, zone violations and immediate (911) strap tamper violations, etc.
5%	**OFFICER OF THE DAY** On a rotational basis act as the Officer of the Day. Responsible for opening or closing the office, general office security, and providing service to supervised persons or members of the public when the assigned agent is not available. Firearms and defensive tactics training and quarterly qualifications. Departmental and Divisional policy and procedure compliance. Attend mandatory training and perform other Parole Agent duties as assigned.
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.
	DESIRABLE QUALIFICATIONS • Highly motivated individual who enjoys challenges and working in a fast paced, professional environment. • Possess excellent work habits and ability to work independently and as a team member. • Excellent verbal/interpersonal skills in order to manage interactions. • Excellent verbal and written communication skills to include experience with interviewing subjects, report writing and dissemination of detailed information to various sized groups. • Excellent attendance and dependability. • Ability to recount specific details in a written report or in verbal communication. • Proficient PC Skills including but not limited to Microsoft Excel, Word and SharePoint. • Familiarity with DAPO supervision tools including but not limited to Virtual Integrated Mobile Office, Strategic Offender Management System, Parole Violation Disposition Tracking System, and Electronic Monitoring System.

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, nonemployees 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