CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT – Peace Officer

☐ PROPOSED

☒ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM	POSITION NUMBER (Agency-Unit-Class-Serial)			
Office of Correctional Safety	065-130-9766-012 (13016796)			
DIVISION / UNIT	CLASSIFICATION TITLE			
	Special Agent			
Operations Division	WORKING TITLE			
	N/A			
Special Service Unit – Sacramento	TIME BASE / TENURE	CBID	WWG	COI
	P/FT	E97	2	Yes ☐ No ☒
LOCATION	INCUMBENT		EFFECTIVE DATE	
Rancho Cordova				

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 Office of Correctional Safety (OCS) supports the mission of the CDCR. The OCS mission is to protect the public and serve the CDCR investigative and security interests. The OCS is the primary departmental link with allied law enforcement agencies and the California Governor's Office of Emergency Services (CalOES). The OCS is comprised of the following sub-units:

Special Service Unit (SSU) conducts major criminal investigations and prosecutions, criminal apprehension efforts of prison escapees and supervised persons wanted for serious and violent felonies, primary departmental gang management unit, conducts complex gang related investigations of incarcerated individuals and supervised persons suspected of criminal gang activity, and administrative investigative and law enforcement liaison unit.

Fugitive Apprehension Teams (FAT) conduct field arrest operations of high-risk parole violators/absconders.

Emergency Operations Unit (EOU) oversees special departmental operations such as special transport; hostage rescue; riot suppression; firearms, less lethal weapons, and armories; critical incident response; and protective vests.

Emergency Planning and Management Unit (EPMU) oversees all departmental emergency planning, preparedness, response and recovery needs, and manages the Department Operations Center.

Specialized Technology and Investigations Unit (STIU) conducts complex investigations leveraging existing and emerging technology to support the security and investigative interests of the department. Personnel assigned to the unit serve as subject matter experts in various fields and assist correctional and law enforcement agencies in detecting, preventing, and solving crimes that have a nexus to CDCR.

Criminal Intelligence Analysis Unit (CIAU) conducts and analyzes information regarding criminal suspects and criminal enterprise organizations with a nexus to California state prisons to identify threats, support investigations, and guide leadership decisions.

Investigative Training Unit (ITU) Conducts and monitors statewide investigative training needs and procurement compliance with Peace Officer Standards and Training (POST); and ensures Department policies and CDCR training mandates are met.

GENERAL STATEMENT

Under the supervision of the Senior Special Agent, OCS the Special Agent performs the full range of peace officer duties and responsibilities in accomplishing his/her assignment. The SSU is charged with oversight of departmental gang management, requiring the incumbent to conduct major criminal investigations with particular focus on gang activity and enterprise. The SSU Special Agent participates on prison escapes and other criminal apprehension efforts for the department and in conjunction with other agencies. The incumbent must establish and maintain cooperative working relationships within the department, as well as with other law enforcement and governmental agencies; communicate effectively verbally and in writing; gather and evaluate facts and evidence; analyze situations accurately and take effective and appropriate action; understand and apply applicable laws, rules, policies and procedures.

% 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%	Conduct complex, highly sensitive and difficult investigations for the CDCR/OCS pertaining to supervised individuals, escapees and incarcerated people suspected of major criminal and/or gang activity. Plan, coordinate and participate in surveillance and monitoring operations, suspect interrogations/witness interviews, search warrant service, evidence seizure, threat assessments, polygraph examinations and enforcement and apprehension/arrest actions. Identify/ establish criminal conduct and enterprise, gang affiliations and criminal associates of individuals under departmental control. Be proficient in the application of the principles and techniques of conducting investigations and enforcement activities for CDCR, including laws and techniques of search, arrest, evidence seizure/handling, confidential informant management and intelligence gathering. Utilize various law enforcement data and intelligence resources and collaborate/coordinate with other CDCR offices, governmental entities, and law enforcement agencies.
30%	Pursue and return to custody prison escapees and high-risk parole violators. Assist other law enforcement agencies on pursuits/investigations of dangerous, high-profile suspects. Identify/ intercept threats against CDCR, law enforcement and governmental agency staff/staff families and prevent execution of credible threats. Conduct gang active/inactive reviews, validations and debriefings. Gather, analyze and report gang intelligence information in compliance with established policy and process requirements; prepare evidence for presentation in criminal court and administrative hearings; testify in legal proceedings.

25%	Prepare comprehensive, clear and concise reports pertaining to investigations, escapes, arrests, polygraph examinations, gang validations/operations, threat assessments, CDCR/OCS issues, etc. Develop and conduct training for CDCR institutional and parole staff, other law enforcement agencies and colleges on various pertinent areas of expertise, such as gang management, high-risk transportation, interviewing career criminals/gang members, surveillance techniques, etc. Serve as a resource and provide technical assistance regarding gang management issues, tactical operations, and CDCR procedural application of various sections of Title 15 of the California Code of Regulations and the California Penal Code pertinent to enforcement and investigation.
10%	Provide special transportation detail throughout the state for high risk/notoriety inmates. Participate on task force operations with other law enforcement agencies. Provide protective services for the CDCR Secretary, executive management, and staff, as well as other State officials, as needed. Represent CDCR/OCS at meetings and conferences. **Bilingual Services upon Certification:** • Use bilingual fluency to facilitate communications with parolees, Inmates, escapees, and their families who are not comfortable with English. Interpret forms, procedures and situations necessary to make subjects aware of what is happening and ensure due process is met through awareness of the 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

REQUIRED QUALIFICATIONS AND ESSENTIAL FUNCTIONS

- Per Department Operations Manual §32010.19.6, specialized units such as OCS may establish a quarterly proficiency course of fire and techniques that meet their specific needs. OCS has established a specialized course of fire and applicable staff assigned to OCS are required to pass this quarterly course of fire with primary and other assigned firearms in order to maintain their assignment to OCS.
- Undergo USMS security clearance background investigation.
- Visual acuity of 20/60 or better in each eye without correction and 20/20 in each eye with correction.
- Meet hearing acuity standards set forth in the Department's hearing protocol.
- Mental capacity to be aware/alert in observation/identification of security risks.
- Mental ability to recall an incident in order to accurately document the incident in writing.
- Remain observant for prolonged periods of time during surveillance and other special operations.
- Mental capacity to judge an emergency situation, determine the appropriate use of force, and carry out that use of force.
- Communicate effectively, verbally and in writing, in order to: provide information and directions/orders; prepare correspondence; create/update desk procedures; train staff; establish, promote, and maintain confident and cooperative relationships with others (inmates, wards, parolees, departmental employees, the public, outside agencies, etc.); to promote collaborative participation and enhance morale and productivity; to meet the Department's vision, values, mission, goals, and objectives, etc.

- Read, comprehend, and analyze written material to effectively take appropriate action.
- Able to be supervised, accept constructive criticism and feedback, and use supervisory direction positively.
- Maintain and ensure confidentiality of departmental information, records, documents, concerns, issues, etc.
- Operate a motor vehicle safely effectively, and in compliance with all applicable laws policies.
- Operate various equipment/tools such as personal computers, cameras, video, audio, telephone, etc.
- Withstand the physically and mentally demanding training and operational components of this assignment.

WORKING CONDITIONS

Must be able to:

- Work a minimum of 40 hours per week and extended hours as needed during various times of the day, night, week, weekend, and holidays on a case-by-case basis.
- Work overtime in order to accomplish the completion of critical/urgent tasks, including overnight stays.
- Respond to emergency callouts when necessary.
- Travel via vehicle and plane.
- Wear protective clothing (ballistic/stab vests, etc.) and breathing apparatus to prevent blood/air-borne pathogens.
- Remain functional with exposure to fumes, gases, and various chemicals such as, but not limited to pepper spray and tear gases; defend self or co-worker during incidents when chemical agents are deployed.
- Undergo potential life-threatening contact, psychological manipulation, and verbal abuse/harassment from inmates, wards, parolees, employees, etc.
- Disarm, subdue, and apply restraints to individuals, using approved procedures.
- Defend self against armed individuals.
- Search for contraband in buildings, dwellings, homes, vehicles, etc. and conduct body searches.
- Walk continuously.
- Run occasionally; run in an all-out effort while responding to emergencies or serious incidents; run distances that vary from a few yards up to several hundred yards; run over varying surfaces, including uneven grass, dirt areas, pavement, cement, stairs, several flights of stairs, etc.; run while maneuvering up or down.
- Climb occasionally to frequently; ascent, descent, or climb a series of steps/stairs, several tiers of stairs, or ladders; carry items while climbing.
- Crawl and crouch occasionally; crouch while filing a weapon or while involved in property or body searches.
- Stand occasionally to continuously.
- Sit occasionally to continuously while performing record keeping, report writing, and observing designated areas.
- Drive six to eight hours a day.
- Stoop and bend occasionally to frequently while inspecting buildings, homes, vehicles, etc., and searching individuals from head to toe.

- Lift and carry 20 to 50 pounds frequently throughout the workday and perform very heavy lifting occasionally (in excess of 100 pounds occasionally, and/or in excess of 50 pounds frequently, and/or in excess of 20 pounds constantly); physically restrain an individual, including wrestling him/her to the floor; partially lift and drag an individual.
- Push and pull occasionally to frequently; push and pull while opening and closing locked gates and doors throughout the work day; push and pull during an altercation with or restraint of an individual.
- Reach occasionally to continuously; reach overhead while performing home or body searches, etc.
- Use head/neck movement (includes both side-to-side and flexing downward and backward) frequently to continuously throughout the day; move or use head/neck while performing regular duties including observing and surveilling subjects.
- Move arms occasionally to continuously, including writing reports, restraining an individual, and firing a weapon.
- Move hands and wrists frequently to continuously, including grasping and squeezing, independently of each other; possess and utilize five-finger dexterity in loading and unloading weapons, searching individuals, and operating various communication devices.
- Brace occasionally including while restraining an individual, during an altercation, and while performing body searches.
- Press occasionally with legs/feet while driving a vehicle.
- Twist the body frequently to continuously in all directions, including with the body in an upright position, standing, or walking.
- Perform regular duties indoors, outdoors, or a combination of indoors and outdoors.
- Perform regular duties while exposed to varying weather conditions and temperatures, controlled environments, and after dark.
- Perform regular duties on a wide range of working surfaces which may be slippery.
- Exit from a stopped vehicle quickly in emergency situations, to effect arrests and searches, etc.

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