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)	061-360-9760-406			
DIVISION / UNIT	CLASSIFICATION TITLE			
	Parole Agent III, Adult Parole			
	WORKING TITLE			
Harbor 3 Parole Unit	Parole Agent III, Adult Parole			
	TIME BASE / TENURE	CBID	WWG	COI
	P/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 a Parole Administrator I, Adult Parole, the Parole Agent III, Adult Parole is responsible for managing and overseeing the day-to-day operation of the Parole Unit specific duties are as follows:

% 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%	Supervises a Parole Unit office. Provides supervision to Parole Agents performing supervised person placement, supervised person supervision and other parole work. Trains staff, evaluates their performance, provides feedback and takes or recommends appropriate action. Instructs subordinates as to the policies and standards of adult paroling authorities. Consults with staff on case problems and reviews and makes decisions on cases. Approves and makes recommendations on reports to paroling authorities.
25%	Plans various conferences including safety and tactical issues for Parole Agents. These include topics such as preparatory to arrests, investigations, searches and crisis intervention appropriate equipment including firearms, restraint equipment, and chemical agents. Advises Parole Agents regarding arrest/search procedures including legal parameters, constraints and scope. Goes to scenes of crisis as tactical commander in cases where there are multiple agencies or large numbers of individuals involved. Participates in debriefing with staff involved.
15%	Supervises routine use of safety equipment including firearms, chemical agents, soft body armor, restraint equipment and vehicles to assure compliance with legal and Division policy. Assures safe handling and storage of such equipment. Develops community resources and secures the cooperation of persons interested in the rehabilitation of the supervised person. Speaks before groups interested in assisting with the rehabilitation of supervised persons. Evaluates work performance by Parole Agent I's for potential promotions and increased responsibility as well as Parole Agent II assignments. Collects and analyzes data on unit performance, supervised person conduct, and paroling authority actions. Serves as primary labor relations representative for management in interpreting rank and file contract provisions. Informally resolves rank and file grievances. Consults with management and presents response to unresolved grievances. Monitors work conditions and practices to insure absence of discrimination in employment and compliance by all staff with labor relations rules and regulations.
10%	Functions as Office Manager of the unit office. Monitors the office lease and services. Develops and maintains office procedures for a safe, healthy work environment. Controls and monitors evidence and weapons lockers. Serves as Administrative Officer of the Day during non-office hours for the entire Region. Provides authorization for arrests, searches and placement of Parole detainers.
10%	**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