

**CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATIONS
OFFICE OF CORRECTIONAL SAFETY**

DUTY STATEMENT

**SPECIAL SERVICE UNIT
CORRECTIONAL SERGEANT**

Under the direction of the Correctional Lieutenant of the Office of Correctional Safety (OCS), Special Service Unit (SSU), the Correctional Sergeant, will conduct investigations of inmate and parolee requests to debrief (be identified as having discontinued his/her gang/security threat group affiliation), in accordance with California Department of Corrections and Rehabilitation (CDCR) policy. Based upon data and information gathered, the incumbent is responsible for determining if a request is sincere or an attempt to manipulate the process in order to escape administrative actions relative to gang/security threat group (STG) validation. The incumbent must interpret and apply applicable regulations, policies, and procedures throughout the debrief process; accurately document, assess, and report evidential information; and clearly and objectively develop and present compelling recommendations.

More than 50% travel is required.

PERCENTAGE BREAKDOWN OF DUTIES:

- 45% Facilitate inmate and parolee participation in the debriefing process, applying comprehensive knowledge of departmental gang/STG validation and debriefing processes and requirements. Gather intelligence through the debriefing process; authenticate information provided by debriefing inmates and parolees pertaining to gang/STG affiliation, gang/STG composition and criminal activities, and grounds for debriefing; complete and submit debriefing reports and assessments. Independently and/or with the cooperation of external law enforcement agencies, investigate validated prison gang/STG members and associates, including reviewing inmate and parolee files; interviewing inmates and parolees; conducting close monitoring, surveillance, and searches; and gathering and controlling evidence. Evaluate investigative data, develop conclusions, and document findings in compliance with established CDCR criteria.

- 20% Establish and maintain ongoing liaison with local, State, and Federal law enforcement agencies in order to identify persons under departmental control involved in criminal gang/STG activity, work in conjunction with other law enforcement agencies to solve gang/STG-related crimes, and collaborate with department personnel to ensure coordination of gang/STG-management activities. Prepare clear, concise, effective reports such as debrief, informational, and closure reports. Conduct data analysis of gang/STG activity trends and make recommendations to the supervising Correctional Lieutenant and OCS administration regarding control of inmate/parolee gang/STG members and associates and prison gang/STG interdiction strategies.

- 20% Collect and prepare information and evidence for presentation in criminal court and administrative hearings; appear and testify at administrative hearings; prepare referrals of appropriate criminal gang/STG-related reports to the District Attorney or U.S. Attorney General's office, as directed. Develop and conduct gang/STG familiarization and intelligence training for law enforcement agencies and parole and institutional staff. Serve as a resource for institutions and parole units regarding gang/STG management and other gang/STG-related issues. Assist law enforcement agencies in clarifying

procedural application of California Code of Regulations, Title 15 and the California Penal Code pertinent to CDCR and gang/STG management.

- 15% Represent CDCR at meetings and conferences with agency administrators involved in gang/STG management. Establish and maintain a working relationship with District Attorneys, Judges, and Probation Officers. Arrange protective services for inmates, parolees and their family members, when required relative to their involvement in the debriefing process. Attend criminal gang/STG investigator meetings, complete special projects, and perform other related duties as required.

REQUIRED QUALIFICATIONS:

- 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.
- Work extended hours as needed during various times of the day, night, week, weekend, and holidays on a case-by-case basis.
- Work additional hours in order to accomplish the completion of critical/urgent tasks, including overnight stays.
- Respond to emergency callouts when necessary.

I have read and understand the duties of the position.

Employee Signature & Date

Supervisor Signature & Date