

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

DUTY STATEMENT

**FUGITIVE APPREHENSION TEAM PROGRAM
SENIOR SPECIAL AGENT
065-134-9767-XXX**

Under the direction of the Special Agent-In-Charge (SAC), Office of Correctional Safety (OCS), the Senior Special Agent, Fugitive Apprehension Team (FAT), is responsible for the management and supervision of the activities of an OCS field office. The incumbent provides supervision and training to staff, coordinating and monitoring their conduct of investigations, arrests, and warrant service involving California Department of Corrections and Rehabilitation (CDCR) inmates, wards, escapees, parolees, parolees at large (PALs), and employees. The incumbent performs a variety of duties associated with the investigation, location, and apprehension of PALs, escapees, and other fugitives; personally conducts the most difficult and complex investigations; and is responsible for establishing and maintaining liaison with other law enforcement agencies.

PERCENTAGE BREAKDOWN OF DUTIES:

- 45% Responsible for the supervision of FAT unit staff and the daily operation of a regional field office. Provides supervisory oversight of FAT field operations, which includes complex criminal and administrative investigations, fugitive investigations, undercover operations, search and arrest warrant service, escape investigations, large scale tactical operations, multi-agency task force operations, mutual aid response, dignitary protection and other special operations. Initiates and assigns investigations and reviews investigation and operation plans; investigative, intelligence, and arrest reports; and warrants written by FAT agents. Ensures compliance with all administrative and legal mandates. Monitors and evaluates employee work performance, provides training and mentoring, and approves work schedules, leave and overtime requests. Maintains up to date inventories of assigned equipment and monitors the operation of assigned vehicle fleet. Oversees and ensures the training of unit staff in accordance with departmental mandates.

- 30% Conducts sensitive and complex criminal and/or administrative investigations independently or with the cooperation of other Department units and/or external law enforcement agencies to locate and apprehend parolees, PALs, escapees, or other fugitives primarily suspected of, or wanted for, new major crimes and/or criminal activity. Conducts interviews and interrogations, surveillance, information gathering, automated and manual file searches, and other field investigative efforts in the furtherance of assigned investigations. Participates in multi-agency task force and enforcement operations, makes arrests, and directs tactical operations. Organizes and/or assists with the field operations of assigned Special Agents and Parole Agents. Testifies in Court and/or in administrative hearings. Develops and maintains liaison with law enforcement at the local, State, and Federal level. Oversees the dissemination of information with the appropriate law enforcement agencies regarding fugitive investigations.

- 15% Serves as subject matter expert and provides investigative guidance, resources, and specialized training for institutions, paroles, and allied law enforcement agencies. Conducts training for outside law enforcement personnel regarding OCS policies, procedures and operations. Researches and makes recommendations to the OCS SAC

regarding departmental programs and issues; develops and implements policy, procedures, and strategic interventions; reviews departmental strike contingency plans and completes any necessary follow-up with other law enforcement agencies;

- 10% Maintains and/or prepares written reports and records for investigations and arrests. Responsible for the preparation of appropriate reports for administrative hearings and judicial review. Refers appropriate reports to the U.S. Attorney for the attention of the Federal Bureau of Investigation in unlawful flight situations. Prepares statistical reports regarding FAT regional office performance and directs the preparation of all other OCS reports as required. Represents the Department in meetings and conferences, conducts special projects, and completes other 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.
- 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 additional hours 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.

I have read and understand the duties and essential functions of the position.

Employee Signature & Date

Supervisor Signature & Date