

# CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

## POSITION DUTY STATEMENT

☐ PROPOSED

☒ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM Office of Correctional Safety		POSITION NUMBER (Agency-Unit-Class-Serial) 065-130-9767-009		MCR / HCR	
DIVISION / UNIT  Correctional Policy Research & Internal Oversight  Service Special Unit San Bernardino		CLASSIFICATION TITLE Senior Special Agent			
		WORKING TITLE N/A			
		TIME BASE / TENURE P/FT	CBID E98	WWG 2	COI Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
LOCATION San Bernardino		INCUMBENT		EFFECTIVE DATE	
<b>CDCR'S MISSION</b>					
We enhance public safety through safe and secure incarceration of offenders, effective parole supervision, and rehabilitative strategies to successfully reintegrate offenders into our communities.					
<b>COMMITMENT TO DIVERSITY, EQUITY, AND INCLUSION</b>					
<p>The California Department of Corrections and Rehabilitation (CDCR) and California Correctional Health Care Services (CCHCS) are committed to building and fostering a diverse workplace. We believe cultural diversity, backgrounds, experiences, perspectives, and unique identities should be honored, valued, and supported. We believe all staff should be empowered. CDCR/CCHCS are proud to foster inclusion and representation at all levels of both Departments.</p> <p>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.</p>					
<b>DIVISION OVERVIEW</b>					
<p>The Office of Correctional Safety (OCS) supports the mission of the California Department of Corrections and Rehabilitation. 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 seven sub-units:</p> <ul style="list-style-type: none"> <li>• <b><u>The Special Service Unit (SSU)</u></b> conducts the major criminal investigations and prosecutions, criminal apprehension efforts of prison escapees and parolees wanted for serious and violent felonies, primary departmental gang management unit, conducts complex gang related investigations of inmates and parolees suspected of criminal gang activity; and administrative investigative and law enforcement liaison unit.</li> <li>• <b><u>The Fugitive Apprehension Teams (FAT)</u></b> conduct field arrest operations of high-risk parolee violators/absconders.</li> <li>• <b><u>The Emergency Operations Unit (EOU)</u></b> oversees special departmental operations such as special transports; hostage rescue; riot suppression; firearms, less lethal weapons, and armories; critical incident response; and protective vests.</li> <li>• <b><u>The Emergency Planning and Management Unit (EPMU)</u></b> overseas all departmental emergency planning, preparedness, response and recovery needs, and manages the <b><u>Department Operations Center</u></b>.</li> <li>• <b><u>The Criminal Intelligence Analysis Unit (CIAU)</u></b> identifies and conducts trend and link analyses between criminal suspects and criminal enterprise organizations operating within California's correctional systems and assists with internal and external suppression efforts.</li> <li>• <b><u>The Juvenile Gang Operations Unit (JGO)</u></b> is responsible for oversight of juvenile gang management issues.</li> <li>• <b><u>The Investigative Training Unit (ITU)</u></b> 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.</li> </ul>					

## GENERAL STATEMENT

BRIEFLY (1 OR 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS

Under the direction of the Special Agent-in-Charge (SAC), Office of Correctional Safety (OCS), the Senior Special Agent, Special Service Unit (SSU), 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, threat assessments, and warrant service involving California Department of Corrections and Rehabilitation (CDCR) inmates, wards, escapees, parolees, and employees. The incumbent personally conducts the most difficult and complex investigations and is responsible for establishing and maintaining liaison with other law enforcement agencies.

% 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.

### ESSENTIAL FUNCTIONS

45%

Supervises unit staff and office operations; assigns, coordinates, and monitors workload and investigations conducted by staff; reviews all investigative, intelligence, and arrest reports (i.e. escape follow-up, use-of-force, threat assessment, debrief, etc.) written by staff and ensures compliance with all administrative and legal mandates; monitors and evaluates work performance; approves schedule, leave, overtime, and travel requests; ensures current and accurate equipment, armory, and evidence inventories; and ensures the provision of staff tactical training and the safe operation and maintenance of vehicles. Coordinates and directs staff resources to ensure appropriate utilization in support of OCS/CDCR mission; approves, tracks, and reports staff overtime in accordance with applicable rules and processes. Coordinates high-risk transportation and dignitary protection operations and oversees unit collaboration in multi-agency task force operations and in the development of multi-jurisdictional tactical operation plans. Develops, implements, and enforces office protocols in compliance with all applicable rules, regulations, and policies.

25%

Conducts sensitive and complex criminal and administrative investigations independently or with the cooperation of other Department units or external law enforcement agencies; this includes complex multifaceted issues of gangs/security threat groups (STGs), apprehension of escapees/early-releases and PALs, and inmate/parolee/employee criminal activities. Participates in multi-agency task force and enforcement operations. Establishes and maintains cooperative relationships with district attorneys, judges, probation officers, other law enforcement agencies; assists other law enforcement agencies in clarifying procedural application of laws relating to CDCR; represents CDCR in meetings and conferences; ensures coordination of OCS law enforcement activities with other law enforcement agencies

15%

Provides technical expertise and/or training to staff regarding applicable laws, regulations, techniques, and processes; maintains knowledge of prison gangs/STGs, criminal activities, and related interdiction and management processes. Responsible for coordination and oversight of gang debriefers, polygraph examiners, and departmental gang validation files. Provides oversight and/or assistance to the California Gang Task Force. Provides on the job training to staff, identifies staff training needs, and coordinates training; develops and conducts related training courses and/or oversees the content of courses provided to CDCR employees and other agencies

15%

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; refers appropriate reports to the U.S. Attorney for the attention of the Federal Bureau of Investigation in unlawful flight situations; prepares reports and presentations; testifies in court and hearings; and conducts special projects.

## SPECIAL REQUIREMENTS

## 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.
- 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.

**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