

**CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION**

POSITION DUTY STATEMENT

PROPOSED

CURRENT

|   |                            |  |                |  |
|---|----------------------------|--|----------------|--|
| CDCR INSTITUTION OR HEADQUARTERS PROGRAM<br>Office of Correctional Safety |                            | POSITION NUMBER (Agency-Unit-Class-Serial)<br>065-135-5393-800 |                | MCR / HCR  |
| DIVISION / UNIT<br><br>Operations<br><br>Special Service Unit             |                            | CLASSIFICATION TITLE<br>AGPA                                   |                |  |
|   |                            | WORKING TITLE<br>N/A   |                |  |
|   | TIME BASE / TENURE<br>P/FT | CBID<br>R01  | WWG<br>2       | COI<br>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> |
| LOCATION<br>Sacramento  | INCUMBENT                  |  | EFFECTIVE DATE |  |

**CDCR'S MISSION**

**Mission**

We enhance public safety through safe and secure incarceration of offenders, effective parole supervision, and rehabilitative strategies to successfully reintegrate offenders into our communities.

**Vision**

We enhance public safety and promote successful community reintegration through education, treatment, and active participation in rehabilitative and restorative justice programs.

**COMMITMENT TO DIVERSITY, EQUITY AND INCLUSION**

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.

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 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 the following sub-units:

- **The Special Service Unit (SSU)** 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.
- **The Fugitive Apprehension Teams (FAT)** conduct field arrest operations of high-risk parolee violators/absconders.
- **The Emergency Operations Unit (EOU)** oversees special departmental operations such as special transports; hostage rescue; riot suppression; firearms, less lethal weapons, and armories; critical incident response; and protective vests.
- **The Emergency Planning and Management Unit (EPMU)** oversees all departmental emergency planning, preparedness, response and recovery needs, and manages the Department Operations Center.

- **The Criminal Intelligence Analysis Unit (CIAU)** 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.
- **The 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 direction of the Senior Special Agent (SrSA), Special Service Unit, Office of Correctional Safety (OCS), the Associate Governmental Program Analyst (AGPA) will provide analytical support to OCS gang/security threat group (STG) intelligence operations. The incumbent will have primary responsibility for updating and maintaining California Department of Corrections and Rehabilitation (CDCR) STG databases and validation files. The AGPA will analyze and report STG data, with potential impact to criminal and administrative investigations, as well as statewide policy and law enforcement operations. Occasional travel is required.

| % 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.   |
|-----------------------------|--|
| 30%                         | Responsible for administration and oversight of OCS STG databases and validation files. Conducts regular audits of STG validation files for current and complete information and for compliance with state and federal records retention standards. Reviews and researches completed STG validation files and documentation in the Strategic Offender Management System (SOMS) for inclusion in OCS STG database and files. Extracts pertinent data from written and verbal intelligence reports into concise narratives and enters the information into a database designed to track STG activity and individuals involved therein. |
| 25%                         | Compiles, researches, and analyzes raw STG intelligence information received from CDCR, state, local, national, and federal law enforcement sources for use by OCS in conducting threat assessments, and investigations, identifying emergent disruptive groups, and developing departmental STG policy. Gathers information on mail drops, Bad News Lists, etc., and provides link analyses between inmates and/or parolees to CDCR Institution Gang Investigators (IGIs) and other law enforcement personnel.  |
| 20%                         | In response to inquiries, reviews/researches STG databases and files and provides information to law enforcement agencies and CDCR staff, including Office of Peace Officer Selection regarding possible ties between STGs and CDCR peace officer applicants. Assists Division of Adult Institutions and CDCR Office of Legal Affairs (OLA) regarding subpoenas and court ordered requests for information. Logs requests, reviews for appropriateness, and in conjunction with OLA, ensures proper duplication, redaction, notation of information provided, and transmittal of documents to requesting parties.                    |
| 15%                         | Prepares charts, assessments, reports, and other materials, providing accurate portrayals of STG activity on an ongoing basis. Publishes quarterly STG activity intelligence summaries for distribution to the OCS Chief, CDCR IGIs, and members of the California Gang Task Force (CGTF). Produces an annual STG statistics report for distribution to CDCR Wardens, IGIs, and designated executive staff.  |
| 10%                         | Develops and provides STG database training to CDCR staff and updates database instructions. Attends CGTF meetings throughout the state, gathering information related to STGs and their   |

activities and methods of operation. Participates in local and statewide STG intelligence meetings, giving presentations regarding STG activity. Supports other unit functions/operations and completes other projects and duties as assigned.

**SPECIAL REQUIREMENTS**

- CDCR does not recognize hostages for bargaining purposes. CDCR has a "NO HOSTAGE" policy and all prison inmates, visitors, nonemployees and employees shall be made aware of this.

**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 |
|---------------------------|------------------------|------|
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| DIVISION / UNIT<br><br>Operations   |  | CLASSIFICATION TITLE<br>Staff Services Analyst                 |             |                |  |
|   |  | WORKING TITLE<br>N/A   |             |                |  |
| Special Service Unit  |  | TIME BASE / TENURE<br>P/FT                                     | CBID<br>R01 | WWG<br>2       | COI<br>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> |
| LOCATION<br>Sacramento  |  | INCUMBENT  |             | EFFECTIVE DATE |  |

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**GENERAL STATEMENT**

Under the supervision of the Senior Special Agent (SrSA), Special Service Unit, Office of Correctional Safety (OCS), the Staff Services Analyst (SSA) will provide analytical support to OCS gang/security threat group (STG) intelligence operations. The incumbent will have responsibility for updating and maintaining California Department of Corrections and Rehabilitation (CDCR) STG databases and validation files. The SSA will analyze and report STG data with potential impact to criminal and administrative investigations, as well as statewide policy and law enforcement operations. Travel is required.

| <b>% of time performing duties</b> | <b>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.</b>   |
|------------------------------------|---|
| 30%                                | Responsible for administration and oversight of OCS STG databases and validation files. Conducts regular audits of STG validation files for current and complete information and for compliance with state and federal records retention standards. Reviews and researches completed STG validation files and documentation in the Strategic Offender Management System (SOMS) for inclusion in OCS STG database and files. Follows guidelines in extracting pertinent data from written and verbal intelligence reports into concise narratives and enters the information into a database designed to track STG activity and individuals involved therein |
| 25%                                | Compiles, researches, and analyzes raw STG intelligence information received from CDCR, state, local, national, and federal law enforcement sources for use by OCS in conducting threat assessments, and investigations, identifying emergent disruptive groups, and developing departmental STG policy. Gathers information on mail drops, Bad News Lists, etc., and provides link analyses between inmates and/or parolees to SrSA for provision to CDCR Institution Gang Investigators (IGIs) and other law enforcement personnel.   |
| 20%                                | In response to inquiries, reviews/researches STG databases and files and provides information to law enforcement agencies and CDCR staff, including Office of Peace Officer Selection regarding possible ties between STGs and CDCR peace officer applicants. Assists Division of Adult Institutions and CDCR Office of Legal Affairs (OLA) regarding subpoenas and court ordered requests for information. Logs requests, reviews for appropriateness and, in conjunction with OLA, ensures proper duplication, redaction, notation of information provided, and transmittal of documents to requesting parties.   |
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| 10%                                | Develops and provides STG database training to CDCR staff and updates database instructions. Attends CGTF meetings throughout the state, gathering information related to STGs and their activities and methods of operation. Supports other unit functions/<br><br>operations and completes other projects and duties as assigned. Works extended hours as needed  |

during various times of the day, night, week, weekend, and holidays on a case-by-case basis; works additional hours in order to accomplish the completion of critical/urgent tasks; responds to emergency callouts when necessary.

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