

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT – Peace Officer

PROPOSED

CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM Office of Correctional Safety (OCS)		POSITION NUMBER (Agency-Unit-Class-Serial) 065-135-9659-009			
DIVISION / UNIT Operations Division Special Service Unit – Gang Intelligence Operations		CLASSIFICATION TITLE Correctional Sergeant			
		WORKING TITLE N/A			
		TIME BASE / TENURE LT/FT	CBID S06	WWG 2	COI Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
LOCATION Sacramento		INCUMBENT		EFFECTIVE DATE	
CDCR'S MISSION and VISION					
<p>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.</p> <p>Vision We enhance public safety and promote successful community reintegration through education, treatment, and active participation in rehabilitative and restorative justice programs.</p>					
CALIFORNIA MODEL					
California Department of Corrections and Rehabilitation (CDCR) and the California Correctional Health Care Services (CCHCS) are proud to partner on the California Model which will transform the correctional landscape for our employees and the incarcerated. The California Model is a systemwide change that leverages national and international best practices to address longstanding challenges related to incarceration and institution working conditions, creating a safe, professional, and satisfying workplace for all staff, as well as rehabilitation for the incarcerated. Additionally, the California Model improves success of the decarcerated through robust re-entry efforts back into to the community.					
COMMITMENT TO DIVERSITY, EQUITY, AND INCLUSION					
<p>The CDCR and 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 and 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>					
DIVISION OVERVIEW					
<p>The Office of Correctional Safety (OCS) supports the mission of the CDCR. 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:</p> <p>Special Service Unit (SSU) conducts the major criminal investigations and prosecutions, criminal apprehension efforts of prison escapees and supervised persons wanted for serious and violent felonies, primary departmental gang management unit, conducts complex gang related investigations of incarcerated individuals and supervised persons suspected of criminal gang activity, and administrative investigative and law enforcement liaison unit.</p>					

Fugitive Apprehension Teams (FAT) conduct field arrest operations of high-risk parole violators/absconders.

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.

Emergency Planning and Management Unit (EPMU) oversees all departmental emergency planning, preparedness, response and recovery needs, and manages the Department Operations Center.

Specialized Technology and Investigations Unit (STIU) conducts complex investigations leveraging existing and emerging technology to support the security and investigative interests of the department. Personnel assigned to the unit serve as subject matter experts in various fields and assist correctional and law enforcement agencies in detecting, preventing, and solving crimes that have a nexus to CDCR.

Criminal Intelligence Analysis Unit (CIAU) conducts and analyzes information regarding criminal suspects and criminal enterprise organizations with a nexus to California state prisons to identify threats, support investigations, and guide leadership decisions.

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 Correctional Lieutenant, Special Service Unit – Gang Intelligence Operations (GIO), the incumbent will conduct investigations of incarcerated people and supervised person(s) requests to debrief (be identified as having discontinued their gang/security threat group (STG) affiliation), in accordance with California Department of Corrections and Rehabilitation (CDCR) policy. The incumbent is responsible for, based upon data and information gathered, determining if a request is sincere or an attempt to manipulate the process in order to escape administrative actions relative to gang/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.

% 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.
40%	Facilitate incarcerated and supervised person(s) 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 incarcerated and supervised person(s) 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 incarcerated and supervised person(s) files; interviewing incarcerated and supervised person(s); 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.
25%	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 incarcerated/supervised person(s)/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, and complete special projects.

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.

REQUIRED QUALIFICATIONS AND ESSENTIAL FUNCTIONS

- 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.

WORKING CONDITIONS
Must be able to:

- 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.

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
---------------------------	------------------------	------