

## DUTY STATEMENT

**SHADED AREA TO REFLECT RECLASS POSITION NUMBER ONLY****INSTRUCTIONS:** Refer to the Essential Functions Duty Statement Manual for instructions on how to complete the Duty Statement.

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EFFECTIVE DATE:

<b>CDCR OFFICE OR CLIENT AGENCY</b> Division of Adult Parole Operations (DAPO) Northern Region	<b>POSITION NUMBER (Agency - Unit - Class - Serial)</b>
<b>UNIT NAME AND CITY LOCATED</b> California Parole Apprehension Team (CPAT)	<b>CLASS TITLE</b> <b>Parole Agent I, Adult Parole</b>
<b>WORKING DAYS AND WORKING HOURS</b> Monday through Friday                      a.m. to                      p.m.	<b>SPECIFIC LOCATION ASSIGNED TO</b>
<b>PROPOSED INCUMBENT (if known)</b>	<b>CURRENT POSITION NUMBER (Agency - Unit - Class - Serial)</b> 061-093-9765-xxx

YOU ARE A VALUED MEMBER OF THE DEPARTMENT'S TEAM. YOU ARE EXPECTED TO WORK COOPERATIVELY WITH TEAM MEMBERS AND OTHERS TO ENABLE THE DEPARTMENT TO PROVIDE THE HIGHEST LEVEL OF SERVICE POSSIBLE. YOUR CREATIVITY AND PRODUCTIVITY ARE ENCOURAGED. YOUR EFFORTS TO TREAT OTHERS FAIRLY, HONESTLY AND WITH RESPECT ARE IMPORTANT TO EVERYONE WHO WORKS WITH YOU.

Under the supervision of a Parole Agent III, Adult Parole, Division of Adult Parole Operations (DAPO), the DAPO California Parole Apprehension Team (CPAT) Parole Agent I (PA I) develops leads as to the whereabouts of suspended parolees and coordinates recovery efforts that result in successful apprehension.

<b>% of time performing duties</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. <i>(Use additional sheet if necessary)</i>
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**ESSENTIAL FUNCTIONS****CASE SUPERVISION****45%**

- Performs field supervision in the home or employment and develops relationships with family and friends to augment knowledge of individual parolees and their behavior patterns.
- Maintain and develop caseload leads on Parolees at Large (PALs).
- Work with local law enforcement and taskforce on parole related issues and PALs.
- Intake cases and develop investigative leads on PALs as dictated by established policy and protocols.
- Assist with the development of strong ties with local law enforcement personnel and combine resources to affect custody of suspended parolees.
- Once the Parolee-at Large (PAL) has had parole reinstated, the PA I shall review the case for all administrative options.
- Proactively attend law enforcement meetings and support the CPAT mission and policy directives.

**REPORTING****30%**

- Provides written reports to the paroling authorities regarding violation of parole conditions, discharge review and other matters.
- Maintains case records, records of supervision, case progress reports and other necessary documents.
- Complete all reports, case reviews, arrest notifications per policy guidelines.
- Disseminate reports and process Valdivia times constraints as required by policy guidelines.
- Maintain records of supervision, the case management system and prepare felony packets for filing with the District and US attorneys.
- Develop systematic ways to reduce PAL numbers through location and apprehension efforts.
- Attend PACT meetings as directed.
- Assist districts with training and local sweeps/efforts to reduce the PAL population.

## DUTY STATEMENT

20%	<ul style="list-style-type: none"> <li>Investigates alleged parole violations by obtaining police and other reports and interviewing parties involved.</li> <li>Evaluate such information and recommends appropriate sanctions.</li> <li>Investigates proposed release or transfer plans and other matters for the paroling authorities as needed.</li> <li>Conduct parole compliance searches.</li> <li>Apprehends parolees who have violated the conditions of parole and attends parole revocation.</li> <li>Attend advanced training to mentally and physically maintain continued ability to effectively carry out the duties and responsibilities of the CPAT position as it relates to the development of resources and comprehensive use of computer-related database technology, participates in ongoing tactical, safety, and computer systems training</li> <li>Use of safety equipment including firearms, chemical agents, soft body armor, restraint equipment, and vehicles in compliance with legal and policy guidelines/constraints</li> <li>Assures safe handling and storage of such safety equipment.</li> </ul>
5%	<ul style="list-style-type: none"> <li>Firearms and defensive tactics training and quarterly qualifications.</li> <li>Departmental and Divisional policies and procedure compliance.</li> <li>Attend mandatory training and perform other parole agent duties as assigned.</li> <li>Attend meetings with parole field staff, DAPO Executive Staff, and outside agencies as necessary.</li> <li>Act on behalf of the Parole Agent II in his/her absence. Extensive travel may be required.</li> </ul>
<p><b>DESIRABLE QUALIFICATIONS</b></p> <ul style="list-style-type: none"> <li>Highly motivated individual who enjoys challenges and working in a fast paced, professional environment.</li> <li>Possess excellent work habits and ability to work independently and as a team member.</li> <li>Excellent verbal and written communication skills.</li> <li>Excellent attendance and dependability.</li> <li>Proficient PC Skills, especially in excel, and word as well as knowledge of VIMO, SOMS, and SharePoint.</li> </ul>	

SUPERVISOR'S STATEMENT: ***I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE***

SUPERVISOR'S NAME (Print)

SUPERVISOR'S SIGNATURE

DATE

EMPLOYEE'S STATEMENT: ***I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT***

The statements contained in this duty statement reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods or otherwise balance the workload.

EMPLOYEE'S NAME (Print)

EMPLOYEE'S SIGNATURE

DATE