

## EDITED KSAPC LISTING

**CLASSIFICATION: Parole Agent I, Adult Parole**

**NOTE: Each position within this classification may perform some or all of these KSAPCs.**

<b>KSAPC Statements</b>	
<b>Knowledge of:</b>	
K1.	<b>Comprehensive knowledge of proper grammar and sentence structure to provide professional written communication.</b>
K2.	<b>Basic knowledge of computer databases and word processing systems to produce various written documents and reports.</b>
K3.	Basic knowledge of firearm policies to comply with Peace Officer Standards and Training (POST).
K4.	<b>Basic knowledge and awareness of the tools available to prioritize/organize and assist in the management of a caseload.</b>
K5.	Basic knowledge of the principles, techniques, and trends in parole and correctional casework to assist with successful reintegration.
K6.	<b>Basic knowledge of the Use of Force and the levels/options available in order to maintain compliance with State and Federal Laws.</b>
K7.	<b>Basic knowledge of the DAPO policies and regulations pertaining to on/off duty usage/possession of a firearm(s) to ensure staff/public safety.</b>
K8.	Basic knowledge of current methods used in the supervision and successful reintegration of parolees to effectively accomplish the Department's mission.
K9.	<b>Basic knowledge of the use and proper handling of safety equipment (e.g., soft body armor, chemical agents, mechanical restraints, hand held radio, etc.) to effect an arrest, search and ensure officer/public safety.</b>
K10.	<b>Basic knowledge of the criminal justice system as it applies to parolees'/inmates' supervision to comply with laws, regulations, policies, etc.</b>
K11.	Basic knowledge of the laws, rules, and regulations pertaining to prisons, probation, and parole to ensure adherence to State/Federal law.
K12.	Basic knowledge of due process as it applies to laws of arrest, rules of evidence, and Board of Parole Hearings (BPH)/court procedures to present evidence and provide testimony regarding parole/law violations.
K13.	Basic knowledge of principles and methods of conducting investigations, searches, and obtaining evidence to ensure public/ officer safety, compliance with conditions of parole, and adherence to State/Federal law.

*KSAPCs highlighted in bold text are not currently on the SPB classification specification*

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<b>KSAPC Statements</b>	
<b>Knowledge of:</b>	
K14.	<b>Basic knowledge of the functions and procedures of Federal, State, and local law enforcement agencies in order to effectively promote public safety.</b>
K15.	<b>Basic knowledge of interviewing techniques to obtain information from parolees/inmates, friends, family, outside agencies, etc., to gain knowledge that reveals if they are in compliance with conditions of parole.</b>
K16.	Basic knowledge of the functions of the California Department of Corrections and Rehabilitation (CDCR) and the Division of Adult Parole Operations (DAPO) to effectively accomplish the Department's mission.
K17.	<b>Basic knowledge of the proper use, handling and maintenance of state property/equipment to comply with departmental policies.</b>
K18.	<b>Basic knowledge of the signs and symptoms of the parolees'/inmates' substance abuse/addiction/relapse to identify appropriate intervention and/or treatment/education modalities.</b>
K19.	<b>Basic knowledge of the functions of various Federal, State and local law enforcement agencies and courts to develop, facilitate, maintain and promote good working relationships.</b>
K20.	<b>Basic knowledge of the cognitive behaviors of culturally diverse/gender specific individuals in the community to supervise parolees and promote their reintegration.</b>
K21.	Basic knowledge of organizations, facilities, and services of public and private welfare and employment agencies available to parolees to assist their successful reintegration back into the community.
K22.	<b>Basic knowledge of Equal Employment Opportunity (EEO) policies and procedures to promote a work environment free of discrimination and harassment.</b>
K23.	Basic knowledge of employment conditions and opportunities in California for instruction, training and placement of parolees.
K24.	Basic knowledge of facilities available for instruction, training and placement of parolees to effectively accomplish the Department's mission.

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<b>KSAPC Statements</b>	
<b>Ability to:</b>	
A1.	Prepare clear, concise and objective reports to document parolees'/inmates' reintegration.
A2.	<b>Plan, organize, and prioritize workload to effectively manage a caseload in compliance with mandated policies and timeframes.</b>
A3.	<b>Operate computerized equipment to create documents, query, input, retrieve and update data base information.</b>
A4.	<b>Maintain records to effectively manage a caseload in compliance with mandated policies and timeframes.</b>
A5.	Understand and respond to verbal/written instructions to effectively complete daily tasks.
A6.	Analyze case factors/situations to manage/supervise a caseload and promote public safety.
A7.	Communicate effectively with diverse cultural backgrounds within the community to maintain a professional, ethical, and tactful work environment.
A8.	<b>Properly operate motor vehicles to accomplish daily tasks.</b>
A9.	<b>Represent the Department in judicial proceedings to ensure due process.</b>
A10.	<b>Effect arrests and respond to emergency situations to promote public safety.</b>
A11.	<b>Conduct investigations, searches and obtain evidence to assess the parolee's/inmates' adjustment and compliance with conditions of parole.</b>
A12.	<b>Enforce laws, rules, regulations and departmental policy to ensure compliance with the Law.</b>
A13.	<b>Safely and proficiently handle firearm(s) to comply with Peace Officer Standards and Training (POST).</b>
A14.	<b>Interpret laws, rules, regulations and departmental policy to ensure proper implementation and application of the Law.</b>
A15.	<b>Exchange information related to parolee/inmate population to educate Community Based Organizations (CBOs) and Law Enforcement.</b>
A16.	<b>Provide counseling to assist the parolees'/inmates' reintegration into the community.</b>

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<b>KSAPC Statements</b>	
<b><i>Special Personal Characteristics:</i></b>	
SPC 1.	Demonstrate integrity and ethical behavior, on and off duty, to effectively accomplish the Department's missions.
SPC 2.	Emotional stability to provide structure, guidance, and counseling to parolees/inmates in the course of performing the required duties of a Parole Agent.
SPC 3.	Willingness to effectively carry out all duties and responsibilities of a Parole Agent.
SPC 4.	Demonstrate interest in and enthusiasm for working with parolees'/inmates' to effectively accomplish the Department's missions.
SPC 5.	Ability to gain the respect and confidence of community agencies, law enforcement personnel, parolees/inmates and their relatives and friends
SPC 6.	Neat/Professional appearance when representing the department and performing the duties as a Parole Agent.
SPC 7.	Be empathetic when dealing with problems, attitudes and behavioral patterns of culturally diverse individuals within the community.
SPC 8.	Willingness to perform work requiring irregular hours.
SPC 9.	Willingness to travel throughout the State.

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<b><i>Special Physical Characteristics:</i></b>	
<b>SPC1.</b>	<b>Physical ability to effectively perform activities related to conducting searches, arresting, securing contraband, conducting home visits, and entering and exiting a vehicle.</b>
<b>SPC2.</b>	<b>Operate Department issued equipment to safely perform the required duties of a Parole Agent.</b>
<b>SPC3.</b>	<b>Normal/corrected to normal hearing to be in compliance with Peace Officer Standards and Training (POST).</b>
<b>SPC4.</b>	<b>Normal/corrected to normal vision in order to be in compliance with (POST).</b>
<b>SPC5.</b>	<b>Remain standing and/or seated for an extended period of time to perform required duties of a Parole Agent.</b>