

**EDITED TASK LISTING**  
(in order of rating importance)

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

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

<b>Task Statements</b>	
1.	<b>Function independently to assist parolee with successful reintegration utilizing critical thinking, effective time management, multi-tasking skills, stress management, and training pursuant to Departmental policy, DOM, MOU, and State/Federal laws, etc., continuously.</b>
2.	Supervise individuals released to California Department of Corrections and Rehabilitation's (CDCR's) Division of Adult Parole Operations (DAPO) supervision to promote reintegration and public safety utilizing current trends and evidence based best practices pursuant to Departmental policy, Department Operations Manual (DOM), Memorandum Of Understanding (MOU), and State/Federal laws, etc., as required.
3.	Apprehend and arrest parolees and other persons suspected of involvement in criminal activities, violations of parole, or present a danger to themselves or others, to promote public safety and hold the parolees accountable for their behavior utilizing departmentally approved/issued safety equipment pursuant to Departmental policy, DOM, California Code of Regulations - Title 15 (CCR-Title 15), State/Federal laws, and City/County ordinances, etc., as required.
4.	<b>Conduct contacts in the community (e.g. parolee's residence, employment, CBOs, schools, etc.) to confirm compliance with the conditions and/or special conditions of parole using state vehicles, GPS, case factors, etc. pursuant to Departmental policy, DOM, MOU, and State/Federal laws, etc., as required.</b>
5.	<b>Respond to emergency incidents with 24 hour availability (e.g. Global Positioning System [GPS] notifications, imminent threats to self or public safety, upon request of law enforcement, etc.) to facilitate public safety and parolee supervision utilizing departmental approved equipment, field files, computer systems, or working in conjunction with other law enforcement agencies pursuant to Departmental Policy, DOM, MOU, CCR-Title 15, State/Federal laws, City/County ordinances, etc., as required.</b>
6.	Interact with individuals and groups effecting successful reintegration and public safety (e.g. parolees' support network, victim advocates, Community Based Organizations [CBO], law enforcement agencies, court officials, etc.) using effective communication, motivational interviewing techniques, and evidence based practices pursuant to Departmental policy, DOM, MOU, and State/Federal laws, etc., as required.

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7.	<b>Participate in mandatory training (e.g. qualify with departmentally approved firearm(s) in compliance with Peace Officer Standards and Training [POST], Parole Agent Safety and Tactics [PAST], Use of Force, etc.) to maintain proficiency and officer/public safety utilizing training facilities, in-service training, videos, bulletins/lectures, pursuant to Departmental policy, DOM, MOU, CCR-Title 15, and State/Federal laws, etc., as required.</b>
8.	Prepare various correspondence, administrative and/or judicial reports to document information for the administrative or judicial authority utilizing current technology and CDCR forms pursuant to Departmental policy, DOM, MOU, and State/Federal laws, etc., as required.
9.	<b>Operate current technologies and systems specific to caseload management of parolees to maintain accurate databases using those technologies and systems authorized by CDCR pursuant to Departmental policy, DOM, MOU, and State/Federal laws, etc., as required.</b>
10.	Conduct investigations of alleged parole violations or criminal behavior utilizing current law enforcement methods (e.g. interviewing, surveillance, search and seizure, etc.) by preparing comprehensive reports for the adjudicating authority pursuant to Departmental policy, DOM, MOU, and State/Federal laws, etc., as required.
11.	<b>Assess and provide reasonable accommodations (e.g. sign language interpreters, modified speech, wheelchairs, canes, magnifying glasses, hearing aids, etc.) for parolees with qualified disabilities (mental and/or physical) in compliance with the Americans with Disabilities Act (ADA) to promote successful reintegration utilizing Disability and Effective Communication System (DECS) and CDCR forms pursuant to Departmental policy, DOM, MOU, CCR-Title 15 and State/Federal laws, etc., as required.</b>
12.	Address criminogenic needs for parolees who have identified needs (e.g. employment, housing, medical care, counseling, education, social activities) to promote successful reintegration and public safety utilizing departmentally approved risk and needs assessment tools and other case factors pursuant to Departmental policy, DOM, MOU, and State/Federal laws, etc., as required.

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13.	<b>Use and maintain state issued property/equipment (e.g., peace officer badge, identification card, safety equipment, state vehicles, firearm[s], computers, State issued credit card, etc.) properly to comply with departmental policies utilizing maintenance logs, Regional Training Coordinator, CDCR forms pursuant to Departmental policy, DOM, MOU, State/Federal laws, etc., as required.</b>
14.	Make recommendations in administrative or judicial proceedings to promote reintegration and public safety utilizing current trends and evidence based best practices pursuant to Departmental policy, DOM, MOU, and State/Federal laws, etc., as required.
15.	Represent DAPO as a witness in administrative or judicial proceedings for parole violations or criminal behavior and/or any other court hearings to provide evidence to afford due process pursuant to Departmental policy, DOM, MOU, and State/Federal laws, CCR-Title 15, City/County ordinances etc., as required.
16.	Address criminogenic needs for pre-releases who have identified needs (e.g. employment, housing, medical care, counseling, education, social activities) to promote successful reintegration and public safety utilizing departmentally approved risk and needs assessment tools and other case factors pursuant to Departmental policy, DOM, MOU, and State/Federal laws, etc., as required.
17.	Act as a liaison for CDCR between law enforcement, public agencies, CBOs, and the public regarding specific parolee information or DAPO policies by attending and facilitating meetings in order to provide and disseminate pertinent information utilizing various forms of effective communication pursuant to Departmental policy, DOM, MOU, and State/Federal laws, etc., as required.
18.	<b>Provide supervision to interstate parolees in conjunction with the Interstate Unit to promote public safety and meet the mission of DAPO to assist in their reintegration into the community utilizing Interstate Compact Agreement, Departmental Policy, DOM, CCR-Title 15, State/Federal laws, City/County ordinances, etc., as required.</b>
19.	<b>Provide transportation, when necessary, to parolees, their family members, and victims/witnesses to designated locations (e.g., employment interviews, hearings, jail, office, institutional direct release, social service agencies, etc.) to accomplish DAPO goals and objectives utilizing a state vehicle pursuant to Departmental policy, DOM, CCR-Title 15, State/Federal laws, etc. as required.</b>

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20.	<b>Conduct drug testing of parolees to verify compliance with conditions of parole, ensure due process, and promote public safety utilizing random Anti-Narcotics Testing (ANT), or statement of admission, and visual inspection to determine signs of drug usage and maintain the integrity (e.g. bottle tampering, body search, etc.) of parolees' urine samples pursuant to Departmental policy, DOM, MOU, CCR-Title 15, State laws, etc., as required.</b>
21.	<b>Oversee monetary transactions and programs for parolees (e.g. gate money, cash assistance, reward incentives, victim restitution, transportation, etc.) to promote successful reintegration and/or to comply with judicial orders using CDCR approved financial accountability forms pursuant to Departmental policy, DOM, MOU, and State/Federal laws, etc., as required.</b>
22.	<b>Participate in the screening of cases of incarcerated offenders for placement in a community correctional facility to promote successful reintegration and public safety utilizing departmentally approved risk and needs assessment tools and other case factors pursuant to Departmental policy, DOM, MOU, and State/Federal laws, etc., as needed.</b>