

EDITED TASK LISTING

CLASSIFICATION: PAROLE AGENT II, ADULT PAROLE (SUPERVISOR)

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

Task Statements	
1.	Supervise Parole Agents performing parole work in order to ensure proper supervision of parolees with referrals for service and monitor compliance of the conditions of parole and adjustment within the community by utilizing field/home contacts, office visits, Electronic Monitoring (e.g., Global Positioning Systems [GPS], In-Home Detention, Urinalysis Testing [UA] and collateral contacts), as required.
2.	Arrange pre-release programs for adult offenders released from institutions to include county jail facilities to assist them in a successful reintegration back into the community, utilizing available resources (e.g., Residential Multi-Service Center [RMSC], community substance abuse programs, Day Reporting Centers [DRC], etc.), as required.
3.	Provide the full range of parole services by supervising parolee/releasee caseloads to monitor compliance of the conditions of parole and adjustment within the community by utilizing field/home contacts, office visits, electronic monitoring (e.g., GPS, In-Home Detention), UA Testing and collateral contacts pursuant to departmental policy, Department Operations Manual (DOM), California Code of Regulation (CCR) Title 15, state/federal laws, rules and regulations, as required.
4.	Conduct investigations when parole violation or criminal behavior is suspected which include such activities as interviewing, interrogation, surveillance, search and seizure, arrest, collecting and storing evidence, and participating in administrative hearings or judicial proceeding by preparing comprehensive reports for the adjudicating authority pursuant to departmental policy, DOM, MOU, and state/federal laws, etc., as required.
5.	Provide mandated information regarding parolees/releasees current location, pending release and community adjustment, to victim(s), parolees/releasees appropriate family members, law enforcement and governmental agencies to comply with laws, rules and regulations utilizing case factors, California Penal Code, departmental policy, DOM, state/federal laws, rules and regulations, as required.
6.	Complete the parole assessment of the parolee/releasee by reviewing all the case factors in the pre-parole file and collaboration with institutions, in order to ensure requirements are met utilizing Correctional Offender Management Profiling for Alternatives Sanctions (COMPAS), departmental policy, DOM, CCR Title 15, state/federal laws, rules and regulations, as required.
7.	Assist the Unit Supervisor in the management of reports to provide required information regarding caseload/workload management utilizing computers and CDCR forms, pursuant to departmental policy, DOM, state/federal laws, rules and regulations, as required.
8.	Provide training on parole issues to California Department of Corrections and rehabilitation (CDCR) staff and contracted service providers to increase their knowledge of parole functions and scope of authority utilizing interpersonal skills, professional and personal knowledge, informational packages, meetings, laws, rules, policies and procedures on an ongoing basis.

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

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9.	Review casework recommendations by Parole Agents utilizing case reviews, audits, violations reports and discharge reviews to ensure compliance pursuant to departmental policy, DOM, CCR Title 15, state/federal laws, rules and regulations, as required.
10.	Review employment and treatment programs to ensure parolee/releasee program participation utilizing departmental policy, DOM, CCR Title 15, state/federal laws, rules and regulations, as required.
11.	Evaluate the performance of staff to aid in their professional development to ensure performance objectives/standards are met by monitoring work assignments, case reviews, case audits and training utilizing State Personnel Board (SPB) rules and regulations, departmental policy, DOM, CCR Title 15, state/federal laws, rules and regulations, as required.
12.	Provide full range of parole services by supervising parolee/releasee caseloads to monitor compliance of the conditions of parole and adjustment within the community by utilizing field/home contacts, office visits, electronic monitoring (e.g., GPS, In-Home Detention), UA Testing, collateral contacts pursuant to departmental policy, Department Operations Manual (DOM), California Code of Regulation (CCR) Title 15, state/federal laws, rules and regulations, as required.
13.	Address criminogenic needs for parolees who have identified needs (e.g., employment, housing, medical care, counseling, education, social activities, etc.) 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, CCR Title 15, state/federal laws, rules and regulations, as required.
14.	Conduct parole searches of parolees/releasees property and dominion of control to confiscate and secure contraband for compliance with conditions of parole and public safety utilizing departmentally approved/issued safety equipment, staff and other law enforcement agencies, as required.
15.	Apprehend parolees/releases who are suspected of involvement in criminal activities, violations of parole, or presents a danger to self or others, to promote public safety and hold the parolees/releasees accountable for their behavior by conferencing for arrest with a supervisor and/or coordinating with Division of Adult Parole Operations (DAPO) and other law enforcement agencies utilizing departmental approved/issued safety equipment, as required.
16.	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, CCR Title 15, state/federal laws, as necessary.

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17.	Conduct drug testing of parolees/releasees utilizing random UA Testing or statement of admission, and when possible, visually observe the test and inspect the parolees/releasees arms, eyes, and other body parts for signs of drug usage, etc., and maintain the integrity of urine samples to verify compliance with conditions of parole and public safety pursuant to departmental policy, DOM, CCR Title 15, state laws, rules and regulations, as required.
18.	Respond to inquiries/correspondence from various collaterals regarding parolees/releasees current status to provide pertinent information on a need to know basis utilizing case factors pursuant to departmental policy, DOM, CCR Title 15, state/federal laws, rules and regulations, as required.
19.	Review case supervision plans established to meet parolee/releasee risks and needs for offenders in order to ensure the protection of the public, utilizing Correctional Offender Management Profiling for Alternatives Sanctions (COMPAS), field file, court documents, criminogenic needs and investigations conducted by parole agents in accordance with departmental policy, DOM, CCR Title 15, state/federal laws, rules and regulations, on an on-going basis.
20.	Perform parolees/releasees case reviews in collaboration with the supervisor to determine appropriate supervision levels, monitor contact requirements, compliance with conditions of parole and registration requirement utilizing Record of Supervision (ROS), field file, parole adjustment, risk assessment tools, etc., pursuant to departmental policy, DOM, CCR Title 15, state/federal laws, rules and regulations, as required.
21.	Initiate the progressive discipline process to improve employee performance or address issues of substandard performance by utilizing various resources (e.g., departmental policy, DOM, MOU, CCR Title 15, state/federal laws, rules and regulations, etc.), on an as needed basis.
22.	Participate in the hiring process to ensure the hiring of qualified candidates by conducting interviews, evaluating and selecting individuals to fill vacant positions by utilizing SPB rules and regulations, as directed by the hiring authority.
23.	Respond to employee grievances in an effort to resolve their issues utilizing various resources pursuant to departmental policy, DOM, MOU, CCR Title 15, state/federal laws, rules and regulations, as required.
24.	Act as a liaison for CDCR between law enforcement, public agencies, contracted service providers and the community by attending and facilitating meetings to provide and disseminate pertinent information by utilizing the exchange of information from meetings and conferences, as required.
25.	Provide transportation for parolees/releasees, family members, victims and witnesses to accomplish CDCR goals and objectives utilizing a state vehicle, as required.

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26.	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] and use of force) 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, state/federal laws, etc., as required.
27.	Perform case conferences for arrests, parole violations, remedial sanctions with the AOR regarding parolees/releasees needs to determine a course of action utilizing case factors, Parole Violation Decision Making Instrument (PVDMI) and all pertinent information, as required.
28.	Maintain parolees/releasees field file to provide accurate information for appropriate supervision and public safety utilizing organizational and workload management skills, as required.
29.	Perform administrative duties (e.g., Parole Violation Disposition Tracking System [PVDTS], review reports, etc.) in the parole unit/complex to facilitate public/office safety and continuous parole supervision in the absence of the Unit Supervisor utilizing departmental policy, DOM, CCR Title 15, state/federal laws, rules and regulations, as assigned.
30.	Assess parolees/releasees for inclusion into specialized caseloads to enhance public safety by monitoring, coordinating and tracking Parole and Community Team (PACT) participation, liaison with social services/law enforcement agencies, utilizing departmental policies and procedures DOM, CCR Title 15, state/federal laws, rules and regulations, as required.
31.	Conduct employment verifications of the parolees/releasees to confirm employment by utilizing collateral contacts, pay stub, letter of employment, using a state vehicle, pursuant to departmental policy, DOM, CCR Title 15, state/ federal laws, rules and regulations, as necessary.
32.	Respond to appeals from parolees/releasees/inmates in an effort to resolve their issues utilizing departmental policy, DOM, CCR Title 15 and state/federal laws, rules and regulations, as required.
33.	Assign a pre-parole file to a Parole Agent ensuring the parole plan is appropriate utilizing COMPAS, technology and systems authorized by CDCR, departmental policy, DOM, CCR Title 15, state/federal laws, rules and regulations, as required.
34.	Maintain evidence locker to ensure proper handling of evidence to include the disposal of evidence no longer needed for disposition using evidence log, periodic audits, and proper key control in accordance with departmental policy, DOM, CCR Title 15 and state/federal laws, rules and regulations, on an ongoing basis.
35.	Make probable cause determinations to determine if parole hold is to be retained using activity report (CDCR 1502B), case conference, field file and law enforcement information in accordance with departmental policy, as required.

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36.	Make recommendations on revocations of parole to address parolee misconduct and its impact on public safety using field files, knowledge of parole policy and procedures, case conferences, availability of alternative sanctions such as Electronic In-Home Detention (EID), Parole Service Centers (PSC), Day Reporting Center (DRC), etc., as required by policies, procedures and DOM.
37.	Monitor the timely processing of parolees in custody pending parole revocation proceedings in order to protect due process rights of parolees using PDVDTS, Strategic Offender Management System (SOMS) and other databases as required by policy, procedures and DOM.
38.	Act as a liaison for CDCR between law enforcement, public agencies, contracted service providers and the community by attending and facilitating meetings to provide and disseminate pertinent information by utilizing the exchange of information from meetings and conferences, as required.
39.	Ensure safe handling and use of equipment including firearms, chemical agents, soft body armor, restraint equipment, GPS/EID equipment and vehicles to ensure staff, public and parolee safety as well as compliance using mileage logs, equipment logs, physical inspections, audits and vehicle maintenance logs in accordance with various laws, rules and policies, as required.
40.	Function as Administrative Officer of the Day (AOD) during non-office hours to provide authorization for arrests, searches and placement of parole holds using telephone, communication skills, knowledge of parole policy and procedure, and discretionary decision-making skills in accordance with various laws, rules and policies, as needed.
41.	Act as the on-scene tactical commander/coordinator in field parole situations involving multiple agencies, including follow-up debriefing with staff involved in order to ensure the public, parole agents and parolees safety to ensure the operation stays within the parameters of departmental policies utilizing telecommunication devices, communication skills, knowledge of parole policy and procedure, various laws and rules, as needed.
42.	Act as the office manager in order to maintain the safety, security and operation of the parole unit to ensure the office runs smoothly utilizing effective management and planning skills, communication skills, knowledge of SPB and Division of Occupational Safety and Health (DOSH) policies, other state and local ordinances, emergency evacuation plan and arrest plan on a daily basis.
43.	Authorize the need for parolee cash assistance in order to assist the parolee in reintegrating into the community utilizing knowledge of parolee case factors, resources available in the geographical area and communication skills, on an ongoing basis.
44.	Make decisions regarding Interstate Compact and Transfer Investigation Request (TIR) to ensure cases meet transfer criteria within established timeframes, utilizing SOMS, ROS and knowledge of parole policy and procedure, as required.

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45.	Conduct initial interviews with parolee/releasee to facilitate public/office safety and continuous parole supervision in the absence of the AOR utilizing field files/ROS and available computer systems, as required.
46.	Update parolees/releasees case record information to facilitate public/office safety and continuous parole supervision in the absence of the AOR utilizing field files/ROS and available computer systems, as required.
47.	Process unscheduled office visits of parolee/releasee to facilitate public/office safety and continuous parole supervision in the absence of the AOR utilizing field files/ROS and available computer, as required.
48.	Respond to emergencies with the assistance of outside agencies, if necessary, to facilitate public/office safety and continuous parole supervision in the absence of the AOR/Unit Supervisor utilizing field files/ROS and available computer systems, as required.
49.	Assist in office/field arrests to facilitate public/office safety and continuous parole supervision in the absence of the AOR/Unit Supervisor utilizing field files/ROS and available computer systems, as required.
50.	Screen incoming phone calls from the community and allied agencies to facilitate public/office safety and continuous parole supervision in the absence of the AOR/Unit Supervisor utilizing field files/ROS and available computer systems, as required.
51.	Complete the Lifer Parole Plan of the parolee by reviewing all the case factors in the pre-parole file and collaboration with Board of Parole Hearings (BPH), DAPO and institutions, in order to ensure requirements are met utilizing COMPAS, departmental policy, DOM, CCR Title 15, state/federal laws, rules and regulations, as required.