

EDITED KSAPC LISTING

CLASSIFICATION: Special Agent, Department of Corrections

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

KSAPC Statements <i>Knowledge of:</i>	
K1.	Comprehensive knowledge of purposes of the California Department of Corrections and Rehabilitation (CDCR) to effectively investigate allegations of misconduct.
K2.	Comprehensive knowledge of activities of the CDCR to effectively investigate allegations of misconduct.
K3.	Comprehensive knowledge of rules and regulations of the CDCR to effectively investigate allegations of misconduct.
K4.	Comprehensive knowledge of the provisions within the California Penal Code, Evidence Code, and Code of Civil Procedures to effectively investigate allegations of criminal conduct.
K5.	Comprehensive knowledge of investigative operational plans (i.e., suspect description, personnel assignment, safety assessment, surveillance, etc.) to participate in the planning and preparation of field operations.
K6.	Advanced knowledge of criminal and/or administrative investigative techniques and procedures to produce thorough, accurate and complete investigations.
K7.	Advanced knowledge of information and intelligence gathering processes and procedures to effectively investigate allegations of criminal or administrative misconduct.
K8.	Advanced knowledge of interview processes and techniques to effectively investigate allegations of criminal or administrative misconduct.
K9.	Comprehensive knowledge of the principles in corrections and parole to serve as a working foundation for employment in the field of CDCR investigations.
K10.	Comprehensive knowledge of the procedures in corrections and parole to serve as a working foundation for employment in the field of CDCR investigations.
K11.	Comprehensive knowledge of recent trends in corrections and parole to serve as a working foundation in the field of CDCR investigations.
K12.	Advanced knowledge of laws of arrest to safely and effectively execute a lawful arrest.
K13.	Advanced knowledge of an individual's constitutional rights including those relating to laws of arrest, approved tactics and use of force to safely and effectively execute a lawful arrest.
K14.	Advanced knowledge of search and seizure requirements, the techniques of securing, preserving, and handling evidence, the rules of evidence, service of legal process and court procedure to protect the integrity of the criminal prosecution process.
K15.	Advanced knowledge of tactical operations to facilitate timely and safe search and arrest warrants, surveillances and suspect apprehensions.
K16.	Basic knowledge of training techniques to effectively educate CDCR staff and other outside agencies.
K17.	Advanced knowledge of officer safety protocols to effectively protect investigative personnel, suspects, witnesses, victims and citizens.

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

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KSAPC Statements Knowledge of:	
K18.	Comprehensive knowledge of the principles and methods of CDCR operations to effectively investigate allegations of misconduct.
K19.	Comprehensive knowledge of illegal drug/controlled substance use, trafficking, addiction and the effect on the mental/physical human behavior to effectively communicate with persons under the influence of narcotics.
K20.	Advanced knowledge of the techniques of collecting, processing and securing evidence to protect the integrity of the administrative investigative process.
K21.	Comprehensive knowledge of illegal drugs, controlled substances, paraphernalia and packaging to identify the possible trafficking/sales/use of narcotics.
K22.	Comprehensive knowledge of prison/street gangs and their indicia to ensure the safety and security of the institutions and community.
K23.	Comprehensive knowledge of the CDCR gang management process for the purposes of identifying and validating members and associates of a designated security threat group.

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KSAPC Statements <i>Ability to:</i>	
A1.	Effectively collect, process and secure evidence for storage and to present in court.
A2.	Effectively develop techniques, methods and skills to conduct criminal and administrative investigations.
A3.	Establish, develop and maintain cooperative relationships with other law enforcement and governmental agencies to facilitate thorough investigations.
A4.	Prepare well organized, accurate, timely, clear and thorough written reports to effectively document the facts of an investigation.
A5.	Provide written reports to effectively communicate the facts of an investigation.
A6.	Effectively communicate information and facts with other state/federal law enforcement agencies to further an investigation.
A7.	Accurately analyze planned/unplanned situations and take appropriate action.
A8.	Safely and effectively operate a motor vehicle during emergency situations.
A9.	Effectively plan and conduct criminal and administrative investigations.
A10.	Use firearms and required safety equipment in accordance with CDCR Regulations and Codes of Law.
A11.	Ensure firearms remain clean and operational.
A12.	Qualify with approved firearms as mandated by CDCR Regulations and Codes of Law.
A13.	Effectively gather facts and evidence to ensure thorough and complete investigations.
A14.	Effectively analyze and evaluate facts and evidence to ensure thorough and complete investigations.
A15.	Comply with the Peace Officer Bill of Rights (POBR) to maintain employee rights during the investigative process.
A16.	Effectively organize and prioritize assignments to complete multiple tasks and/or requests from multiple sources.
A17.	Effectively organize and maintain written and electronic documents/files to ensure access for future reference.
A18.	Effectively use radio and communications equipment to ensure officer safety and the integrity of the operation.
A19.	Effectively use state issued computers to prepare efficient reports, documents, investigative work products, respond to written correspondence and access law enforcement databases.
A20.	Effectively and professionally represent the Department in court when required to testify as a witness/expert witness.
A21.	Maintain and ensure confidentiality of departmental information, records, documents, concerns, issues and investigations.
A22.	Remain observant for prolonged periods of time while working undercover and participating in covert moving, stationary, aerial surveillance or other special operations.

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KSAPC Statements <i>Personal Characteristics:</i>	
PC1.	No illegal involvement in controlled substances as an adult.
PC2.	Willingness to travel and work throughout the State at unusual hours.
PC3.	Keeness of observation.
PC4.	Good memory for names, faces, places and incidents.
PC5.	Willingness to associate with criminally-inclined persons in their environment during the performance of duties.
PC6.	Willingness to work undercover and participate in covert moving, stationary, aerial surveillance or other special operations.
PC7.	Willingness to utilize a variety of weaponry.
PC8.	Willingness to pursue violent repeat offenders and affect their arrest.
PC9.	Satisfactory record as a law-abiding citizen.
PC10.	Maintain good credit.
PC11.	Possession of a valid driver license.
PC12.	Willingness to use all appropriate means, including deadly force, to carry out peace officer duties.
PC13.	Exercise good judgment.
PC14.	Demonstrate good work habits.
PC15.	Freedom from any physical, mental or emotional condition or limitation that would interfere with the full performance of essential duties and responsibilities.
PC16.	Willingness to remain physically and mentally fit.
PC17.	Willingness to be supervised and accept constructive criticism and feedback and use supervisory direction positively.
PC18.	Maintain and ensure confidentiality.
PC19.	Willingness to promote and maintain confident and cooperative relationships with others.
PC20.	Willingness to promote collaborative participation and enhance morale and productivity.