

EDITED TASK LISTING

CLASSIFICATION: Special Agent, Department of Corrections

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

Task Statements	
1.	Conduct complex, comprehensive and timely criminal and administrative investigations in order to thoroughly investigate alleged misconduct and/or violations of law using established investigative techniques as set by Codes of Law, California Department of Corrections and Rehabilitation (CDCR) Regulations and Office of Correctional Safety (OCS)/Office of Internal Affairs (OIA) manuals.
2.	Investigate gang members for gang/criminal activity to determine whether they are in violation of laws, rules and regulations using interviews, interrogations, surveillance and databases as set by the Codes of Law, CDCR Regulations and OCS Manual.
3.	Investigate escapees and parolees at large in order to apprehend and return them to custody for the protection and safety of the community using interviews, interrogations, surveillance, and databases set by the Codes of Law and OCS Manual.
4.	Train CDCR staff and outside law enforcement in gang intelligence, validation and debriefing process to increase staff knowledge using current training methodologies and available information relative to gang management set by CDCR Regulations.
5.	Provide protective services to prevent harm to CDCR employees and/or their families using established investigative, security and enforcement techniques and protocols at the direction of the Chief of OCS and/or the Deputy Director of OIA.
6.	Conduct threat assessment to prevent harm to CDCR employees and/or their families using established investigative, security and enforcement techniques and protocols at the direction of the Chief of OCS and/or the Deputy Director of OIA.
7.	Investigate serious/violent parolees to determine law violations using established investigative and enforcement techniques and protocols set by the Codes of Law, CDCR Regulations and OCS manual.
8.	Transport high-risk inmates and parolees for their protection and the protection of others using established security enforcement techniques and CDCR protocols at the direction of the Chief of OCS.
9.	Provide courtroom security in high profile trials involving CDCR staff, inmates or parolees for the protection of the staff, inmates and others using established security enforcement techniques and CDCR protocols at the direction of the Chief of OCS.
10.	Track gang affiliates by identifying, validating and documenting their activities to determine involvement in criminal activity for public safety and the safety and security of the institution using interviews, interrogations, surveillance and databases set by the Codes of Law, CDCR Regulations and OCS manual.
11.	Analyze trends regarding gang management to determine threats to the public and the safety and security of the institution using interviews, interrogations, surveillance and databases as set by CDCR Regulations.
12.	Serve as liaison between law enforcement, CDCR, Department of Parole Operations (DAPO) and Board of Parole Hearings (BPH) to educate law enforcement regarding CDCR and DAPO policies, procedures, informational resources and parole supervision/revocation using the Codes of Law, CDCR Regulations and OCS manual.

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

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13.	Communicate with CDCR Investigative Services Units (ISU) and Institutional Gang Investigators (IGI) to validate the status and share information on Security Threat Group 1 (STG 1) or Security Threat Group 2 (STG 2), associates and public association using the Codes of Law, CDCR Regulations and OCS manual.
14.	Communicate with CDCR ISU and IGI to assist ISU with requests related to smuggling of contraband/illegal substances into the prison from the public using Codes of Law, CDCR Regulations and OCS manual.
15.	Provide training and expectations to CDCR, IGI regarding STG 1 or STG 2 validations to comply with CDCR policy and court decisions using interviews, written documents and photographs as directed by the Codes of Law, CDCR Regulations, OCS manual and the OCS Chief.
16.	Review CDCR prison STG 1 or STG 2 validation documents to ensure documents are complete, accurate and relevant to the specific prison gang/disruptive group using departmental database, CDCR Regulations, Codes of Law and OCS manual at the direction of the OCS Chief.
17.	Prepare CDCR 128-B-2, Special Service Unit (SSU) Gang Validation/Rejection Review General Chrono to document/itemize required validation information using verbal and visual documentation provided by CDCR IGI, CDCR Regulations, and OCS manual at the direction of the OCS Chief.
18.	Meet with CDCR, OCS, SSU Gang Validation Committee to present completed CDCR 128-B-2 for review and acceptance/rejection using departmental databases, Codes of Law, CDCR Regulations and OCS manual at the direction of the OCS Chief.
19.	Conduct administrative and criminal investigations of officer involved shooting incidents to identify compliance with CDCR Use of Force Policy and Penal Codes, while coordinating with stakeholders, using established investigative techniques set by the Codes of Law and CDCR Regulations.
20.	Conduct criminal Internal Affairs investigations of alleged misconduct by CDCR employees, contract staff and volunteers to ensure compliance with Penal Codes, while coordinating with stakeholders, using established investigative techniques set by the Codes of Law and CDCR Regulations.
21.	Conduct administrative Internal Affairs investigations of alleged misconduct by CDCR employees, contract staff and volunteers to ensure compliance with Departmental Policies and Procedures, while coordinating with stakeholders, using established investigative techniques as set by the Codes of Law and CDCR Regulations.
22.	Operate emergency vehicles to protect the public using the Codes of Law, CDCR Regulations, OCS/OIA manual and training as required.
23.	Interview witnesses and suspects in investigations to identify violations of law and/or policies using established investigative techniques as set by case laws, CDCR Regulations and OCS/OIA manuals.

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24.	Interrogate suspects in investigations to identify violations of law and/or policies using established investigative techniques as set by case laws, CDCR Regulations and OCS/OIA manuals.
25.	Participate in State Personnel Board (SPB) hearings, BPH, civil and criminal court proceedings to provide testimony utilizing information obtained during the course of an investigation as set by the Codes of Law, CDCR Regulations and OCS/OIA manuals.
26.	Prepare clear and thorough reports to reflect information obtained during the course of an investigation using case notes, audio recordings and departmental computers as set by Codes of Law and CDCR Regulations.
27.	Coordinate tactical operations to gather facts, evidence and information supporting an investigation utilizing established tactical operational techniques and equipment as set by Codes of Law, CDCR Regulations and OCS/OIA manuals.
28.	Conduct searches of persons or property to collect evidence and ensure officer safety utilizing established law enforcement techniques and equipment as set by Codes of Law, CDCR Regulations and OCS/OIA manuals.
29.	Prepare criminal cases for referral to the District Attorney and US District Attorney for possible prosecution using established investigative techniques as set by Codes of Law.
30.	Conduct mobile, stationary and aerial surveillance to gather evidence and/or intelligence regarding alleged misconduct and violations of the law utilizing established law enforcement techniques and equipment set by Codes of Law, CDCR Regulations and OCS/OIA manuals.
31.	Serve as a liaison with Courts, State, Federal and local law enforcement agencies to further ongoing criminal and administrative investigations utilizing established law enforcement protocols and Memorandums of Understanding under the authority of the Chief, OCS and Deputy Director, OIA.
32.	Preserve evidence through identification and collection, using established investigative techniques in accordance with rules of evidence, CDCR Regulations and OCS/OIA manuals.
33.	Make arrests for violations of the law, to ensure institutional and public safety using established law enforcement techniques set by Codes of Law.
34.	Enforce laws, codes, regulations, policies and procedures as they relate to CDCR staff and/or adult and youthful offenders to provide institutional and public safety using established law enforcement techniques as set by Codes of Law, CDCR Regulations and OCS/OIA manuals.
35.	Work independently to develop, strategize and conduct complex, comprehensive and timely criminal or administrative investigations of alleged misconduct and/or violations of law using established investigative techniques as set by Codes of Law, CDCR Regulations and OCS/OIA manuals.

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36.	Ensure confidentiality of records, documents and information pertaining to criminal or administrative investigations of alleged misconduct and/or violations of law to maintain the integrity of ongoing or closed investigations using departmental procedures set by Codes of Law, CDCR Regulations and OCS/OIA manuals.
37.	Operate radio and communications equipment during the course of an investigation to uphold the integrity of the operation while ensuring officer safety using police radios and cellular telephones as set by Codes of Law, CDCR Regulations and OCS/OIA manuals.
38.	Report statistical information using databases and statistical forms to track, manage and direct investigative caseloads as directed by the Chief, OCS and Deputy Director, OIA.
39.	Enroll informants to ensure the informant understands and agrees to follow departmental policy and Codes of Law using required CDCR/OCS departmental forms set by Codes of Law, CDCR Regulations and OCS/OIA manuals.
40.	Manage informants to gather intelligence to further investigations using communication, surveillance and coordinate with other law enforcement agencies as necessary, set by Codes of Law, CDCR Regulations and OCS/OIA manuals.
41.	Maintain qualifications and demonstrate proficiency in the safe operation of weapons to protect staff, inmates/parolees and the public using departmental approved/issued weapons and equipment set by Codes of Law, CDCR Regulations and OCS/OIA manuals.
42.	Meet time constraints by effectively managing a caseload ensuring public/institutional safety set by Codes of Law, CDCR Regulations and OCS/OIA manuals.
43.	Prepare affidavits in order to present to a court of law and obtain a valid arrest/search warrant that will withstand judicial review using laws of arrest and probable cause set by Codes of Law, case law and the United States Constitution.
44.	Execute arrest/search warrants ensuring timely service that will withstand judicial review using laws of arrest and probable cause set by Codes of Law, case law and the US Constitution.
45.	Analyze written, visual and/or audio evidence to effectively investigate allegations of misconduct and violations of the law using established investigative techniques set by Codes of Law, CDCR regulations and OCS/OIA manuals.
46.	Prepare a Use of Force report to document any involvement where force was used or observed by CDCR staff set by Codes of Law, CDCR regulations and OCS/OIA manuals.
47.	Participate in departmentally mandated trainings to maintain job performance, professional based competencies, promote career development, improve skills and maintain qualifications set by Codes of Law and CDCR regulations.

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