

EDITED TASK LISTING

CLASS: DEPUTY COMMISSIONER, BOARD OF PRISON TERMS

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

Task #	Task
1.	Participates in parole suitability hearings for inmates sentenced to life with the possibility of parole to determine suitability for release on parole utilizing written central file information, statements made by hearing participants and applicable case law whenever an inmate is within twelve months prior to Minimum Eligible Parole Date (MEPD) and thereafter in intervals of one to five years if found unsuitable.
2.	Participates in parole suitability hearings for inmates sentenced to life with the possibility of parole to calculate the appropriate length of prison term utilizing a regulatory matrix and applicable case law when deemed suitable for release on parole.
3.	Participates in parole suitability hearings for inmates sentenced to life with the possibility of parole when denied parole to calculate the number of years (1 year-5 years) before next subsequent suitability hearing utilizing statutory guidelines and applicable case law whenever deemed unsuitable for release on parole.
4.	Participates in parole suitability hearings for inmates sentenced to life with the possibility of parole to prepare a statement supporting your independent decision for <i>en banc</i> review utilizing discretionary authority and applicable case law when a split decision occurs.
5.	Participates in documentation hearings for inmates sentenced to life with the possibility of parole to review inmate's institutional program and adjustment as it applies to readiness for parole utilizing written central file information, statements made by inmate and applicable case law at three years after life term commences.
6.	Participates in documentation hearings for inmates sentenced to life with the possibility of parole to make recommendations for programming and release plans utilizing written central file information, statements made by inmate and applicable case law at three years after life term commences.
7.	Participates in documentation hearings for inmates sentenced to life with the possibility of parole to create a written record which documents inmate's readiness for parole and programming recommendations utilizing written central file information, statements made by inmate and applicable case law at three years after life term commences.
8.	Participates in progress hearings for inmates sentenced to life with the possibility of parole who have been found suitable for parole to determine if the parole date should be advanced and adjust credits as deemed appropriate utilizing written central file information, statements made by inmate and applicable case law at prescribed intervals.
9.	Participates in progress hearings for inmates sentenced to life with the possibility of parole who have been found suitable for parole to determine if a rescission hearing is warranted based on inmate's behavior since the last hearing utilizing written central file information, statements made by inmate and applicable case law at prescribed intervals.

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10.	Participates in three year review of five year denial proceedings for inmates sentenced to life with the possibility of parole who have been denied parole and given a five year denial to create a written record documenting the reasons the denial period should be advanced to the fourth year or remain unchanged utilizing written central file information and applicable case law after three year denial period.
11.	Participates in three year review of five year denial proceedings for inmates sentenced to life with the possibility of parole that have been denied parole and given a five year denial to determine if the denial period should be advanced to the fourth year or remain unchanged utilizing written central file information and applicable case law after three year denial period.
12.	Participates in rescission hearings for inmates sentenced to life with the possibility of parole that have been found suitable for release to determine whether the inmate engaged in conduct that warrants rescission utilizing written central file information, statements and testimony made by hearing participants and applicable case law as required.
13.	Participates in rescission hearings for inmates sentenced to life with the possibility of parole that have been found suitable for release to determine whether the decision to grant was based on error utilizing written central file information, granting hearing transcript, applicable case law and any related relative information as required.
14.	Participates on special life hearing panels such as serious offender hearings and Penal Code 3000.1 hearings to determine suitability for release utilizing written information, statements made by hearing participants and applicable case law as needed.
15.	Conducts due process review in all parole proceedings for parolees and inmates in parole proceedings to ensure procedural due process in accordance with applicable statutes, regulations and case law by reviewing all information available and applicable case law at all parole proceedings.
16.	Finds fact in parole proceedings to render decisions by weighing evidence and applying applicable case law when determination of responsibility is necessary.
17.	Renders dispositions following fact finding in parole proceedings to determine the appropriate sanction by considering case factors, public safety and applicable case law when presented with circumstances requiring decisions and outcome.
18.	Rule on postponements of hearings for state, inmates and parolees due to circumstances that preclude the hearing from being conducted utilizing applicable statutes, regulations and applicable case law whenever required.
19.	Determines legal authority for BPH to take an action by reviewing the hearing documents presented and case records information, utilizing statutes, regulations and policy, prior to conducting any parole proceeding.

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20.	Determines disability and effective communication needs of inmates and parolees to comply with the Americans with Disabilities Act (ADA), as defined by the Armstrong remedial plan utilizing the hearing documents presented, information provided by inmate and attorney, and California Department of Corrections and Rehabilitation (CDCR) ADA database prior to all board hearings.
21.	Documents all decision making by the Deputy Commissioner as required by law to create a record for hearing participants and future actions utilizing a written or electronic format when conducting any parole proceeding.
22.	Determines probable cause whether to detain/hold a parolee suspected of committing a violation of parole to comply with due process of law utilizing case factors and public safety criteria when conducting any parole proceeding.
23.	Determines whether special conditions of parole are appropriate for parolees and inmates to deter future criminal behavior utilizing case factors and public safety when necessary in parole proceedings.
24.	Determines whether a remedial or intermediate sanction is appropriate for all parolees charged with parole violations to comply with the case law (Valdivia) utilizing case factors and public safety criteria at every step in the parole revocation process.
25.	Conducts parole return to custody assessments (RTCA) for parolees charged with parole violations to determine whether there is probable cause to maintain/place the parole hold and whether there is justification to retain parolee in custody pending final adjudication of the parole violation utilizing revocation packets when presented with a parole violation report by Division of Adult Parole Operations (DAPO).
26.	Conducts parole RTCA for parolees charged with parole violations to determine whether there is probable cause on each charge by analyzing information contained in the revocation packets when presented with a parole violation report by DAPO.
27.	Conducts parole RTCA for parolees charged with violating parole when probable cause is found to determine length of return to custody period if a remedial or intermediate sanction is not appropriate utilizing case factors and public safety criteria when presented with a parole violation report by DAPO.
28.	Conducts parole RTCA for parolees charged with violating parole when probable cause is not found to dismiss charges and order hold removal utilizing revocation packets when presented with a parole violation report by DAPO.
29.	Schedule probable cause hearings (PCH) for all parole violators whose violation charges have not come to final disposition at the RTCA to continue parole proceedings utilizing case factors and public safety criteria at conclusion of RTCA.
30.	Conducts PCH for parolees charged with parole violations to determine whether there is probable cause on each charge by analyzing information contained in the revocation packets and information presented by parolee and counsel when scheduled for PCH.

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31.	Conducts PCH for parolees charged with violating parole when probable cause is found to negotiate a confinement period if a remedial or intermediate sanction is not appropriate utilizing case factors and public safety criteria when scheduled for PCH.
32.	Conducts PCH for parolees charged with violating parole when probable cause is found to negotiate a remedial or intermediate sanction when appropriate utilizing case factors and public safety criteria when scheduled for PCH.
33.	Conducts PCH for parolees charged with violating parole when probable cause is not found on all charges to dismiss charges and orders parole hold removal utilizing revocation packets and information presented by parolee and counsel when scheduled for PCH.
34.	Rule on all objections raised by parolee as required by the U.S. Constitution in accordance with applicable statutes, regulations, board policy and case law to adjudicate any outstanding issues raised by the parolee utilizing revocation packets and information presented by parolee and counsel when occurring at PCH or revocation hearings.
35.	Determines the relevant witnesses in preparation for the revocation hearing to provide testimony using all available information when there is no disposition reached at the PCH.
36.	Schedule revocation hearings for all parole violators whose violation charges have not come to final disposition at the PCH to continue parole proceedings utilizing case factors and public safety criteria at conclusion of PCH.
37.	Conducts revocation hearings for parolees charged with parole violations to determine whether there is good cause on each charge by analyzing information contained in the revocation packets, information presented by parolee and witness testimony when scheduled for revocation hearing.
38.	Conducts revocation hearings for parolees charged with violating parole when good cause is found to determine a confinement period if a remedial or intermediate sanction is not appropriate utilizing information contained in the revocation packets, information presented by parolee and witness testimony when scheduled for revocation hearing.
39.	Conducts revocation hearing for parolees charged with violating parole when good cause is found to impose a remedial or intermediate sanction when appropriate utilizing information contained in the revocation packets, information presented by parolee and witness testimony when scheduled for revocation hearing.
40.	Conducts revocation hearing for parolees charged with violating parole when good cause is not found on all charges to dismiss charges and orders parole hold removal utilizing information contained in the revocation packets, information presented by parolee and witness testimony when scheduled for revocation hearing.

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41.	Conducts various Mentally Disordered Offender hearings for parolees and inmates to determine if individual meets statutory criteria under PC 2962 by evaluating documents and testimony as necessary.
42.	Determines probable cause for parolees and inmates to place hold under Welfare and Institution code section 6600 to permit review by county for Sexual Violent Predator civil proceedings by evaluating information as necessary.
43.	Conducts various Civil Addict proceedings for patients committed under Welfare and Institution Code sections 3050, 3051, 3100 to determine treatment level by evaluating documents and testimony as necessary.
44.	Conducts discharge reviews for parolees and inmates to determine if continued parole supervision is in the best interest of the inmate and community using documentary information as necessary.
45.	Suspends parole period for parolees to order a warrant for arrest using verbal and written information when parolee becomes unavailable for supervision or is suspected of violating conditions of parole.
46.	Orders a warrant to be issued as a detainer for parolees arrested outside of the state of California without permission in order to initiate extradition proceedings using verbal and written information when required.
47.	Reinstates parole period for parolees to resume credit earning against the parole period using written documentation when parolee becomes available after parole has been suspended.
48.	Reviews BPH administrative procedures and regulations to recommend changes utilizing alternative strategies when problems or situations relating to policies or procedures occur.
49.	Represents the Board of Prison Terms in multi-agency and inter-divisional work groups to assure the Board's interests are considered utilizing subject matter expertise when required.
50.	Reviews calendar for assignment in order to be apprised of changes and to allow for travel utilizing assignment calendar and electronic media on a daily basis.
51.	Represents the BPH in staff, administrative, and professional conferences to inform community interests groups utilizing subject matter expertise when required.

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