

EDITED TASK LISTING

CLASSIFICATION: PAROLE AGENT III, ADULT PAROLE

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 using computer based databases (i.e., CalParole/Strategic Offender Management System (SOMS), Case Conference Reviews (CCR), reviewing all parole agent reports, work schedules, and mileage logs in accordance with Departmental Operations Manual (DOM), Memoranda of Understanding (MOU) and State Personnel Board (SPB) guidelines on an ongoing basis.
2.	Evaluate staff performance in order to assist in their professional development, provide appropriate training, and advise the hiring authority whether the employee is performing at acceptable standards and within policy and procedural guidelines using communication skills, observation skills, and reviewing staff work in accordance with SPB laws, rules, regulations and MOU on an ongoing basis.
3.	Recommend appropriate action regarding staff performance in order to assist in their professional development and to ensure performance objectives/standards are met using employee performance evaluations, communication skills, interpersonal skills and progressive discipline in accordance with SPB, laws, rules, regulations and MOU on an ongoing basis.
4.	Direct subordinates in the compliance of the policies, programs and procedures of the Division of Adult Parole Operations (DAPO) utilizing training on an on-going basis.
5.	Review reports to paroling authorities for content and quality to ensure the information supports the recommendation using knowledge of parole policy and procedure, communication skills, field file, record of supervision, and law enforcement reports in accordance with DOM and MOU.
6.	Review reports and make recommendations to paroling authorities regarding status of parolees/releases based on California Static Risk Assessment (CSRA) in order to address criminogenic offender risk and needs on an ongoing basis.
7.	Review case supervision plans established to meet parolee risks and needs for all offenders in order to ensure the protection of the public, utilizing Correctional Offender Management Profiling for Alternative Sanctions (COMPAS), field file, court documents, criminogenic needs and investigations conducted by Parole Agents in accordance with various laws, policies and procedures on an ongoing basis.
8.	Review Parole Agent caseloads routinely to provide direction and ensure compliance with established supervision requirements, using field file, record of supervision, Parole Violation Decision Tracking System (PVDTS), CalParole/SOMS in accordance with DOM and MOU.

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9.	Conduct case conference with Parole Agents preparatory to arrest, search, investigations, including possible safety and tactical issues, legal constraints and scope of the activity in order to ensure the Parole Agents, public and parolee's safety, developing an operation that stays within the parameters of departmental policies using information obtained by the Parole Agent from citizens, law enforcement agencies, field file, record of supervision in accordance with various laws, policies and procedures as needed.
10.	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 Parole Agents, public and parolee's safety and ensure the operation stays within the parameters of departmental policies using telecommunication devices, communication skills, knowledge of various laws, policies and procedures, as needed.
11.	Prepare reports for various stakeholders on measurable indexes of defined parole data to include accuracy and completeness utilizing various databases (i.e., CalParole/SOMS, COMPAS, PVDTS, etc.) as needed.
12.	Interact with law enforcement agencies in the sharing of pertinent information to effect continuity of supervision of parolees and maintain a good working relationship with law enforcement agencies to promote the overall safety of the community using communication skills, Law Enforcement Automated Data System (LEADS), and multi-agency parolee compliance operations on an ongoing basis.
13.	Make recommendations to petition for revocations to address parolee misconduct and its impact on public safety using field files, knowledge of parole policy and procedures, case conference, 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.
14.	Monitor the timely processing of parolees in custody involved in parole revocation proceedings in order to protect the due process rights of parolees using PVDTS, CalParole/SOMS, Parole Agent's rosters and other databases as required by policies, procedures and DOM.
15.	Make Probable Cause Determinations (PCD) to determine if parole hold is to be retained/removed using Activity Report (CDCR 1502B), case conference, field file, and law enforcement information in accordance with departmental policies, procedures, and DOM as required.
16.	Function as Administrative Officer of the Day (AOD) during non-office hours to provide authorization for arrests, searches, warrants and placement of parole holds using communication devices, discretionary decision-making skills in accordance with various policies, procedures and DOM as required.

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17.	Supervise the usage, maintenance, accountability and auditing of safety equipment including firearms, chemical agents, soft body armor, restraint equipment, vehicles, etc. to assure compliance information documented in mileage logs, equipment logs, physical inspections, etc., in accordance with departmental policies, procedures, and DOM as required.
18.	Represent DAPO at conferences, forums and community meetings to bring about community awareness and understanding of parole practices and gain stakeholder support for parole and its mission using communication skills, interpersonal skills, knowledge of parole policies and procedure, etc., as needed and/or directed.
19.	Conduct confidential pardon investigations for the Governor's review concerning cases of adult offenders who have made application for executive clemency to provide the applicant an opportunity to seek legal redress for a felony conviction using investigative reports, court transcripts, appellate transcripts, central file investigative interviews, investigative skills, comprehensive questionnaire and financial check in accordance with the State constitution, Article V, Section 8, applicable Penal Code statutes and Title 15.
20.	Investigate death penalty cases for review by the Governor's Office subsequent to the completion of the condemned inmates appellant process to provide a detailed report in the event of an application for executive clemency using investigative reports, court transcripts, appellate transcripts, central file, and investigative interviews in accordance with state constitution, Article V, Section 8, applicable Penal Code statutes and Title 15.
21.	Conduct special investigations for the parole authority to include return to court for resentencing, compassionate releases, battered women syndrome allegations, foreign prisoner transfer and other requests from Board of Parole Hearing using investigative reports, court transcripts, appellate transcripts, central file and investigative interviews in accordance with applicable Penal Code statutes and Title 15.
22.	Develop various policies, procedures and programs related to the operation of DAPO in order to ensure consistency and conformity with regulations, established guidelines and laws, rules and regulations using appropriate chaptered legislation, court rulings, propositions and legal opinions on an ongoing basis, as an assistant to the Division's Executive Staff.
23.	Manage the release program study process, United States Immigration Naturalization Services (USINS) cases as well as ensuring cases are properly assigned, monitored and processed using CalParole/SOMS, Deported Alien Control System (DACS), daily management of parolee population reports, effective management and planning skills, communication skills and interpersonal skills, etc. on an ongoing basis, as a Regional Reentry Supervisor.
24.	Respond to parolee appeals in order to attempt to resolve the given problem using various policies, procedures and DOM as needed.

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25.	Maintain evidence lockers 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 policies, procedures and DOM on an ongoing basis.
26.	Perform as office manager in order to ensure the safety, security and operation of the parole site to ensure office runs smoothly using effective management and planning skills, communication skills, knowledge of SPB and CAL-OSHA policies and other state and local ordinances, emergency evacuation plan and arrest plan procedures on a daily basis.
27.	Authorize the need for parolee cash assistance in order to assist the parolee in reintegrating into the community using knowledge of parolee circumstances and case factors, resources available in the geographical area, and communication skills on an ongoing basis.
28.	Make decisions regarding Interstate Compact and Transfer Investigation Request (TIR) to ensure cases meet transfer criteria and timeliness factors, using assignment logs, record of supervision, CalParole/SOMS, communication skills and knowledge of parole policies, procedures, and DOM as required.
29.	Address employee grievances and labor relations issues in an attempt to resolve the given problem at the lowest possible level using knowledge of parole policies, procedures, DOM and MOU as needed.
30.	Gather facts regarding employee alleged misconduct in order to report findings to the appropriate Hiring Authority using fact finding techniques that include the review of written documentation, obtaining supplemental information and conducting taped interviews utilizing policies, procedures, and DOM as needed.
31.	Facilitate the hiring process by conducting interviews, evaluating, completing reference checks and selecting eligible candidates to fill identified vacancies pursuant to the direction of the Hiring Authority and in accordance with SPB rules and regulations as vacancies arise.