

EDITED TASK LISTING

CLASSIFICATION: PAROLE AGENT II, ADULT PAROLE (SPECIALIST)

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

Task Statements	
1.	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.
2.	Supervise parolee/releasee caseload to 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.
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, 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.	Arrange pre-release programs for adult offenders released from institutions to include county jail facilities to assist 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.
5.	Supervise individuals released to CDCR's Division of Adult Parole Operations (DAPO) to promote reintegration and public safety utilizing current trends and evidence based best practices pursuant to departmental policy, DOM, Memorandum of Understanding (MOU), and state/federal laws, etc., as required.
6.	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.
7.	Provide mandated information regarding parolee's/releasee's 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, and state/federal laws, rules and regulations, as required.
8.	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.

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9.	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, and state/federal laws, rules regulations, as required.
10.	Prepare management reports to provide required information regarding caseload/workload management utilizing computers and CDCR forms, pursuant to departmental policy, DOM, MOU, and state/federal laws, rules and regulations, as required.
11.	Supervise parolees/releasees to enhance public safety by monitoring, coordinating, and tracking 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.
12.	Provide supervision for inmates in community correctional facilities 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, and state/federal laws, etc., as needed.
13.	Prepare various correspondence, administrative and/or judicial reports to document information for the administrative or judicial authority utilizing current technology and CDCR forms pursuant to departmental policy, DOM, MOU, and state/federal laws, etc., as required.
14.	Review all pre-parole cases assigned to a region to determine the appropriate parole field unit assignment, track pre-parole Transfer Investigation Request (TIR's) and administrative relocation by utilizing tracking roster and Release Program Study (RPS), as required.
15.	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.
16.	Conduct initial interviews with parolee/releasee to facilitate public/office safety and continuous parole supervision in the absence of the Agent of Record (AOR) utilizing field files/Record of Supervision (ROS) and available computer systems, as required.
17.	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.
18.	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.

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

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19.	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.
20.	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.
21.	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.
22.	Conduct contacts in the community (e.g., parolee's residence, employment, Community Based Organizations (CBOs), school, etc.) to confirm compliance with the conditions and/or special conditions of parole using state vehicles, GPS, case factors pursuant to departmental policy, DOM, MOU, state/federal laws, as required.
23.	Conduct parole searches of a 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.
24.	Apprehend parolees/releasees, 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 DAPO and other law enforcement agencies utilizing departmental approved/issued safety equipment, as required.
25.	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.
26.	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, and state laws, rules and regulations, as required.
27.	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.

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28.	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.
29.	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 ROS, field file, parole adjustment, risk assessment tools, etc., pursuant to departmental policy, DOM, CCR Title 15, and state/federal laws, rules and regulations, as required.
30.	Provide transportation for parolees/releasees, family members, victims and witnesses to accomplish CDCR goals and objectives utilizing a state vehicle, as required.
31.	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.
32.	Perform case conferences for arrest, parole violation, continue on parole (COP), treatment and cash assistance needs with the supervisor 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.
33.	Maintain parolees/releasees field file to provide accurate information for appropriate supervision and public safety utilizing organizational and workload management skills, as required.
34.	Monitor contracted service providers to enhance public safety and contract compliance by utilizing departmental policies and procedures, DOM, CCR Title 15, and state/federal laws, rules and regulations, as required.
35.	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.
36.	Respond to appeals from parolees/releasees/inmates in an effort to resolve their issues utilizing departmental policy, DOM, CCR Title 15, state/federal laws, rules and regulations, as required.
37.	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.

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38.	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.