

EDITED KSAPC LISTING

CLASSIFICATION: **SPECIAL AGENT-IN-CHARGE, DOC**

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

KSAPC Statements	
Knowledge of:	
K1.	Comprehensive knowledge of the purposes, activities, rules and regulations of the Department of Corrections and Rehabilitation to ensure compliance and effective operations.
K2.	Comprehensive knowledge of the provisions of the California Penal Code, California Government Code, Evidence Code, Code of Civil Procedures, etc. and relevant case law to conduct lawful criminal investigations.
K3.	Comprehensive knowledge of organizing, planning and directing criminal and administrative major investigative operations to ensure compliance with budgetary and time constraints, laws, rules and regulations.
K4.	Comprehensive knowledge of criminal and administrative investigation techniques and procedures to ensure protection against civil liability, compliance with laws, rules, regulations and effective operations.
K5.	Comprehensive knowledge of interview and interrogation techniques to ensure compliance with laws, rules, regulations, Public Safety Officers Procedural Bill of Rights and civil rights laws.
K6.	Comprehensive knowledge of principles, and procedures and recent trends including federal court mandates in institutions, parole work and criminal or administrative investigations in order to further the goals of the Department.
K7.	Comprehensive knowledge of laws of arrest, search and seizure, evidence management, and court procedures to ensure effective operations, compliance with subjects' civil rights in accordance with laws, rules and regulations.
K8.	Comprehensive knowledge of individual's constitutional rights including those relating to laws of arrest, proper tactics and use of force in affecting arrests of suspects to avoid unnecessary litigation.
K9.	Comprehensive knowledge of information, intelligence gathering processes and procedures to ensure a complete and thorough evaluation of information in compliance with laws, rules, regulations.
K10.	Comprehensive knowledge of principles, practices and techniques in rehabilitating antisocial persons pursuant to departmental policies and procedures to avoid workplace conflict and citizen complaints in the field.
K11.	Comprehensive knowledge of tactical operations in order to safely and effectively execute a search warrant, parole search and undercover operation or affect an arrest.
K12.	Comprehensive knowledge of training techniques relating to departmental policies and legal requirements for peace officer training to ensure compliance with laws, rules, regulations and staff development.
K13.	Comprehensive knowledge of industry standards as it relates to officer safety to ensure that staff have up-to-date training on tactics and investigative techniques.

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

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KSAPC Statements	
Knowledge of:	
K14.	Comprehensive knowledge of personnel management principles and supervision techniques necessary to ensure compliance with laws, rules, regulations and staff development.
K15.	Comprehensive knowledge of a manager's role in Equal Employment Opportunity (EEO) to prevent discrimination and harassment in the workplace.
K16.	Comprehensive knowledge of applicable collective bargaining Memorandum of Understanding (MOU), Public Safety Officers Procedural Bill of Rights and relevant court decisions to ensure compliance with laws, rules and regulations in the administrative and criminal investigative process.
K17.	Comprehensive knowledge of disciplinary guidelines pursuant to departmental policies, procedures, State Personnel Board laws, rules and regulations to ensure legal compliance and effective management.
K18.	Comprehensive knowledge of roles and responsibilities of other law enforcement agencies and/or other government agencies to work effectively with other agencies.
K19.	Comprehensive knowledge of a manager's responsibility in promoting EEO in hiring and employee development to ensure a diverse work force.

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KSAPC Statements	
Ability to:	
A1.	Gather, analyze, evaluate facts and evidence as it relates to rules, laws, policies and procedures to effectively perform daily duties.
A2.	Develop policies, procedures, techniques and methods in order to conduct criminal and administrative investigations.
A3.	Establish and maintain cooperative relationships with law enforcement and governmental agencies to exchange information, ensure public safety and effective criminal adjudication.
A4.	Prepare and present well organized, accurate, timely, clear and concise written reports to communicate effectively in the work place.
A5.	Communicate effectively to provide and/or obtain information to conduct criminal and administrative investigations.
A6.	Analyze situations accurately in order to take an effective course of action and ensure compliance with various laws, rules, procedures, policies and regulations.
A7.	Operate a motor vehicle safely to comply with state laws while ensuring the safety of staff and the public.
A8.	Manage and coordinate thorough criminal and administrative investigations to comply with laws, rules and regulations.
A9.	Use, maintain and qualify with approved firearms in accordance with state law and departmental policy to ensure staff and public safety.
A10.	Plan and direct the more difficult and complex criminal and administrative investigations to ensure staff and public safety.
A11.	Manage the allocation of resources to achieve program goals and objectives through the use of quality control measures.
A12.	Effectively supervise the work of a group of Senior Special Agents and other law enforcement personnel to ensure the safety of staff and the public.
A13.	Manage personnel matters to ensure compliance with departmental and state policies, procedures, laws, rules and regulations.
A14.	Manage EEO practices in hiring and employee development to ensure compliance with departmental and state policies, procedures, laws, rules and regulations.
A15.	Plan, organize and direct investigative programs and personnel in an assigned area of the state and headquarters to ensure legal compliance.
A16.	Effectively direct and manage the activities of staff to ensure compliance with departmental and state policies, procedures, laws, rules and regulations.
A17.	Develop and maintain administrative and operational quality control measures to properly allocate resources and perform daily duties.
A18.	Manage the sworn and non-sworn personnel in carrying out the functions of the program to ensure legal compliance, effective operations and the safety of staff and the public.

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Ability to:	
A19.	Evaluate, develop and implement staff training to ensure compliance with state law and departmental policy.
A20.	Effectively contribute to promoting equal opportunity in employment to ensure a harassment free work environment.
A21.	Safely and accurately utilize a variety of weapons (e.g., shotgun, semi-automatic weapons, chemical agents and other less-lethal weapons, tasers, etc.) and safety equipment as required by departmental policies and procedures to effectively perform the duties of a Special Agent-In-Charge, DOC.
A22.	Safely operate an emergency vehicle in compliance with laws and departmental policies and procedures to effectively perform the duties of a Special Agent-In-Charge, DOC.
A23.	Utilize electronic equipment (e.g., computer, cell phone, Global Positioning System [GPS], etc.) to maintain operational efficiency to effectively perform the duties of a Special Agent-In-Charge, DOC.
A24.	Physically detain and/or apprehend an individual in compliance with laws, departmental policies and procedures to effectively perform the duties of a Special Agent-In-Charge, DOC.

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KSAPC Statements	
<i>Special Personal Characteristics:</i>	
SPC1.	No illegal involvement in controlled substances as an adult; willingness to work throughout the State and at unusual hours; keenness of observation; good memory for names, faces, places, and incidents; willingness to associate with individuals involved in criminal activities and in their environments in performance of duties; willingness to work under-cover and participate in covert moving, stationary, and aerial surveillance; willingness to utilize a variety of weaponry, including shotguns and tear gas; willingness to pursue violent repeat offenders and affect their arrest; satisfactory record as a law-abiding citizen; maintain good credit; possession of a valid driver license; willingness to use all appropriate means, including deadly force, to carry out peace officer duties; exercise good judgment; and demonstrate good work habits.

KSAPC Statements	
<i>Special Physical Characteristics:</i>	
SPHY1.	Freedom from any physical, mental, or emotional condition or limitation that would interfere with the full performance of the essential duties of positions in these classes.