

DUTY STATEMENT

OPOS 065-XXX-9659-XXX

SHADED AREA TO REFLECT RECLASS POSITION NUMBER ONLY**INSTRUCTIONS:** Refer to the Essential Functions Duty Statement Manual for instructions on how to complete the Duty Statement.

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EFFECTIVE DATE:

DGS OFFICE OR CLIENT AGENCY Office of Peace Officer Selection (OPOS)	POSITION NUMBER (Agency - Unit - Class - Serial)
UNIT NAME AND CITY LOCATED Northern Selection Center BIU – Sacramento Central Selection Center BIU – Fresno Southern Selection Center BIU – Rancho Cucamonga	CLASS TITLE Correctional Sergeant
WORKING DAYS AND WORKING HOURS Monday through Friday 8:00 a.m. to 5:00 p.m.	SPECIFIC LOCATION ASSIGNED TO
PROPOSED INCUMBENT (If known)	CURRENT POSITION NUMBER (Agency - Unit - Class - Serial) 065-XXX-9659-XXX

YOU ARE A VALUED MEMBER OF THE DEPARTMENT'S TEAM. YOU ARE EXPECTED TO WORK COOPERATIVELY WITH TEAM MEMBERS AND OTHERS TO ENABLE THE DEPARTMENT TO PROVIDE THE HIGHEST LEVEL OF SERVICE POSSIBLE. YOUR CREATIVITY AND PRODUCTIVITY ARE ENCOURAGED. YOUR EFFORTS TO TREAT OTHERS FAIRLY, HONESTLY AND WITH RESPECT ARE IMPORTANT TO EVERYONE YOU WORK WITH.

BRIEFLY (1 or 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS

Under the general direction of the Correctional Lieutenant, the Background Investigator is responsible for conducting background investigations for peace officer applicants. The Background Investigator is responsible for full case work review of each applicant's background including personal history, education, and employment. The Background Investigator is expected to meet monthly caseload statistics, conduct in person interviews with candidates and maintain confidentiality regarding applicant personal information.

% of time performing duties	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. (Use additional sheet if necessary)
30%	<p>Position subject to four-year rotational assignment for Headquarters' Peace Officer personnel. All background investigations are expected to be completed within 90 days with an average of thirteen (13) cases completed per month, based on a year-to-date average.</p> <p><u>ESSENTIAL FUNCTIONS</u></p> <p>REVIEWING AND COLLECTING INFORMATION:</p> <ul style="list-style-type: none"> Review and follow up on all responses received from criminal justice agencies, employers, relatives/friends, character references, etc. Collect additional information regarding the personal background of an applicant as deemed necessary to evaluate suitability. Conduct personal interviews through field contact. Travel required, as necessary.
35%	<p>FIELD INVESTIGATION REVIEW:</p> <ul style="list-style-type: none"> Conduct Pre-Investigatory Interviews for all applicants entering the backgrounds portion of the selection process. Initiate inquires as required by policy into the character and suitability of applicants, including friends, relatives, acquaintances, California Department of Justice, FBI, Military Records Center, local and out of state law enforcement agencies, courts, probation departments, schools, licensure, Medical Boards, past employers, and any other sources which may have knowledge of the applicant's suitability.

SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE

SUPERVISOR'S NAME (Print) KEVIN CARROLL, LT	SUPERVISOR'S SIGNATURE	DATE
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EMPLOYEE'S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT

The statements contained in this duty statement reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods or otherwise balance the workload.

EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE
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20%	<ul style="list-style-type: none"> • List contacts needed for the investigation legibly on the processing files (roadmap) so that clerical staff can prepare inquires to these sources. • Ensure correspondence mailed, or emailed to these sources is properly addressed and all information is correct with waivers attached as required by policy. • Follow up on negative or discrepant information obtained and to those inquiries who have failed to respond. <p>EVALUATING INFORMATION:</p> <ul style="list-style-type: none"> • Evaluate information provided by the applicant and collected during the investigation. • Develop a recommendation regarding a background determination based on applicable laws and policies/procedures. • Prepare recommendations for the disqualification of candidate (Withhold) requires report specifying the issues and authority upon which the recommendation to Withhold is based. • Prepare recommendations to "Clear" a candidate requires a comprehensive report of the applicant's background to assist the psychologist in determining the applicant's suitability for a peace officer position. • Maintain and update applicant investigative files as requires. • Review and clarify information received. • Make notes regarding contact and discrepancies. • Record and file all correspondence received in the appropriate sections of the background file. • Interpret legal and technical data, laws and rules pertaining to the conduct of background investigations and preserving confidentiality of the applicant's record.
10%	<p>INTERVIEW PROCESS:</p> <ul style="list-style-type: none"> • Conduct recorded interviews with applicants to clarify or confirm information received during the investigation.
5%	<p>ADDITIONAL RESPONSIBILITIES:</p> <ul style="list-style-type: none"> • Attend staff meetings, training sessions, and required in-service training. • Serve as Duty Sergeant as outlined in the Investigative Officer of the Day Handbook. <p>EXPECTATION OF ALL SERGEANTS:</p> <ul style="list-style-type: none"> • Knowledge of principles and practices of correctional administration, rehabilitation and methods of discipline, as it applies to persons under restraint to effectively provide public safety and comply with Federal and State law as, court mandates, regulations, etc. • Basic knowledge of principles and practices of personnel supervision, training, and discipline. • General knowledge of First Aid and Cardio Pulmonary Resuscitation (CPR). • Knowledge of the use and care of firearms. • Knowledge of Department's Equal Employment Opportunity and annual Harassment and Code of Silence. • Knowledge of training (e.g., Coleman, Armstrong, Clark, Use of Force, Plata, Perez, Valdivia, etc.) • Knowledge of various prison gangs and disruptive groups. • Knowledge of inmate appeal process. <p>DESIRABLE QUALIFICATIONS:</p> <ul style="list-style-type: none"> • Excellent attendance is required. • Satisfactory record as a law-abiding citizen. • Effective decision making. • Independent. • Excellent organization skills. • Attention to details.

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	<ul style="list-style-type: none"> • Confidentiality due to nature of work projects. • Tactful and professional. • Maintain respect and dignity of others. • Open-minded and flexible to other ideas and solutions. • Excellent written/verbal communication skills. • Working knowledge of computer applications – Microsoft Office Suite (Outlook, Word, Excel, Access, PowerPoint, Internet Explorer). <p>INTERPERSONAL SKILLS:</p> <ul style="list-style-type: none"> • Emotional maturity and stability. • Leadership and command presence. • Provide a positive role model to staff. • Works well with a team or group. • Takes and provides direction. • Courage, agility, and alertness. • Neat professional appearance when representing the Department. <p>WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES:</p> <ul style="list-style-type: none"> • Uniform required for Duty and Special assignments. • Office environment. • Business dress, according to current policy. • Extended periods of time in seated position. • Use computer and telephone in performing work. • Ability to handle stress. • Confidential and sensitive environment.