

**DUTY STATEMENT**

DFW 242A (REV. 07/18/22)

**Department Statement:**

*California is one of the most biodiverse places on the planet. As such, the Department of Fish and Wildlife (CDFW) values diverse employees working together to protect nature for all Californians. CDFW is committed to fostering an inclusive work environment where all backgrounds, cultures, and personal experiences can thrive and connect others to our critical mission.*

<b>INSTRUCTIONS:</b> A duty statement and organizational chart must be submitted with each Request for Personnel Action, Form 242	EFFECTIVE DATE
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DFW DIVISION/BRANCH/REGION/OFFICE Law Enforcement Division (LED)	POSITION NUMBER (Agency-Unit-Class-Serial) 566-040-7500-001
UNIT NAME AND LOCATION Sacramento Headquarters	CLASS TITLE Chief of Enforcement / Deputy Director, CEA B
INCUMBENT	CURRENT POSITION NUMBER (Agency-Unit-Class-Serial) 566-040-7500-001

**BRIEFLY DESCRIBE THE POSITION’S ORGANIZATION SETTING AND MAJOR FUNCTIONS**  
Under the general direction of the Chief Deputy Director of the Department of Fish and Wildlife (CDFW), the Chief of the Law Enforcement Division (LED) may perform a full range of peace office duties as specified in section 830.3 of the Penal Code and is responsible for the development, implementation, and evaluation of all CDFW policies, procedures, and program direction as it relates to investigations and enforcement services for the Department. The Chief of Enforcement has overall responsibility for the management of LED resources and staff, including direction and evaluation of the work for all sworn, science, and professional staff assigned to LED. Duties include, but are not limited to the following:

<b>PERCENTAGE OF TIME PERFORMING DUTIES</b>	<b>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 THE REVERSE SIDE IF NECESSARY.)</b>
35%	<p><b>ESSENTIAL FUNCTIONS:</b> Provide high level oversight and vision of operational, administrative, management, and policy direction for LED. Provide thoughtful leadership direction to support the mission of CDFW. Analyzes legislation impacting CDFW enforcement programs and/or LED and makes recommendations to the Department’s legislative Division regarding law enforcement issues; recommends improvement to facilitate the Department’s investigation and regulatory programs. In collaboration with executive leadership, develop and implement CDFW policies and programs throughout LED. Establish policy level direction on all enforcement issues impacting CDFW. Formulate policy direction and guidelines for enforcement personnel; set standards on all enforcement issues; work collaboratively with internal Deputies, as well as other State Agencies and external parties to ensure consistency, relevance, and mission objectives are achieved. Advise the Chief Deputy Director and Director on issues concerning law enforcement; and ensure consistent application of the law, regulations, policies, and procedures in concert with the Fish and Game Commission.</p>
30%	Oversee and direct LED program functions. Provide program direction and establish organizational goals; determine the direction and emphasis for all enforcement activity impacting CDFW. Work collaboratively to allocate staff and budget among the various LED activities to ensure the LED personnel meet the guidelines of the California Peace Officer Standards and Training (POST). Confirm consistency in reporting requirements of law enforcement officers regarding training, discipline, and data analysis to ensure overall transparency. Work collaboratively on CDFW budgetary issues, legislative analysis, and organizational structuring.
20%	Establish and maintain cooperative working relationships with internal and external stakeholders; represent the LED at executive meetings as a member of the executive management team. Develop and oversee interagency agreements and Memorandum of Understanding with other Local, State and Federal agencies and Tribal Nations on a variety of issues. Work closely with the California Office of Emergency Services on disaster response efforts in unification with all law enforcement mutual aid agencies. Work closely with the Department of Cannabis Control on issues surrounding illegal cannabis cultivation throughout California and impacts to natural resources. Establish a collaborative network of governmental, tribal, and non-governmental enforcement entities. Integrate LED personnel to develop sound strategies to implement efforts on JEDI (Justice, Equity, Diversity, and Inclusion) and LED wellness efforts. Participate nationally and internationally with conservation law enforcement agencies to establish network communications and law enforcement information sharing concerning resource crime trends impacting at a global level.



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	per day and an average of 2,500 miles per month); operate a motorcycle or 4 wheel drive, all-terrain vehicle, off highway, over rough terrain on an occasional basis, wears a uniform with duty belt and a tactical vest.	
<b>SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.</b>		
<b>PRINT SUPERVISOR'S NAME</b>	<b>SUPERVISOR'S SIGNATURE</b>	<b>DATE</b>
<b>EMPLOYEE'S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT. I HAVE READ AND UNDERSTAND THE DUTIES AND ESSENTIAL FUNCTIONS OF THE POSITION AND CAN PERFORM THESE DUTIES WITH OR WITHOUT REASONABLE ACCOMMODATION.</b>		
<b>PRINT EMPLOYEE'S NAME</b>	<b>EMPLOYEE'S SIGNATURE</b>	<b>DATE</b>