

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)		Working Title of Position Bureau Chief – Fire Prevention/Law Enforcement	
		Division and/or Subdivision Tuolumne-Calaveras Unit (TCU)	
INSTRUCTIONS: The Director is required by Government Code Section 19818.12 to report (or to record) "...material changes in the duties of any position in his or her jurisdiction". The Position Essential Functions Duties Statement is used for this purpose. Enter identifying information and effective date at the right. Enter brief description of each of the important duties and responsibilities of the position below. Group related duties in numbered paragraphs and indicate the percentage of total time occupied. Indicate the "essential functions" of the position by placing an asterisk (*) in front of those individual duties you determine to be essential to the job. Discuss the duties with the employee assigned to the position. Both the employee and supervisor sign the document where indicated. The supervisor retains the original document and provides a copy to the employee.		Location of Headquarters San Andreas	
		Class Title of Position Battalion Chief	
		Position Number 542-418-9723-088	
		Effective Date December 1, 2025	
Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.		
25%	Under supervision of the Deputy Chief of Community Risk Reduction, the Bureau Chief of Fire Prevention/Law Enforcement is responsible for planning, organizing, directing and controlling Law Enforcement and relevant Fire Prevention Programs within the unit. Supervises bureau staff. The employee is expected to initiate and act independently on issues of criminal law enforcement and possess the ability to accumulate and analyze complex data and formulate complicated plans from that data. Duties include, but are not limited to: *Reviews, plans and directs extensive criminal investigations for the violation of state fire laws and rules and policies of the department. *Reviews law enforcement reports for completeness and possible "follow-up". *Ensures timely completion and submission of investigation reports from the field. *Does research into criminal law, prepares and directs the law enforcement operational plans as needed. *Coordinates and makes critical decisions and pursue civil and criminal actions to support the department's fire suppression cost recovery program. *Supervises and coordinates the Unit's California Law Enforcement Telecommunications System (CLETS) and Cal-Photo program.		
15%	*Assist in the implementation of the unit's Pre-Fire Management Plan and the State Strategic Fire Plan using multiple sources of data generated from field Battalion Chiefs, Unit Pre Fire Engineer, Vegetation Management Program Coordinator, Resource Management staff and ECC staff. *Maintenance of the statistical data necessary for identifying potential fire problems and trends of ignition sources. *Develops and maintains statistical data relating to hazards and risks present in the unit. *Provides management with recommendations to mitigate changes in the Unit's overall fire hazard and risk profile. *Identifies and recommends to the Deputy Chief of Community Risk Reduction specific fire prevention activities needed to mitigate fire problems. *These are the essential functions for this position. Essential functions are those functions that the individual who holds the position must be able to perform unaided or with the assistance of a reasonable accommodation.		
Equal Employment Opportunity (EEO) Statement: All CAL FIRE employees are expected to conduct themselves in a professional manner that demonstrates respect for all employees and others they come in contact with during work hours, during work related activities, and anytime they represent the department. Additionally, all CAL FIRE employees are responsible for promoting a safe and secure work environment free from discrimination, harassment, inappropriate conduct, or retaliation.			
Job qualifications and/or conditions of employment: Maintains the Arduous Fitness Standard in accordance with Department policy. The incumbent is required to wear respiratory protection equipment, including self-contained breathing apparatus (SCBA). As such, Cal/OSHA requires that the incumbent be annually medically cleared to be fit-tested for respiratory protection equipment. The Unit expects a two-year commitment for all permanent assignments before granting transfer eligibility. May be subject to working nights, weekends or holidays. Transfers require a 2-year commitment. *Candidate may be subject to a criminal background investigation prior to appointment. *Candidate is required to attend CAL FIRE Regular Basic Course if not already a peace officer			
"We have discussed this document in its entirety and understand the duties of this position."			
Employee Signature _____		Date _____	
Supervisor Signature _____		Date _____	
Personnel use only <input type="checkbox"/> Posted to Directory		Initials and date _____	

Working Title of Position
**Bureau Chief – Fire Prevention/Law
Enforcement**

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15%	*Manages the unit's Public Resources Code (PRC) 4291 program. *Incumbent seeks out new opportunities to solidify and expand the inspection program. *Reviews the Unit's Fire Safe Program for the counties of Tuolumne and Calaveras, and the eastern portions of both San Joaquin and Stanislaus counties, to see that the intent of Public Resources Code 4290 is administered by these certified counties.
15%	*Maintains contact with other Law Enforcement Agencies, District Attorney's offices, and County Court Systems in the unit to ensure effective cooperation of those agencies in the law enforcement program. *Participates in the Tuolumne County Fire Investigation Unit (FIU) program.
15%	*Supervises Fire Captain Specialist and directs their activities in public education and law enforcement. *Directs and coordinates law enforcement activities in support of the department mission. *Arranges for follow-up law enforcement support for ongoing investigations and coordinates and directs the activities of those additional peace officers temporarily assigned to the unit. *Provides direction on daily staffing to meet minimum staffing levels necessary for the investigation of criminal activity and enforcement of applicable laws.
5%	*Arranges for the qualifying and continued training for the unit's peace officers as required by the California Commission on Peace Officer Standards and Training (POST). *Responsible for the unit's range training and ensure all unit peace officers are weapons qualified per department policy. *Ensures all weapons are inspected per department policy. *Performs as a Field Training Officer as necessary.
5%	*Reviews and coordinates for release in consultation with the appropriate offices, Public Records Act (PRA) requests, confidential documents of the department to affected parties. *Complies with subpoena requesting document release and replies to public interest in unit's fire prevention activities.
5%	*Other duties as required including but not limited to analysis and collection of data, battalion coverage, special projects, and preparing reports as assigned.
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Employee Signature
Personnel use only

Date
☐ Posted to Directory

Supervisor Signature

Date

Initials and Date