



## DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
LEESD	State Park Peace Officer Supervisor	548-803-0980-402
DISTRICT/HQ SECTION	WORKING TITLE	CBID
LEESD / Cannabis Watershed Protection Program	Special Enforcement Team Supervisor	S07
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
Special Enforcement Team (SET)	Statewide Negotiable	N/A
STATE HOUSING		IMMEDIATE SUPERVISOR
Housing not available		State Park Superintendent II (SET)
SENSITIVE POSITION DESIGNATION (Check if applicable)		
<input checked="" type="checkbox"/> Sensitive Position as designated by the Department per <a href="#">California Code of Regulation (CCR) 599.961</a>		
POSITION DESCRIPTION		
<p>Under the general direction of the Special Enforcement Team (SET) Superintendent II, Law Enforcement and Emergency Services Division (LEESD), the Special Enforcement Team (SET) State Park Peace Officer Supervisor is responsible for supervision and enforcement within the Cannabis Watershed Protection Program for the Department, with an emphasis on stewardship and operation of state park units with the goal of discouraging and preventing illegal cannabis cultivation, consistent with Revenue and Taxation Code 34019 (f)(2)(b). This position is required to work in rugged outdoor terrain. This position may be assigned to the California Department of Justice's Eradication and Prevention of Illicit Cannabis (EPIC) program. This position may be assigned to the Unified Cannabis Enforcement Task Force (UCETF). This position is required to work in and around helicopters and fixed wing aircraft. Extensive travel may be required for this position. The SET State Park Peace Officer Supervisor may be required to assist with local District operations as needed and other duties within LEESD including, but not limited to, internal affairs investigations, background investigations, peer support, deployment to natural disasters and other emergencies statewide. The primary duties of this position include:</p>		
ALL EMPLOYEES ARE RESPONSIBLE FOR CONTRIBUTING TO AN INCLUSIVE, SAFE, AND SECURE WORK ENVIRONMENT THAT VALUES DIVERSE CULTURES, PERSPECTIVES, AND EXPERIENCES, AND IS FREE FROM DISCRIMINATION.		
ESSENTIAL FUNCTIONS:		
%	TASK/DUTIES	
30%	<p><b>Public Safety and Law Enforcement</b> Enforce all applicable laws, rules, and regulations, with an emphasis on illegal cannabis cultivation activities in and around park property. Patrol primarily by vehicle and foot; issue citations; make physical arrests; perform search and rescue activities and take command in emergencies. Conduct traffic control; render first aid; assist other agencies in emergencies or medical incidents; conduct searches for lost people. Prepare and complete all required reports (crime, accident, park damage, citations); conduct criminal and administrative investigations; maintain chain of evidence on all physical evidence taken and held; maintain relations with other law enforcement agencies and attend court as required. Assist visitors in distress (medical aids, assisting with disabled vehicles); maintain awareness of situations hazardous to employees and/or visitors, and assist in the development of crime prevention programs. Maintain all required training qualifications. Operate, inspect, and perform maintenance on emergency equipment. Conduct daily maintenance and equipment checks of patrol vehicles and perform monthly</p>	

	inspections to ensure the safe condition of all vehicles. Update maintenance records on vehicles and submit repair requests when needed.
<b>30%</b>	<b>Supervision</b> Supervise a team of State Park Peace Officers assigned to SET. Plan direct and organize workload. Assess and implement training needs. Promptly identify, address and resolve employee behavior and/or performance issues. Review and make decisions on employee leave and scheduling issues within applicable laws, policies and bargaining unit agreements. Recruit, interview and hire staff as needed. Provide direct supervision of Department peace officers assigned to SET during patrol and reconnaissance of cannabis sites. Function effectively as Team Leader during cannabis enforcement operations, with an emphasis on employee safety and investigation. Ensure operation plans are completed prior to all enforcement operations and incident / arrest reports are completed thoroughly and on time. Ensure staff maintain all required training qualifications. Maintain and develop interagency relationships.
<b>20%</b>	<b>Administration</b> Review and approve monthly timesheets for staff. Review and approve travel claims. Process leave requests and vacation bids. Assist in developing and submitting budget requests related to equipment needs. Prepare After Action Reports and quarterly and annual enforcement reports. Work closely with CWPP Admin staff to promptly reconcile purchase transactions.
<b>15%</b>	<b>Resource Management</b> Report adverse impacts to natural and cultural resources related to illicit cannabis cultivation; work closely and maintain good relationships with colleagues in Natural and Cultural Resources Divisions; take lead on planning and execution of cannabis site remediation (cleanup) operations.
<b>MARGINAL FUNCTIONS:</b>	
<b>%</b>	<b>TASK/DUTIES</b>
<b>5%</b>	Other job-related duties as assigned and necessary for operational continuity. Attend staff meetings and trainings and prepare administrative paperwork to meet operational needs.
<b>TYPICAL WORKING CONDITIONS</b>	
Incumbents will be required to work in rugged outdoor terrain performing arduous physical work while enforcing state laws related to illegal cannabis cultivation. These sites are commonly occupied by armed suspects. These sites are often contaminated with toxic insecticides.	
<b>TELEWORK DESIGNATION:</b>	
This position is designated as NOT Telework Eligible.	
<b>SPECIAL REQUIREMENTS:</b>	
Incumbents will be required to participate in a bi-annual medical surveillance program. The medical surveillance program monitors employees for potential exposure to insecticides. Possession of a valid class C driver's license is required.	

The statements contained in this job description 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. The incumbent of this position may perform other duties (commensurate with the classification) as assigned, including work in other functional areas to cover during absences, to equalize peak work periods, or to otherwise balance the workload.

**SUPERVISOR STATEMENT:**

I CERTIFY THIS DUTY STATEMENT REPRESENTS AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION. I HAVE DISCUSSED THE DUTIES OF THIS POSITION WITH THE EMPLOYEE AND PROVIDED THE EMPLOYEE WITH A COPY OF THIS DUTY STATEMENT.

<b>SUPERVISOR NAME (PRINT OR TYPE)</b>	<b>SUPERVISOR SIGNATURE</b>	<b>DATE</b>

**EMPLOYEE STATEMENT:**

I CERTIFY I HAVE READ, UNDERSTAND, AND CAN PERFORM THE DUTIES OF THIS POSITION EITHER WITH OR WITHOUT REASONABLE ACCOMMODATION. I HAVE DISCUSSED THESE DUTIES WITH MY SUPERVISOR AND HAVE BEEN PROVIDED A COPY OF THIS DUTY STATEMENT.

<b>EMPLOYEE NAME (PRINT OR TYPE)</b>	<b>EMPLOYEE SIGNATURE</b>	<b>DATE</b>