



DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Law Enforcement and Emergency Services Division	State Park Peace Officer Supervisor	548-803-0980-401
DISTRICT/HQ SECTION	WORKING TITLE	CBID
LEESD/ Cannabis Watershed Protection Program	Special Enforcement Team (SET) Supervisor	S07
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
Special Enforcement Team (SET)	Statewide Negotiable	
STATE HOUSING: (Check one)		IMMEDIATE SUPERVISOR
<input type="checkbox"/> Housing is required <input type="checkbox"/> Housing may be required <input checked="" type="checkbox"/> Housing is 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 California Code of Regulation (CCR) 599.961		
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>Public Safety and Law Enforcement 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.
30 %	Supervision 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.
20 %	Administration 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.
15 %	Resource Management 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.
MARGINAL FUNCTIONS:	
%	TASK/DUTIES
5%	Other job-related duties as assigned and necessary for operational continuity. Attend staff meetings and trainings and prepare administrative paperwork to meet operational needs.
TYPICAL WORKING CONDITIONS	
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.	
TELEWORK DESIGNATION	
This position is designated as: (Check one)	
<input type="checkbox"/> Telework Eligible – Office Centered <input type="checkbox"/> Telework Eligible – Remote Centered <input checked="" type="checkbox"/> Not Telework Eligible	
SPECIAL REQUIREMENTS:	
Possession of a valid class C driver's license is required. The medical surveillance program monitors employees for potential exposure to insecticides.	

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.

SUPERVISOR NAME (PRINT OR TYPE)	SUPERVISOR SIGNATURE	DATE

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.

EMPLOYEE NAME (PRINT OR TYPE)	EMPLOYEE SIGNATURE	DATE



DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
LEESD	State Park Peace Officer Supervisor (K-9)	548-803-0980-401
DISTRICT/HQ SECTION	WORKING TITLE	CBID
Cannabis Watershed Protection Program	SET Supervisor	S7
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
Special Enforcement Team	Statewide Negotiable	
STATE HOUSING		IMMEDIATE SUPERVISOR
Housing not available		State Park Superintendent II
SENSITIVE POSITION DESIGNATION (Check if applicable)		
<input checked="" type="checkbox"/> Sensitive Position as designated by the Department per California Code of Regulation (CCR) 599.961		
POSITION DESCRIPTION		
<p>Under the 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 (K-9 Handler) is responsible for supervision and enforcement within the Cannabis Watershed Protection Program for the Department, K9 deployments and training, 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 (K-9) 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 State Park Peace Officer Supervisor (K9) must also fulfill all their required trainings and POST requirements as a K-9 handler. The primary duties of this position include:</p>		
<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.</p>		
ESSENTIAL FUNCTIONS:		
%	TASK/DUTIES	
30%	<p>Public Safety and Law Enforcement With canine, enforce all applicable laws, rules, and regulations, with an emphasis on the enforcement of illegal cannabis cultivation. Patrol primarily by vehicle, boat, and foot; issue citations; make physical arrests; perform search and rescue activities and take command in emergencies. Operate dispatch; conduct traffic control (i.e., pedestrian, vehicular, vessel, bicycle, and horse); render first aid; assist other agencies in emergency or medical incidences; conduct searches for lost persons. Prepare and complete all required reports (crime, accident, park damage, citations, warnings); 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, camper problems); maintain awareness of situations hazardous to employees and/or visitors, and assist in the development of crime prevention programs. Assure proper nutrition, housing, grooming, exercise, and veterinary care of the patrol dog are</p>	

	<p>met. Will work throughout the district to provide specialized law enforcement services for the purpose of facility security, narcotic detection or explosive detection and officer protection. After a four-week course in dog obedience, a six-week course in bomb detection, and a 3-week course in drug detection, participation is required in the Department K9 program that is held regionally and statewide. The State Park Peace Officer Supervisor (K9 Handler) must maintain the standards set in the Departments K-9 Handbook (June 2004). Annual proficiency training is required by the Department Training Program and certified by the Peace Officer's Standards and Training (P.O.S.T.). Additional training may be available with allied agencies that the SPPO Supervisor (K-9) may be working with on calls for service.</p>
30%	<p>Supervision With canine, supervises 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 the SET during patrol and reconnaissance of cannabis sites on Department property. Function effectively as Team Leader during cannabis enforcement operations, with an emphasis on employee safety and solid investigatory skills. Ensure operation plans are completed prior to all enforcement operations and incident / arrest / after action reports are completed thoroughly and timely. A percentage of the Supervision function may be assigned to support local District operations, with an emphasis on cannabis related impacts.</p>
15%	<p>Administration Maintain required public safety and visitor services training, prepare and present seasonal employee orientation, participate and/or present in-service training at the district level for a variety of topics such as but not limited to, range, defensive tactics, interpretive techniques, visitor services, and public safety. Prepare monthly time worked and absence reports and assist in administrative functions relating to Personnel and Accounting when necessary. Prepare and review correspondence. Assist in developing and submitting budget requests and perform dispatch/receptionist duties on relief basis.</p> <p>Interpretation Plan, prepare, and present interpretive programs (hikes, walks, tours, talks, campfire programs, exhibits) for in-park visitors and out-of-park groups. Develop visual exhibits for in-park use (panel displays), maintain interpretive supplies and objects. Supervise, develop and / or present interpretive and educational programs, with an emphasis on the environmental impacts of cannabis cultivation on public land.</p>
10%	<p>Resource Management Monitor and report adverse visitor impact on natural and cultural resources within assigned area(s) and assist in impact abatement and erosion control activities. Assist in wild land and structural fire suppression. Ensure protection of cultural and natural resources. Assist in the planning, development and implementation of various resource management projects.</p>
10%	<p>Facility and Equipment Maintenance Operate, inspect, and perform maintenance on emergency rescue equipment, vehicles, and vessels. Conduct daily maintenance and equipment checks of visitor services patrol vehicles and perform month-end inspections to ensure the safe condition of all on-duty vehicles. Update maintenance records on visitor service vehicles and submit repair requests when needed. Observe and report to appropriate staff, situations requiring facilities maintenance and assist with the maintenance and repair of miscellaneous equipment in employee and visitor facilities. Maintain a clean, safe, working area, and perform minor maintenance duties when necessary to keep park areas safe. Remediate and/or report environmental hazards to ensure public and employee safety.</p>
MARGINAL FUNCTIONS:	
%	TASK/DUTIES

5%	Other job-related duties as assigned and necessary for operational continuity. Attend staff meetings and trainings and prepare administrative paperwork to meet operational needs.	
TYPICAL WORKING CONDITIONS		
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.		
TELEWORK DESIGNATION:		
This position is designated as NOT Telework Eligible.		
SPECIAL REQUIREMENTS:		
Possession of a valid class C driver's license is required. Incumbents will be required to participate in a bi-annual medical surveillance program. The medical surveillance program monitors employees for potential exposure to insecticides.		
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:		
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EMPLOYEE STATEMENT:		
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EMPLOYEE NAME (PRINT OR TYPE)	EMPLOYEE SIGNATURE	DATE