

State of California Department of Fish and Wildlife

DUTY STATEMENT

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

☐ **PROPOSED**☐ **CURRENT****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.

INSTRUCTIONS: 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	POSITION NUMBER (Agency-Unit-Class-Serial) 566-040-8421-xxx
UNIT NAME AND LOCATION Cannabis Enforcement Program, Mendocino	CLASS TITLE Fish and Game Warden
INCUMBENT	CURRENT POSITION NUMBER (Agency-Unit-Class-Serial)

BRIEFLY DESCRIBE THE POSITION'S ORGANIZATION SETTING AND MAJOR FUNCTIONS Under the general supervision of the Cannabis Enforcement Program, Fish and Wildlife Lieutenant, incumbent performs specialized environmental investigations targeting illegal / black market cannabis operations. This position works within a joint taskforce of CDFW Environmental Scientists, Water Board and California Department of Food and Agriculture (CDFA) personnel. Incumbent is a peace officer that performs law enforcement activities related to wildlife, natural habitats, and outdoor recreational activities within an assigned geographical area. This includes checking licenses, investigating poaching, illegal fishing, and other wildlife crimes. The incumbent ensures compliance with state and federal regulations to protect natural resources and promote safe and ethical outdoor activities. Responsibilities also include making arrests, issuing citations and warnings, seizing evidence, and making recommendations concerning the prosecution of violators.
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PERCENTAGE 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 THE REVERSE SIDE IF NECESSARY.)
40%	<u>ESSENTIAL FUNCTIONS:</u> Performs specialized environmental investigations targeting illegal / black market cannabis cultivation sites; administers and enforces laws relating to environmental and health and safety code rules and regulations; prepares inspection reports and enforcement orders; prepares site safety operational plans for taskforce team members; deconflicts all investigations as appropriate; conducts complex interviews; assists taskforce team members with obtaining evidence photographs, surface and groundwater sampling, chemical identification and documentation, water diversion and rates, wildlife assessment reporting, and illegal grading violations. Updates the Marijuana Enforcement Team (MET) chain of command with case status reports; briefings and debriefings of case work; assists other law enforcement agencies tactical and narcotic units with mutual aid planning as it relates to task force operations; coordinates with other State and local agencies dealing with cannabis enforcement efforts relative to the task force; provides security to non-law enforcement personnel assigned to the Cannabis program task force; completes all CDFW required paperwork; maintains CDFW policy requirements and CDFW / State certified training requirements.
35%	Responsible for intelligence gathering and case management work; conducts scout and tactical entry missions with MET personnel specific to details identified by the task force; performs eradication and/or reclamation of cannabis cultivation sites relative to the task force operations plans; investigates the importation and exportation, buying and selling, transportation and possession of black market cannabis violations; investigates environmental and narcotic related crimes; provides and collects intelligence reports to MET members; searches for and takes custody of physical evidence relating to marijuana cultivation crimes relative to task force details; seizures of evidence including asset forfeiture; provides operational plans to MET chain of command; prepares marijuana intelligence reports and marijuana statistical reports.

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PERCENTAGE 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 THE REVERSE SIDE IF NECESSARY.)	
10%	Assists legal counsel in developing prosecutorial records; coordinates cases with the district attorney, attorney general, and circuit prosecutors; prepares complex search warrants including wiretap, pen register and tracker warrants; follows up with court subpoenas, and provides testimony in court. In conjunction with Department legal counsel and the Cannabis program chain of command, prepares case reports and findings for Fish and Game Code 12025(e) which provides administrative penalties for violators who have violated specified Fish and Game Code sections in connection with the production and/or cultivation of black-market cannabis.	
5%	Assists taskforce staff members with public outreach activities; assists with publicizing pertinent enforcement actions; works closely with CDFW Office of Communication, Education and Outreach, State Water Board's Office of Public Affairs and California Department of Food and Agriculture Public Affairs Office.	
5%	Prepares and reviews law enforcement reports; prepares correspondence; analyzes and reviews laws, regulations, policies and procedures, and provides comments / recommendations on changes; makes arrangements for equipment maintenance and purchases; attends in service training. Makes arrangements for disposition of evidence.	
5%	NON-ESSENTIAL FUNCTIONS: Prepares procurement packages, depredation response, wildlife conflict (non-safety related) response, and other administrative duties as necessary. WORKING CONDITIONS: This position requires proficiency in firearms and defensive tactics, with daily potential for physical confrontations. Responsibilities may involve the physical apprehension, arrest, detention, and transportation of violators, as well as pursuing and apprehending fleeing suspects using vehicles and vessels. The role involves strenuous patrols on foot over rough terrain. Daily operation of a four-wheel drive vehicle is typical, ranging from 2 to 8 hours per day, with an average of 2,500 miles per month. Occasional operation of a motorcycle or all-terrain vehicle over challenging off-highway terrain is necessary, along with the operation of a CDFW patrol boat up to 24 feet in length, either as a one or two-person operation. A significant portion of the job is conducted outdoors. Wardens may traverse rural terrain where outdoor marijuana cultivation occurs, requiring hiking over rough, inaccessible areas. They may also patrol forests, wetlands, mountains, rivers, and coastal regions, with work continuing despite varying weather conditions. Wardens must wear a uniform complete with a duty belt and tactical vest. Additionally, they may be required to work from their home, maintain a home office, and operate in remote locations. Wardens may be required to work nights, weekends, and holidays.	
SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.		
PRINT SUPERVISOR'S NAME	SUPERVISOR'S SIGNATURE	DATE
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.		
PRINT EMPLOYEE'S NAME	EMPLOYEE'S SIGNATURE	DATE