

PROPOSED

DUTY STATEMENT

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

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) 566-040-8418-xxx
UNIT NAME AND LOCATION Cannabis Enforcement Program, Mendocino	CLASS TITLE Fish and Game Lieutenant (Supervisor)
INCUMBENT	CURRENT POSITION NUMBER (Agency-Unit-Class-Serial)

BRIEFLY DESCRIBE THE POSITION'S ORGANIZATION SETTING AND MAJOR FUNCTIONS
 Under the direction of the Cannabis Enforcement Program Captain, the Lieutenant reviews, directs and supervises the work of the cannabis program and task force operations. The Lieutenant will oversee environmental investigations targeting illegal / black-market cannabis operations. This position works as a primary leader over the joint taskforce of CDFW Environmental Scientists, Water Board and CDFA civilian personnel. Responsible as a full time Peace Officer 24 hours a day.

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%	<p><u>ESSENTIAL FUNCTIONS:</u> Under the direction of the Captain, plans, oversees and directs the work of the cannabis program members targeting illegal cannabis cultivation sites. Maintains discipline; evaluates performance and takes or recommends appropriate actions to maintain high standards and moral; applies progressive discipline; counsels employees; approves employee timesheets; provides guidance and direction to wardens and taskforce team members conducting complex investigations; takes lead on all taskforce operations; reviews criminal reports and recommends corrections as necessary; makes decisions or recommendations concerning arrest and prosecution of violators; maintains liaison responsibilities and helps coordinate watershed impact reports with Department staff and other agencies; inspects equipment and implements safe work practices; ensure chemical identification, documentation, employee exposure reports are completed and best management practices are being implemented during operations; assist in completing information on fish, wildlife and habitat conditions. Act as the lead over non enforcement personnel within the taskforce; oversees the coordination of other State and local agencies dealing with cannabis enforcement efforts as it relates to taskforce operations; reviews operational plans for taskforce team members; ensures de confliction of all investigations; works closely with the Marijuana Enforcement Team (MET) chain of command; ensures taskforce briefings and debriefings are conducted; complete all CDFW required paperwork; maintain CDFW policy requirements and CDFW / State certified training requirements. Acts on behalf of the Captain in his/her absence.</p>
30%	<p>Reviews and prepares enforcement special detail summaries; reviews and coordinates regulation proposals; monitors budgets for individual staff; prepares monthly reports and letters of correspondence as required; develops and maintains various databases; develops and administers work plans, team plans, duty assignments and specialized enforcement details and Incident Action Plans under State Emergency Management System's Incident Command System; ensures personnel are meeting department mandated training requirements; coordinates with Regional Manager representatives concerning cannabis program efforts; coordinates work efforts for the cannabis program members, AGPA's and Criminal Research Data Specialist; ensures evidence procedures are being followed including asset forfeiture; provide operational plans to MET chain of command; review and prepare marijuana intelligence reports and marijuana statistical reports; coordinates</p>

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	<p>training and purchasing; supervise and assist cannabis program taskforce staff members with public outreach activities, including publicizing pertinent enforcement actions; work 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</p>
10%	<p>Ensures all cannabis program taskforce members are coordinating with CDFW legal counsel in developing prosecutorial records; coordination of cases with the district attorney, attorney general, and circuit prosecutors; ensures preparation of complex search warrants including wiretap, pen register and tracker warrants; follow up with court subpoenas. In conjunction with Department legal counsel, incumbent will review all 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.</p>
10%	<p>Represents the Cannabis Enforcement Captain at meetings concerning cannabis cultivation activities; interacts with the public regarding sensitive enforcement issues; responds to questions from the public; acts as a liaison between biological and enforcement personnel. Coordinates patrol efforts with department air services and general patrol. Ensure employee access to the Department's EEO process; attend and speak at meetings of various special interest groups, prepare letters and reports. Attend required training and perform other duties as required by the Captain and Assistant Chief.</p>
5%	<p>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</p>
5%	<p><u>NON-ESSENTIAL FUNCTIONS:</u> Prepare procurement packages, depredation response, wildlife conflict (non-safety related) response, and other administrative duties as necessary.</p> <p><u>WORKING CONDITIONS:</u> 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.</p> <p>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.</p>

SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.

PRINT SUPERVISOR'S NAME	SUPERVISOR'S SIGNATURE	DATE
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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
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