

**DUTY STATEMENT**

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Law Enforcement and Emergency Services Division (LEESD)	State Park Peace Officer Ranger/Tactical Flight Officer (TFO)	548-803-0983-412
DISTRICT/HQ SECTION	WORKING TITLE	CBID
LEESD/Cannabis Watershed Protection Program	State Park Peace Officer (Ranger/TFO)	R07
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
Cannabis Watershed Protection Programs	Statewide Program Support Center, at 4940 Lange Ave. McClellan, CA 95652	
STATE HOUSING: (Check one)		IMMEDIATE SUPERVISOR
☐ Housing is required ☐ Housing may be required ☒ Housing is not available		State Park Peace Officer Supervising Ranger
SENSITIVE POSITION DESIGNATION: (Check if applicable)		
☒ Sensitive Position as designated by the Department per California Code of Regulation (CCR) 599.961		
POSITION DESCRIPTION		
This position works under supervision of the State Park Peace Officer Supervisor (Ranger) or the Superintendent II. While flying and acting as the aircraft's Tactical Flight Officer (TFO), the position will take direction from the State Park Peace Officer (Ranger / Pilot) Pilot in Command. The reporting location is the Statewide Program Support Center at McClellan, 4940 Lang Ave. McClellan CA 95652. The incumbent is responsible for Law Enforcement & Public Protection (primarily via Aircraft Patrol), specifically as the plane's camera operator. This position is primarily assigned to the Sacramento area but may be required to work in other park units 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). Duties include, but are not limited to the following:		
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	
40%	LAW ENFORCEMENT AND PUBLIC PROTECTION Performs law enforcement and public protection statewide. Meets Department firearms qualification requirements, PSFA, and Defensive Tactics qualifications. Participates in scheduled Firearms, PSFA, Defensive Tactics Instruction and Training. Participates in Law Enforcement Training to meet P.O.S.T. and legislative mandated training requirements. Conducts law enforcement and public protection aerial patrols statewide. Recognizes, acts, prevents, and takes appropriate law enforcement actions regarding violations of California Code of Regulations, California Fish and Game Codes, California Vehicle Codes, California Penal Codes, and other any municipal, state, and federal codes. Responds to calls for service for medical aids, search & rescues, and missing person incidents. Assists State Park Peace Officers with ground operations in locating accidents, medical aids, or park violations. Renders PSFA when needed and assists other emergency responders in accordance with established county and state protocols. Initiates searches for lost or missing persons and coordinates with aerial and ground units from allied agencies in accordance with established protocols. Responds to mutual aid requests by allied agencies for ground or aerial support in accordance with established protocols or as directed by	

	supervision. Maintains proficiency as the aircraft's camera operator. May perform duties as a Patrol Ranger when the plane is not available due to weather or maintenance, patrol operational need, or all other aviation duties are completed. May be tasked to operations outside of the area, especially those related to 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). Prepares reports in a prompt, neat, and complete fashion and forwards to supervisor for review. Maintains knowledge of judicial district and law enforcement agency jurisdictional boundaries. Follows procedures for handling evidence, issuing citations, filing criminal cases, booking of criminal suspects, securing restraining and stay away orders, making referrals to protective services. Investigates and prepares criminal cases for prosecution. Present cases to the District Attorney's Office for evaluation for prosecution and offer sworn testimonies in court as required.
20%	FLIGHT TRAINING / PROFICIENCY: Responsible for maintaining proficiency in duties as Tactical Flight Officer (TFO). These duties include proficiency as camera operator, knowledge of basic flight procedures needed to assist the pilot in command, e.g. monitoring air traffic, handling radio communications, assisting with basic maintenance tasks, pre-flight checks, etc. Maintains UAS pilot license (Part 107). Cross-country flights that require the (TFO) to fly outside of the area will be required in order to maintain proficiency.
10%	RESOURCE MANAGEMENT AND PROTECTION: Performs resource management and protection duties statewide, especially those related to 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). Learns boundaries of wilderness areas for support purposes of other SPPOs. Monitors natural and cultural resources, reports damage to his or her supervisor. Participates in or assists the Cannabis Watershed Protection Program (CWPP) as requested or assigned by supervision to help with resource projects, including paleontological, archaeological, botanical, zoological, and geological resource inventories, studies, and management projects. May be assigned alternative duties in resource management and protection for training and development purposes.
10%	ADMINISTRATION: The (TFO) is expected to assist the pilot with paperwork on the aircraft and ensures that all logbooks are current. Pilot maintains a daily logbook of flight hours, logs for aircraft pre-flight aircraft and post-flight checks, fuel and maintenance receipts. Monthly vehicle inspections are performed.
15%	MAINTENANCE AND HOUSEKEEPING: Assists pilot with basic maintenance of the patrol aircraft such as oil changes, tire air pressure, brake fluid checks and other aircraft maintenance. May assist pilot with coordinating repairs, 100 hour checks, and major services with a certified aircraft mechanic. Assist pilot with pre-flight checklists, daily aircraft inspections, and maintaining all aircraft repair logs for regular service. Maintains or ensures patrol aircraft is clean inside and out and may assist pilot with maintaining electronic equipment including radios, scanners, and other aviation equipment. May assist pilot with monthly aircraft inspections, along with any other necessary maintenance or repairs. Maintains a neat, clean, and organized work environment at the aircraft hangar. INTERPRETATION: Prepares and presents scheduled interpretive programs and school programs when assigned. Participates in outreach programs and presents interpretive programs as may be deemed necessary or approved by park management. Presents interpretive programs for scheduled rangers in case of illness or unforeseen events. Maintains an interpretative program that is current and relevant for presentation to the public. Maintains an updated interpretative programs for presentation to a recurrent park visitor base.
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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		
Typical working conditions include working in and around the Department aircraft. This involves close quarters with other flight crew members, long hours, and motion / physical effects of being in a small aircraft for extended hours while operating the plane's camera system and radio communications.		
TELEWORK DESIGNATION		
This position is designated as: (Check one)		
☐ Telework Eligible – Office Centered ☐ Telework Eligible – Remote Centered ☒ Not Telework Eligible		
SPECIAL REQUIREMENTS:		
Possession of a valid class C driver license. Maintains UAS Drone Pilot License FAA (Part 107).		
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