



DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)	
LEESD	State Park Superintendent III	548-803-0974-008	
DISTRICT/HQ SECTION	WORKING TITLE	CBID	
Law Enforcement & Emergency Services Division	Canine Superintendent III	S07	
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT	
K-9 Law Enforcement	Headquarters		
STATE HOUSING: (Check one)		IMMEDIATE SUPERVISOR	
☐ Housing is required ☐ Housing may be required		State Park Superintendent V	
☒ Housing is not available			
SENSITIVE POSITION DESIGNATION: (Check if applicable)			
☒ Sensitive Position as designated by the Department per California Code of Regulation (CCR) 599.961			
POSITION DESCRIPTION			
Under the direction of the Division Chief (State Park Superintendent V), Law Enforcement and Emergency Services Division (LEESD), the Canine Superintendent III is responsible for the planning, control, monitoring and direction of the Canine Program for the Department. The Canine Superintendent is required to perform the following duties in association with the LEESD K-9 unit: managing the Serious Incident Notification program on a rotational basis, Telecommunications, Emergency Services, Law Enforcement, Backgrounds and Internal Affairs investigations.			
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%	Program Management Provide oversight and coordination of the Department's Canine Program, act as Program Manager and as subject matter expert and a direct resource for Public Safety Superintendents and District staff. Work with headquarters staff on issues associated with canine positions, training, testing and hiring. Function as interagency liaison between state, federal and local agencies utilizing canines and canine handlers. Organize canine staff for large-scale events including, but not limited to protests, dignitary protection. Provide assistance to the Public Safety Superintendents' needs relating to the statewide canine program. Update the Department's canine-related materials as necessary.		
30%	Administration Develop policy recommendations related to the statewide canine program (DOM). Maintain and update the Canine Contract as required. Work with the Budget Office on the development of the Canine Program funding via BCP's, grants, loans or other avenues. Review proposed legislation and litigation related to canines and make recommendations for the Chief of the Law Enforcement and Emergency Services Division. Maintain systems for data collection on canine activities and make recommendations based on that data. Complete year-end summaries of statistics and costing. Provide technical expertise to the Districts and Headquarters staff.		
25%	Canine Training Provide leadership and coordination for the department's statewide canine training program for dogs and handlers in conjunction with the Training Section and/or vendors. These may include but not limited to; initial training, proficiency training, annual training, informal/out-service training,		

	equipment, explosives detection and tracking. Responsible for handler and dog selection. Monitor, develop, schedule and provide annual reports in the Department's ETMS system. Serve on Code 3 Steering Committee and serve as expert on Canine Vehicles, and equipment. Ensure that legal and professional qualifications are met in the training curriculum. Coordinate with Districts and Training Section, as appropriate for participants to be enrolled into training courses. Recommend policies for canine standards in training and equipment. Develop curriculum for other canine related training courses as needed by the Department.	
10%	Data Management/Reporting Update and maintain the Canine Handbook and department policy (LEXIPOL). Responsible for review of Use of Force and litigation issues associated with the Canine Program. Develop and maintain systems to collect data on canine safety and other public safety efforts. Using data collected, make relevant, professional, annual reports to present to the Chief of LEES.	
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		
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'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.		
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