STATE OF CALIFORNIA
DEPARTMENT OF FORESTRY AND FIRE PROTECTION

POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT

PO-199 (06/16)

INSTRUCTIONS: The Director is required by Government Code Section 19818.12 to report (or to record) "…material changes in the duties of any position in his or her jurisdiction". The Position Essential Functions Duties Statement is used for this purpose. Enter identifying information and effective date at the right. Enter brief description of each of the important duties and responsibilities of the position below. Group related duties in numbered paragraphs and indicate the percentage of total time occupied. Indicate the "essential functions" of the position by placing an asterisk (*) in front of those individual duties you determine to be essential to the job. Discuss the duties with the employee assigned to the position. Both the employee and supervisor sign the document where indicated. The supervisor retains the original document and provides a copy to the employee.

Working Title of Position	Battalion Chief – Law Enforcement
Division and/or Subdivision	Northern Region, Sonoma Lake Napa Unit
Location of Headquarters	St Helena, CA
Class Title of Position	Battalion Chief
Position Number	542-114-9723-006
Effective Date	

Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.
	Under the direction of the Deputy Chief managing Law Enforcement, the Battalion Chief/Law Enforcement - will perform the following duties:
40%	*Administers law enforcement program within the Unit including a systematic fire law compliance inspection and reporting system. *Performs fire-cause investigation and makes arrests, issues citations and/or files complaints relative to forest and fire law violations. *Prepares reports and evidence, takes photographs, and testifies in court and depositions. *Supervises law enforcement training within the Unit including firearms qualifications, Field Training Officer (FTO) program, Public Officer and other law enforcement related trainings. *Responsible for maintenance and security of Unit evidence and ammunition lockers. *Serves as FTO for new Peace Officers in the Unit. *Fosters and maintains positive working relationships with allied agencies including local Police Departments, Sheriff's Departments, and District Attorneys' Offices. *Monitors Ignitions throughout the unit and develops education and enforcement plans to target ignition problems. *Supervises nine Fire Captain Specialists ensuring employees are up to date with training requirements. *Ensure all Law Enforcement Office locations are secure and compliant with Department of Justice (DOJ) regulations. *Custodian of records for the unit, prepares responses to Public Records Act requests.
30%	Successfully completes the required Basic Peace Officer Training (POST) course; prepares and presents fire prevention, fire cause and other allied enforcement training programs to the California Department of Forestry and Fire Protection (CAL FIRE) employees and cooperating agencies; continually studies and keeps up to date on State Forest and Fire Laws, Laws of Arrest, Rules of Evidence, Court Procedures, methods of fire prevention education, general forestry methods, terminology and practices in California and to be assigned on special details elsewhere in the State as required.
	*These are the essential functions for this position. Essential functions are those functions that the individual who holds the position must be able to perform unaided or with the assistance of a reasonable accommodation.

Equal Employment Opportunity (EEO) Statement: All CAL FIRE employees are expected to conduct themselves in a professional manner that demonstrates respect for all employees and others they come in contact with during work hours, during work related activities, and anytime they represent the department. Additionally, all CAL FIRE employees are responsible for promoting a safe and secure work environment free from discrimination, harassment, inappropriate conduct, or retaliation.

Job qualifications and/or conditions of employment:

"We have discussed this document in its entirety and understand the duties of this position."

Employee Signature	Date	Supervisor Signature	Date

Personnel use only ☐ Posted to Directory _____ Initials and date

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Working Title of Position
Battalion Chief – Law Enforcement

Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.
20%	*Coordinates with Unit Public Information Officer (PIO) to address ignition issues and educate the public through various delivery methods. Assists Pre-Fire with Youth Fire Setter program.
10%	*Assumes primary responsibilities for all fire suppression activities and coordinates mutual aid operations within battalion jurisdiction, supervises and carries out fire assignments, rescue, medical aid and public assistance calls. Other duties as required. The incumbent is required to wear respiratory protection equipment (including self-contained breathing apparatus (SCBA). The use of such equipment may place a physiological burden on the incumbent that varies with the type of equipment used, the job and workplace conditions in which the equipment is used, and the medical status of the incumbent. As such, Cal/OSHA requires that the incumbent be annually medically cleared to be fit-tested for respiratory protection equipment. This clearance process consists of a comprehensive medical evaluation including a review of the incumbent's medical history, a complete physical examination, and vision, hearing, spirometry, and exercise treadmill test. The incumbent typically is required to perform psychologically stressful and/or physically demanding duties consistent with firefighting, disaster response, and emergency medical response, including working in isolated areas, walking or running on uneven rough terrain, and remaining on duty 24 hours or longer without a break while performing these duties.
	*These are the essential functions for this position. Essential functions are those functions that the individual who holds the position must be able to perform unaided or with the assistance of a reasonable accommodation.

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Job qualifications and/or conditions of employment: The incumbent must successfully complete Peace Officer Standards and Training (POST) certification and maintain qualifications and status as a Department Public Officer or sworn Peace Officer in good standing prior to appointment as a condition of employment. This position requires a two-year commitment. May be subject to working nights, weekends and holidays.

"We have discussed this document in its entirety and understand the duties of this position."

Employee Signature	Date	Supervisor Signature	Date

Personnel use only ☐ Posted to Directory _____ Initials and Date