Department of Cannabis Control
CALIFORNIA

Position Duty Statement

DCC-2409 (12/2025)

☐ **PROPOSED** ☒ **CURRENT**

Classification Title Agent, Alcohol Beverage Control	**Division** Law Enforcement
Working Title Detective	**Office/Unit/Section/Geographic Location** Field Operations Branch/LA Metro Command/Los Angeles II Unit
Position Number 592-420-1013-050	**Name and Effective Date**

General Statement: Under the direction of the Supervising Investigator (SI), Alcohol Beverage Control (ABC) of the Los Angeles II Unit (Unit), in the LA Metro Command (Command), part of the Field Operations Branch (Branch), in the Law Enforcement Division (Division), within the Department of Cannabis Control (Department), the Agent, ABC will independently conduct the most difficult, sensitive, and complex criminal investigations and provide law enforcement outreach to local, state, and federal law enforcement regarding state cannabis laws and regulations. Duties include, but are not limited to, the following:

A. Specific Assignments [w/ Essential (E) / Marginal (M) Functions]

80% (E) Investigations and Field Operations

Perform the most difficult, complex, and sensitive field operations and investigations. Conduct static and dynamic surveillance, undercover, rescue team operations, and moderate and high-risk search warrants. Participate as an entry and rescue team member and conduct tactical operations and crime scene processing. Make physical arrests and transport those in custody, as necessary. Collect evidence and assist in the eradication of controlled substances. Operate specialized law enforcement equipment. Participate in and lead large scale and complex multi-agency law enforcement operations and investigations under the supervision of the SI. (35%)

Prepare tactical operation plans, risk assessments, search warrants, court orders, asset forfeiture assessment and documentation. Interview victims, witnesses, and interrogate suspects. Obtain, review, and evaluate evidence, intelligence products, and information relevant to cases and criminal violations and determine the best course of action to pursue. Refer criminal complaint and asset forfeiture cases to the appropriate prosecutor's office. (25%)

Prepare detailed reports of the events of the investigation including documented evidence, statements from witnesses, and general synopsis. (20%)

10% (E) Internal Administrative Functions and Training

Prepare and perform various administrative functions, which include monthly activity reports and mileage logs.

Attend and participate in all mandatory job-related trainings and specialized law enforcement trainings. Provide specialized law enforcement trainings to Division staff.

5% **(E) Coordination with Internal and External Organizations**
Act as a liaison to prosecutors, law enforcement agencies, regulatory agencies. etc., regarding investigations. Attend governmental, public or industry functions as a representative of the department. Represent at functions, conferences, or industry training events as a subject matter expert/representative of the Department. Testify as a subject matter expert during criminal, civil, or administrative proceedings.

5% **(E) Professional Development**
Participate in professional development trainings, as well as tasks, meetings, and activities that support programmatic and workplace diversity, equity, and inclusion.

B. **Headquarters Designation**
Department Enforcement Office, Burbank, CA 91502

C. **Supervision Received**
The incumbent will receive assignments and direction from the SI; however, may receive assignments and direction from the District Administrator and/or the Deputy Chief.

D. **Supervision Exercised**
None

E. **Administrative Responsibility**
None

F. **Personal Contacts**
The incumbent will have daily contact with Department staff, and general public, such as subjects, complainants, or witnesses. Occasional to frequent contact can occur with criminal justice agencies at the county, city, state, and federal levels.

G. **Actions and Consequences**
Failure to adequately perform the outlined duties listed above may result in the Division not operating efficiently and effectively, create disruptions of the day-to-day operations that could negatively impact staff's ability to perform their respective duties and responsibilities, and causing a breakdown in the program functions throughout the Department. Failure to uphold responsibilities and complete assigned casework in a timely and accurate manner may result in significant harm, a decrease in consumer safety, and a disruption of the cannabis supply chain. Inadequate investigations may result in allowing a violation of the law to go undetected or acknowledged and may affect the health and safety of consumers.

Failure to conduct thorough and lawful investigations may lead to unlawful seizure or unlawful arrest, either of which may result in a lawsuit against the state. Improper of excessive use of force in making an arrest or overcoming unlawful resistance, the service of a search warrant at an improper location, the use of flawed tactics, the improper use of emergency vehicles or other law enforcement equipment, may result in

the injury or death of an agent, suspect or other person and potentially expose the state to a lawsuit.

H. Functional Requirements

The incumbent will be expected to work 40 hours per week, Monday through Friday, 8:00AM-5:00PM; however, may be required to work specified hours based on the business needs of the Division which may require the incumbent to work early hours, late at night, extended hours, or on the weekends for investigative or enforcement activity, law enforcement mutual aid requests, critical incident, or state emergencies. Regular attendance, punctuality, and the ability to work under changing priorities are an essential part of this job. Occasional overtime may be required. Daily access to and use of a computer, keyboard, mouse, and telephone is essential. Occasional to frequent sitting, standing, walking, traveling, and carrying up to 35 pounds is required.

The incumbent will be required to work both indoors and outdoors, depending on the situation they are involved in, at any given time. While indoors, the temperature and humidity will generally be reasonably controlled, but while outdoors, the incumbent is exposed to climatic conditions including high temperatures, high humidity, precipitation, and cold temperatures. The incumbent is exposed to dust and gunpowder during quarterly firearm qualifications and periodic chemical agent training. The incumbent may be exposed to mold, toxic pesticides, and irritating and hazardous chemicals during the service of search warrants and other law enforcement operations.

The incumbent will be required to perform the full range of peace officer duties and responsibilities in the accomplishment of their assignments, and a peace officer background check is required. In addition, the incumbent must have a valid California Driver’s License, a good driving record, and be able to operate a motor vehicle safely.

In all job functions, the incumbent is responsible for creating an inclusive, safe, and secure environment that values diverse cultures, perspectives and experiences, and is free from discrimination. The incumbent is expected to provide all members of the public with equitable services and treatment and work toward improving outcomes for all Californians.

I. Other Information

The incumbent must maintain confidentiality, possess good communication skills, use good judgment in decision-making, exercise creativity and flexibility in problem identification and resolution, manage time and resources effectively, and be responsive to management needs.

Incumbents in this classification will progress through ranges A and B based upon the requirements of the alternate range criteria relating to the classification specifications. As the incumbent progresses beyond Range A, the incumbent will be expected to perform the level of responsibilities associated with the assigned range, in addition to the level of responsibilities in the lower range(s).

The incumbent shall possess the general qualifications, as described in California Code of Regulations Title 2, Section 172, which include integrity, honesty, dependability, thoroughness, accuracy, good judgment, initiative, resourcefulness, and the ability to work cooperatively with others. This incumbent will maintain consistent and regular attendance, communicate effectively (both orally and in writing) when dealing with the general public and/or other employees, develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools, and equipment, and adhere to departmental policies and procedures.

Criminal Offender Record Information (CORI) - Title 11, Section 703 (d) of the California Code of Regulations requires criminal record checks of all personnel who have access to CORI. Pursuant to this requirement, applicants for this position will be required to submit fingerprints to the Department of Justice and be cleared before hiring. In accordance with CORI procedures, clearance shall be maintained while employed in a CORI-designated position. Additionally, the position routinely works with sensitive and confidential issues and/or materials and is expected to maintain the privacy and confidentiality of documents and topics pertaining to individuals or to sensitive program matters at all times.

Conflict of Interest (COI) - This position is subject to COI Regulations. The incumbent is required to submit a Statement of Economic Interests (Form 700) within 30 days of assuming office, annually by April 1st, and within 30 days of leaving office.

Department of Motor Vehicles (DMV) Employer Pull Notice (EPN) Program - The incumbent shall participate in DMV's EPN Program, which is a process for providing the Department with a report showing the driver's current public record as recorded by the DMV, and any subsequent convictions, failures to appear, accidents, driver's license suspensions, driver's license revocations, or any other actions taken against the driving privilege or license, added to the driver's DMV record.

Medical Surveillance and Respiratory Protection Program – Pursuant to California Code of Regulations, Title 8, section 5144 and the Department's Injury and Illness Prevention Plan, the incumbent shall participate in the Department's Medical Surveillance and Respiratory Protection Program due to the potential exposure to dangerous pesticides, molds, and other hazardous substances.

Medical Clearance – In accordance with the provisions of Government Code 18931, a medical clearance is required from the California Department of Human Resources' (Cal HR) Medical Officer. The medical clearance must be completed, submitted, reviewed, and approved prior to extending an offer of employment.

Travel - The incumbent is required to travel throughout an assigned geographical area of California by various methods of transportation.

I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the Equal Employment Opportunity Office.)

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Employee Signature Date

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Employee's Printed Name – Classification

I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

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Supervisor Signature Date

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Supervisor's Printed Name – Classification

Rev 08/2026