Department of Cannabis Control
CALIFORNIA

Position Duty Statement

DCC-2409 (12/2025)

☐ **PROPOSED** ☒ **CURRENT**

Classification Title	**Division**
Supervising Investigator, Alcohol Beverage Control	Law Enforcement
Working Title Detective Sergeant	**Office/Unit/Section/Geographic Location** Field Operations Branch/Specialized Services Command/Professional Standards Unit/Sacramento
Position Number 592-420-8678-010	**Name and Effective Date**

General Statement: Under the general direction of the District Administrator (DA), Alcohol Beverage Control (ABC), the Supervising Investigator (SI), ABC of the Professional Standards Unit, in the Specialized Services Command (Command), part of the Field Operations Branch (Branch), in the Law Enforcement Division (Division), within the Department of Cannabis Control (Department), will directly oversee the Division's Asset Forfeiture Program, background Agent, ABC staff, and internal affairs investigations for the Department. The incumbent will be responsible for the supervision of Agent staff and support staff who conduct the most difficult, complex, and sensitive internal criminal and administrative investigations involving allegations of misconduct by Division sworn and non-sworn employees and will also be responsible for the supervision of administrative staff. Duties include, but are not limited to, the following:

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

70% (E) Supervision of Staff, Investigations, and Field Operations

Supervise, organize, plan, evaluate, and direct the work of Unit staff in accordance with guidelines and priorities provided by the District Administrator. Provide guidance and technical assistance to the Agent staff by monitoring, leading, and assisting Agent staff in preparing and conducting interviews, search warrants, and other legal processes. Supervise Agent staff in the preparation of case material for criminal and administrative hearings, and in the operation of specialized law enforcement equipment. Supervise the filing of criminal complaints, preparation and service of search warrants and court orders, and other legal papers. Review and approve investigative correspondence and reports. (20%)

Plan, oversee, and conduct the most difficult, complex, and sensitive internal criminal and administrative investigations. Supervise and participate in making physical arrests, and transportation of those in custody. (20%)

Review timesheets, mileage logs, travel claims, overtime reports for accuracy and certify figures reported. Review absence requests and approve or deny based on business need. Complete documentation related to attendance and preventative, corrective, or adverse action when appropriate. Organize and monitor staff resources and develop implementation plans to effectively respond to workload fluctuations.

Monitor, evaluate, and complete employee performance appraisals. Identify and address/resolve employee performance issues. Utilize available resources to ensure compliance with Bargaining Unit contracts, hiring practices, Department policies and procedures, and other related personnel laws, rules, and/or regulations. Mentor, coach, and guide staff in the development of their knowledge of the Department and the systems and resources utilized to perform their work. Identify staff training needs and/or training opportunities for improved performance and job satisfaction. Recruit, train, evaluate performance, and prepare corrective actions for staff. Effectively promote equal opportunity in hiring and employee development and promotion, and for maintaining a work environment that is free of discrimination and harassment. (25%)

Oversee background investigations for prospective Division staff prior to employment. (5%)

20% (E) Policy and Program Oversight and Management

Oversee the operation of the Asset Forfeiture Program including the monitoring and auditing of accounts, seizures, and cases. Ensure Division staff are adhering to the procedures described in the Asset Forfeiture Manual and the ethical and procedural processes required by statutory law by conducting audits and reviews of the asset forfeiture files.

Collaborate and take direction from executive management on internal affairs matters and highly sensitive investigations pursuant to Business and Professions Code section 109.

Review, direct and provide subject matter expertise to Unit staff regarding Division policy and procedure. Facilitate supervisorial and Division leadership review of and functions as the custodian of all Division policy and procedure.

5% (E) Law Enforcement Training

Attend and participate in all mandatory job related trainings and law enforcement trainings, which may include, but is not limited to, tactical firearms training and qualification, hand-to-hand defensive tactics ,and arrest and control techniques training, building entry techniques and tactics training, hazardous Waste Emergency Responder (HAZWOPER) certification, first aid/cardiopulmonary resuscitation/automated external defibrillator training, emergency trauma and wound care training, and mandatory California Peace Officer Standards and Training (POST) supervisor training.

5% (E) Professional Development

Participate in professional development training, as well as tasks, meetings, and activities that support programmatic and workplace diversity, equity, and inclusion.

B. Headquarters Designation

Department Enforcement Office, Sacramento, CA 95827

C. Supervision Received

The incumbent will receive assignments and directions from the Deputy Chief: however, assignments and directions may also come from the Deputy Chief, and/or Career Executive Assignment-B.

D. Supervision Exercised

The incumbent will supervise, evaluate, direct, and review the work of investigative and professional staff within the Unit.

E. Administrative Responsibility

The incumbent will be responsible for supervising Agent staff and professional staff and consulting with the Deputy Chief in the accomplishment of the Division's goals.

F. Personal Contacts

The incumbent will have regular contact with Department staff on internal affairs matters, highly sensitive investigations, and investigative processes. The incumbent will have occasional contact with District Attorneys, prosecutors, regarding policies, procedures, and investigations. The incumbent will have occasional contact with background candidates throughout the application process, and with the general public, such as victims and witnesses.

G. Actions and Consequences

Failure to properly monitor and supervise Agent staff casework may result in cases not being completed in a timely manner, violation of the statute of limitations, or a violation of the law (criminal or administrative).

Failure to properly supervise Agent staff may result in an unlawful seizure or unlawful arrest, either of which may result in a lawsuit against the state. Failure to properly supervise Agent staff may result in the excessive or improper 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, any of which may result in the injury or death of an Agent staff, suspect or other person and potentially expose the state to a lawsuit. Failure to properly supervise Agent staff during an administrative investigation of sworn staff can lead to Peace Officer Bill of Rights violations which could lead to lawsuits against the individuals involved in the investigation as well as the Department.

H. Functional Requirements

The incumbent is a Work Week Group E employee and will be expected to work an average of 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 incidents, or state emergencies. Regular attendance, punctuality, and the ability to work under changing priorities are an essential part of this job.

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. Daily access to and use of a computer, keyboard, mouse, and telephone is essential. Sitting and standing requirements in the office are consistent with office work.

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. The incumbent will be required to complete substantial field work (majority of the time) and it is typically more efficient for the incumbent to travel directly from home to the field work location.

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.

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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.

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

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