

Department of Consumer Affairs

Position Duty Statement

HR-041 (rev. 07/15)

Classification Title Special Investigator	Board/Bureau/Division Bureau of Cannabis Control
Working Title Special Investigator	Office/Unit/Section/Geographic Location Enforcement/Investigation Unit/Sacramento
Position Number 591-310-8612-002	Name and Effective Date

General Statement: Under the supervision of the Supervising Special Investigator I, the Special Investigator investigates complaints of cannabis related violations from the public, local community organizations and law enforcement agencies, occurring at Bureau of Cannabis Control (BCC) licensed premises or involving commercial cannabis activities. Conducts investigations regarding criminal and administrative violations committed on or about BCC licensed premises by licensees, their employees, and/or members of the public.

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

35% Administrative Investigations (E)

Examine a variety of records and information to detect, secure or verify suspected administrative violations of the laws, rules and regulations that govern the Bureau of Cannabis Control. Conduct inspections of Bureau licensed premises and gather evidence of administrative violations. Identify, gather, assemble, evaluate, and preserve statements, affidavits, search warrants and other evidence for use in administrative action. Locate accused persons and witnesses; interview complainants, witnesses, licensees, and professional experts face-to face to collect, analyze and evaluate testimony. Contact and interview individuals and representatives of business or governmental organizations; interpret and explain business and professions code when necessary. Serve subpoenas, consumer notices and other legal papers; Log and manage evidence; confer and with state and local law enforcement agencies on investigations. Brief Bureau executive staff on the status of sensitive administrative investigations.

30% Criminal Investigations (E)

Examine a variety of records and information to detect, secure or verify suspected criminal violations of the laws, rules and regulations that govern the Bureau of Cannabis Control. Conduct inspections of Bureau licensed premises and gather evidence of criminal violations. Identify, gather, assemble, evaluate, and preserve statements, affidavits, search warrants and other evidence for use in criminal legal action. Locate accused persons and witnesses; interview complainants, witnesses, licensees, and professional experts face-to face to collect, analyze and evaluate testimony. Contact and interview individuals and representatives of business or governmental organizations; interpret and explain business and professions code when necessary. Serve subpoenas, consumer notices and other legal papers; Log and manage evidence; confer and with state and local law enforcement agencies on investigations. Brief Bureau executive staff on the status of sensitive criminal investigations.

25% Investigative Reports (E)

Prepare concise, detailed reports of the events of the investigation, which include documented evidence, statements from witnesses and a general synopsis to ensure the findings are fully supported by the facts and other evidence.

5% Administrative (E)

Prepare and perform internal administrative functions such as daily, weekly, monthly, and quarterly activity reports and mileage logs; Prepare various investigative correspondence.

5% Case Preparation and Prosecution (E)

Assist prosecutors in preparing and presenting cases and testify in administrative hearings and criminal.

B. Supervision Received

The Special Investigator reports directly to and receives assignments from the Supervising Special Investigator I; however, assignments and direction may often come from a designated lead or higher-level management.

C. Supervision Exercised

None

D. Administrative Responsibility

None

E. Personal Contacts

Contact with the Supervising Special Investigator I or lead person and other employees in the office each day employee is working. Frequent contact with Bureau of Cannabis Control licensees and the general public as subjects, complainants or witnesses. Occasional to frequent contact with Division of Investigation (DOI) and other law enforcement agencies at the county, city and state levels.

F. Actions and Consequences

Failure to complete assigned casework in a timely manner, or inefficiency in conducting investigations, may result in significant harm, a decrease in consumer safety and a disruption of the cannabis supply chain. An inadequate investigation may result in allowing a violation of the law (administrative or criminal) to go undetected or unpunished. Cases being investigated may affect the health and safety of consumers.

G. Functional Requirements

The employee is required to work both indoors and outdoors, depending on the situation he or she is involved in, at any given time. While indoors, the temperature and humidity may not be controlled. While out of doors, the employee is exposed to climatic conditions. The employee may be exposed to dust and fumes. The employee may occasionally be exposed to toxic materials, pesticides, fertilizers and solvents. The employee may have contact with persons believed to have a contagious disease. Occasional to frequent sitting, standing, walking, driving, and carrying up to 25 pounds

is required. Special Investigators may be required to work irregular shifts, nights, weekends and holidays, and travel. Occasional overtime may be required.

H. Other Information

Specific duties include, but are not limited to the following: administrative and criminal cases involving commercial cannabis violations, cannabis diversion, minor related violations, Track and Trace violations, undisclosed ownership, taxing violations, cannabis sales and advertising violations, and improper laboratory, transporting, distribution and dispensary violations. Special focus will be placed on preventing distribution of cannabis to minor, preventing the diversion of cannabis to other states, ensuring revenue from the sale of cannabis is not going to criminal enterprises, gangs, and cartels and that state-authorized cannabis activity is not being used as a cover or pretext for the trafficking of other illegal drugs or other illegal activity.

The employee routinely works with sensitive and confidential issues and/or materials, which may include tax and banking records, medical records, police reports and witness information. The employee is expected to maintain the privacy and confidentiality of documents and topics pertaining to individuals or to sensitive investigative matters at all times. This position requires working in and driving to, various locations throughout the state and may be required to work irregular shifts, nights, weekends and holidays. Occasional overtime may be required. The employee is required to maintain regular and consistent attendance; report to work on time; work his/her full day and work under changing priorities and deadlines. In addition, the employee is required to dress and act professionally, work cooperatively with others and exhibit courteous behavior towards coworkers and the public. Knowledge and proficiency in the use of personal computers and standard office software is desired. A valid California driver license is required.

CORI-Title 11, section 703 (d) of the California Code of Regulations requires criminal record checks of all personnel who have access to Criminal Offender Record Information (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 to DCA's (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 Title 16, section 3830 of the California Code of Regulations, the Department of Consumer Affairs' Conflict of Interest 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.

Travel- The incumbent is required to travel throughout an assigned geographical area 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 Health & Safety analyst.)

Employee Signature Date

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.

Supervisor Signature Date

Supervisor's Printed Name – Classification

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