

**SHERIFF INVESTIGATOR / CANNABIS CODE COMPLIANCE****DEFINITION**

Under general supervision, to initiate and conduct criminal and civil investigations; to collect and preserve evidence; to assist the District Attorney's office with prosecution of criminal cases; to perform administrative duties; to conduct coroner's investigations; and to do related work as required.

Responsible for conducting field investigations of potential violations of State and County regulations and codes pertaining to regulations and ordinances as associated with cannabis enforcement. Investigate complaints and issue citations for cannabis code violations. Prepare evidence for use in administrative, criminal and civil hearing/court proceedings and the ability to testify regarding such evidence for cannabis code compliance. The enforcement process includes preparing inspection warrants, property reports, notice of violations and preparation of abatement orders and warrants.

This position requires the ability to identify cannabis/marijuana plant species, investigative cannabis cultivations related to restrictions under State and local County codes, and identify potential hazardous cultivating materials and chemicals.

**DISTINGUISHING CHARACTERISTICS**

This is the fully trained journey level classification for the performance of specialized investigative work in the Sheriff's Department. Incumbents in this classification perform investigations of criminal cases. They are subject to call-out 24 hours per day.

**REPORTS TO**

Sheriff Investigator Sergeant/Cannabis Compliance Supervisor, Assistant Sheriff, and Sheriff

**CLASSIFICATION SUPERVISED**

None

## **SHERIFF INVESTIGATOR / CANNABIS CODE COMPLIANCE - 2**

### **EXAMPLES OF DUTIES**

- Review and document violations identified and determine requirements for cannabis compliance
- Compile affidavits and warrant service documentation, obtain and serve warrants; compile and issues such citation notices, orders and other legal documents as necessary
- Determine and initiate appropriate enforcement inclusive of abatement orders, non-compliance filings, and administrative citations
- Evaluate corrected violations for compliance with conditions of applicable cannabis regulations and codes
- Read and understand penal code, County code, and use permits including that related to cannabis/marijuana cultivation
- Research and analyze building and land use permit records, County Assessor parcel maps, records of the County Recorder, owner records of the State, legal references, technical references and he available records of the courts and law enforcement agencies for cannabis code enforcement
- Receive and review information about possible violations of codes and determine validity of complaints
- Establish and maintain accurate and complete case files; prepare legal documents and evidence for court and /or administrative hearing procedures; testify in court as needed
- Operate as Drone Pilot and Observer according to Certificate of Authorization (COA) by Federal Aviation Administration (FAA)
- Maintain and submit all required documentation for drone operations according to FAA regulations
- Plans, coordinates, and conducts assigned criminal investigations; takes charge of crime scenes and directs other staff
- Interviews witnesses and suspects, evaluating the importance of information received; gathers evidence and takes statements in connection with suspected criminal activities
- Prepares reports resulting from investigations; substantiates findings of fact in court
- Prepares and serves search/arrest warrants/affidavits and makes arrests; investigates accidents; assists and cooperates with other law enforcement agencies' investigations and arrests; may train other department staff in investigative methods and techniques
- Conducts surveillance; may have responsibility for witness protection and court security
- Supervises informants and undercover operatives and operates a variety of investigative equipment
- Investigates deaths, including homicide, suicide, accidental, unattended, questionable and natural investigates sexual assaults, child molestations, and elder abuse cases
- Attends, documents, and evaluates autopsies; may be assigned to assist with fingerprinting or fingerprint classification work
- Takes pictures and makes sketches at crime scenes
- Lifts latent prints and takes plaster casts at crime scenes; searches files for information; may develop photographs
- May function as an undercover officer to conduct in-depth investigations for the detection and prevention of the sale of narcotics and the arrest of drug offenders
- Keeps firearms and other equipment in good working condition
- May be assigned to conduct follow-up in-depth investigations for the District Attorney's Office
- May request issuing of search warrants and criminal complaints

## **SHERIFF INVESTIGATOR / CANNABIS CODE COMPLIANCE - 3**

### **EXAMPLES OF DUTIES Continued:**

- Develops and prepares detailed reports of unusual investigations

### **TYPICAL PHYSICAL REQUIREMENTS**

Sit for extended periods in one position; frequently stand, walk, and climb stairs and ladders; walk on sloped, slippery, and/or uneven surfaces; ability to stoop, kneel, or bend to pick up or move objects weighing over 100 pounds with help; crawl through various areas moving on hands and knees; physical ability to restrain prisoners; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, calculators, copiers, and FAX.

### **TYPICAL WORKING CONDITIONS**

Work is performed in office, courtroom, and outdoor environments; unusual exposure to life threatening situations; continuous contact with staff and the public.

### **DESIRABLE QUALIFICATIONS**

#### **Knowledge of:**

- Modern law enforcement methods and procedures, including patrol, crime prevention, traffic control, and bailiff functions.
- Drone regulations, airspace navigation, weather, drone payloads and performance, crew management, radio procedures, effects of drugs and alcohol, aeronautical decision making, airport operation, maintenance and preflight inspections.
- Comprehensive knowledge of criminal investigation methods and techniques.
- Laws of apprehension, arrest, and custody of persons accused of felonies and misdemeanors.
- Rules of evidence pertaining to search and seizure and the preservation and presentation of evidence.
- Laws applicable to the apprehension, retention, and treatment of juveniles.
- Recent court decisions affecting arrest procedures and the handling of suspects and detained persons.
- The general geography and topography of Plumas County.
- Use and care of Department authorized firearms.
- First aid techniques.
- Principles of criminal identification and fingerprint classification.
- FAA requirements to maintain Drone Pilot and Observer certification and the required monthly FAA reporting.

## **SHERIFF INVESTIGATOR / CANNABIS CODE COMPLIANCE - 4**

### **Ability to:**

- Plan, organize, coordinate, and conduct criminal and civil cannabis investigations.
- Perform a wide variety of professional law enforcement work.
- Perform specialized law enforcement assignments.
- Understand and interpret laws and regulations relating to arrest, rules of evidence, and the apprehension, retention and treatment of prisoners and juveniles.
- Conduct field investigations of potential violations of State and County regulations and codes pertaining to land use, zoning, health and safety, environmental health, housing, building code regulations and ordinances as associated with cannabis enforcement
- Investigate complaints and issue citations for cannabis code violations
- Understand and interpret the Code of Civil Procedures and Civil Processes
- Identify cannabis enforcement process including time accounting according to guidelines
- Prepare appropriate inspection warrants, preliminary property reports, notice of violations, conduct follow up inspections with the timelines, prepare abatement orders and when necessary abatement warrants as well as Enforce abatement orders
- Operate as COA Drone Pilot and Observer and maintain accurate flight logs for FAA monthly reporting.
- Carefully observe incidents and situations, accurately remembering names, faces, numbers, circumstances, and places.
- Secure information from witnesses and suspects.
- Make independent judgments and adopt quick, effective, and responsible courses of action during emergencies.
- Prepare clear and comprehensive reports.
- Meet standards of adequate physical stature, endurance and agility.
- Demonstrate technical and tactical proficiency in the use and care for firearms.
- Operate a motor vehicle under critical and unusual conditions.
- Effectively represent the Sheriff's Department in contacts with the public and other law enforcement agencies.
- Establish and maintain cooperative relationship with those contacted during the course of work.
- Maintain the Certificate of Authorization (COA) for County of Plumas Agency

## **SHERIFF INVESTIGATOR / CANNABIS CODE COMPLIANCE - 5**

### **Training and Experience:**

Qualifications needed for this position:

- Two (2) years of experience in professional law enforcement work comparable to Plumas County Deputy Sheriff II.
- Completion of advanced educational training in criminology, criminal justice, law enforcement, and cannabis/marijuana County, State, and federal regulations.

### **Special Requirements:**

- Possession of a Basic Certificate issued by the California
- Possess current license to operate a drone
- Peace Officer Standards and Training Commission (P.O.S.T).
- Possession of First Aid and CPR certificates.
- Must possess a valid driver's license at time of application and a valid California Driver's License by the time of appointment. The valid California License must be maintained throughout employment.