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CONSERVATION AND RESOURCES ENFORCEMENT OFFICER SERIES

Series Definition:

This series includes all classes of positions the primary duties of which are to perform and/or supervise the enforcement of the State's conservation and resources laws, rules and regulations by the Department of Land and Natural Resources. Positions have and may exercise all of the powers and authority of a police officer, including the power of arrest, in the enforcement of all State laws, rules and regulations, concerning the protection, conservation, and utilization of fish and wildlife, forest reserves, parks and historic sites, natural area reserves, and other related resources. Additional areas of responsibility include the enforcement of county ordinances within all State lands, shore waters and shores, and county parks.

"Enforcement" involves obtaining and gaining compliance with laws, rules, and regulations and the detection and apprehension of violators through patrol, surveillance, inspection, investigation, and the exercise of police powers, as necessary.

"Conservation" includes informational, enforcement, and licensing activities designed to encourage or require the protection of natural resources from damage, destruction or abuse by users. Conservation activities involving determination on how to manage resources so as to preserve them (e.g., determining appropriate land utilization) or operational activities concerned with the development, management, and utilization of natural resources and their protection from natural predators or other causes (e.g., protection of forests against fire, insects, disease, floods, erosion, etc.) are the responsibilities of other positions concerned with the particular resources involved (e.g., foresters, flood control engineers, wildlife biologists, etc.).

Levels in this series are distinguished on the basis of various factors. These factors include the scope and nature of work, supervision exercised over the work of others, public contact, guidelines available, and the knowledge and abilities required. The applicability of these factors for each level is discussed in the appropriate class specification.

This is the first specification for the new CONSERVATION & RESOURCES ENFORCEMENT OFFICER series.

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/s/ Patricia K. Brandt  
for DONALD BOTELHOI  
Director of Personnel Services

CONSERVATION AND RESOURCES ENFORCEMENT OFFICER I    8.591  
(CONSVTN & RESCS ENFC OFFCR I)

Duties Summary:

Receives initial and on-the-job training in the basic aspects of general law enforcement; performs routine patrolling and enforcement tasks under close supervision; assists higher level officers on more complex assignments; and performs other duties as required.

Distinguishing Characteristics:

This is the entry level in the series. This class differs from Conservation and Resources Enforcement Officer II in that Conservation and Resources Enforcement Officer I receives initial training with primary emphasis on general law enforcement knowledge and its actual application to selected situations; whereas Conservation and Resources Enforcement Officer II is the advanced trainee which receives continued training with primary emphasis on application to a wide range of conservation law enforcement activities.

Following a period of initial training, a position in this class performs routine enforcement tasks following specific guidelines under close supervision and assists higher level officers who provide detailed instructions on more complex or controversial assignments. Assignments are specifically designed to provide incumbents with an introduction to and practical understanding of basic law enforcement, its application to laws, rules, and regulations, and specialized enforcement methods and techniques to actual situations.

Work is performed under close and continuous supervision, although previously learned routines may be performed under general supervision. A superior is readily available and there is little or no opportunity for independent action. As experience is

gained and competence is exhibited, the degree of supervision may be progressively lessened.

Examples of Duties:

Attends training sessions and receives on-the-job training in selected phases of activities from higher level officers as an introduction to basic law enforcement, its application to laws, rules and regulations, standard enforcement procedures, and specialized enforcement methods and techniques; assists and participates in patrols by foot, horseback, car, jeep, boat, and other motorized equipment; may utilize and handle canine on patrol, assists and participates in carrying out surveillance; assists and participates in stake-outs for suspected unlawful activities which may be at night, in remote areas, and in rough terrain; operates four-wheel drive vehicle, boat, radio communications, and other related equipment; performs required hiking, swimming, and non-scuba diving; assists and participates in inspecting for compliance and violations; assists and participates in investigating complaints of alleged violations by making inquiries, obtaining facts, and preparing a written report recommending appropriate action; assists and participates in citing violators and in making arrests, including informing offenders of rights and/or disposition of citations and confiscating and preserving evidence; prepares clear and concise reports; participates in providing information to the public by giving talks and distributing materials; cleans, services, and performs general maintenance of gear, vehicles, boats, and other equipment; may issue commercial fishing, hunting, and freshwater game fishing licenses and permits; may receive training in the use of scuba gear including conditioning dives to perform underwater reconnaissance, as applicable; may assist and participate in field activities to gather data and detect conditions having an impact on resource management relative to wildlife sanctuaries, endangered species, forests, parks, natural area reserves, public lands, conservation districts, watershed areas, marine life conservation districts, and other resources or related concerns; and performs other related duties as required.

Knowledge and Abilities Required:

Ability to: Follow oral and written instructions; apply various rules and regulations; deal courteously but firmly with people; prepare clear and concise reports; assist and participate in patrol and surveillance work, including activity in remote and rough areas; cope with outdoor conditions and maintain appropriate physical condition to carry out the work of the class; swim 100 meters in 3 minutes and hike 1 mile in 20 minutes; make non-scuba dives; learn general law enforcement principles, practices, methods, and techniques; learn hazards of the class and take appropriate action; learn to operate and maintain a four-wheel drive, boat, radio communications, and other related equipment; learn to use firearms; and for some positions, learn to use and maintain scuba gear.

CONSERVATION AND RESOURCES ENFORCEMENT OFFICER II 8.592  
(CONSVTN & RESCS ENFC OFFCR II)

Duties Summary:

Receives advanced training in conservation law enforcement and management activities; participates in the enforcement of laws, rules, and regulations relating to the protection, conservation, and utilization of fish and wildlife, forest reserves, parks and historic sites, natural area reserves, other public lands and waters, and other pertinent resources, performs public informational activities; and performs other duties as required.

Distinguishing Characteristics:

This class is the advanced trainee level through which the incumbent progresses to full performance as an independent worker. This class differs from the Conservation and Resources Enforcement Officer I in that Conservation and Resources Enforcement Officer II performs various assignments in participating in enforcement and other activities, and receives advanced training with primary emphasis on application to a wide range of conservation law enforcement and management activities; whereas Conservation and Resources Enforcement Officer I receives initial training with primary emphasis on general law enforcement knowledge and its actual application to selected situations.

This class differs from Conservation and Resources Enforcement Officer III in that Conservation and Resources Enforcement Officer II performs as an advanced trainee in performing various assignments and receiving training with primary emphasis on application to a wide range of conservation law enforcement activities; whereas Conservation and Resources Enforcement Officer III independently performs the full range of conservation law enforcement activities under general supervision.

Work at this level is characterized by familiarity with general law enforcement principles, practices, methods, and techniques, its application to rules and regulations, and performance of assignments of standard routines. A position at this level continues to receive training and participates in a wide range of tasks typical of higher levels to broaden knowledge and abilities and to develop proficiency in all aspects of conservation enforcement and management. Supervision received varies according to complexity of assignments and competency exhibited.

Examples of Duties:

As an advanced trainee, attends training sessions and receives on-the-job training in a wide range of conservation law enforcement and management activities from higher level officers; participates in patrols of hunting and fishing areas, sanctuaries, parks, forest, reserves, natural area reserves, conservation districts, and other lands and waters by foot, horseback, car, jeep, boat, and other motorized equipment; may utilize and handle canine on patrol; participates in carrying out surveillance; participates in stake-outs for suspected unlawful activities which may be at night, in remote areas, and in rough terrain, operates four-wheel drive vehicle, boat, radio communications, and other related equipment; performs required hiking, swimming, and non-scuba diving; participates in inspecting sports and commercial fishing crafts, hunter and fisherman bags, business operations selling or serving fish, State parks, forest reserves, and other lands and waters for compliance and violations; participates in investigating complaints of alleged violations by making inquiries, obtaining facts, and preparing a written report recommending appropriate action; participates in citing violators and making arrests, including informing offenders of rights and/or disposition of citations and confiscating and preserving evidence; prepares clear and concise reports; testifies in court; provides information to the public by giving talks and distributing materials; cleans, services, and performs general maintenance of gear, vehicles, boats, and other equipment; may issue commercial fishing, hunting, and freshwater game fishing licenses and permits; may receive training in the use of scuba gear including conditioning dives to perform underwater reconnaissance, as applicable; may assist and participate in field activities to gather data and detect conditions having an impact on resource management relative to wildlife sanctuaries, endangered species, forests, parks, national area reserves, public lands, conservation districts, watershed areas, marine life conservation districts and other resources or related concerns; and performs other related duties as required.

Knowledge and Abilities Required:

Knowledge of: Crime prevention; techniques of patrol and surveillance; principles of arrest and the rights of the accused; laws of search and seizure; rules of evidence; techniques of interviewing; language of the law; effective report writing; and court procedures.

Ability to: Follow oral and written instructions; apply various statutes, rules and regulations; deal courteously but firmly with people; take notes to prepare clear and concise reports; participate in patrol and surveillance work, including activity in remote and rough areas; cope with outdoor conditions and maintain appropriate physical condition to carry out the work of the class; swim 100 meters in 3 minutes and hike 1 mile in 20 minutes; make non-scuba dives; learn conservation law enforcement

principles, practices, methods, and techniques; learn hazards of the class and take appropriate action; learn to operate a four-wheel drive vehicle, boat, radio communications, and other related equipment; learn to use firearms; and for some positions; learn to use and maintain scuba gear.

CONSERVATION AND RESOURCES ENFORCEMENT OFFICER III 8.593  
(CONSVTN & RESCS ENFC OFFCR III)

Duties Summary:

Enforce laws, rules, and regulations relating to the protection, conservation, and utilization of fish and wildlife, forest reserves, parks and historic sites, natural area reserves, other public lands and waters, and other pertinent resources; performs public informational activities; and performs other duties as required.

Distinguishing Characteristics:

This is the journeyman level in the series. Work is characterized by responsibility for independent performance of the full range of conservation enforcement and management activities under general supervision and in accordance with established guidelines and by familiarity with the conservation program, its role and function, rules and regulations, and policies and procedures.

A position in this class typically supervises the work of one or more volunteer enforcement officers as assigned on a part-time basis, and may oversee other regular enforcement officers called to assist in such activities as stake-outs.

Examples of Duties:

Patrols hunting and fishing areas, sanctuaries, parks, forest reserves, natural area reserves, conservation districts, and other lands and waters by foot, horseback, car, jeep, boat, and other motorized equipment; may utilize and handle canine on patrol; carries out surveillance; performs stake-outs for suspected unlawful activities which may be at night, in remote areas, and in rough terrain; operates four-wheel drive vehicles, boat, radio communications, or other related equipment; performs required hiking, swimming, and non-scuba diving; inspects sports and commercial fishing crafts, hunter and fisherman bags, business operations selling or serving fish, State parks, forest reserves, and other lands and waters for compliance and violations; investigates complaints of alleged violations by making inquiries, obtaining facts, and preparing a written report recommending appropriate action; cites violators and makes arrests, including informing offenders of rights and/or disposition of

citations and confiscating and preserving evidence; prepares clear and concise reports; testifies in court; provides information to the public by giving talks and distributing materials; cleans, services, and performs general maintenance of gear, vehicles, boats, and other equipment; may issue commercial fishing, hunting, and freshwater game fishing licenses and permits; may receive training in the use of scuba gear including conditioning to perform underwater reconnaissance dives, as applicable; may assist and participate in field activities to gather data and detect conditions having an impact on resource management relative to wildlife sanctuaries, endangered species, forests, parks, natural area reserves, public lands, conservation districts, watershed areas, marine life conservation districts, and other resources or related concerns; and performs other related duties as required.

Knowledge and Abilities Required:

Knowledge of: Crime prevention; techniques of patrol and surveillance; principles of arrest and the rights of the accused, laws of search and seizure; rules of evidence; techniques of interviewing; language of the law; effective report writing; court procedures; hazards of the class; use of firearms conservation and resources laws, rules and regulations covering fish and game, forest reserves, State parks and historic sites, natural area reserves, other public lands and waters, and other pertinent resources; appropriate firearms, ammunition, and dangerous weapons laws; and appropriate criminal laws.

Ability to: Follow oral and written instructions; apply various statutes, rules and regulations; deal courteously but firmly with the general public; take notes to prepare clear and concise reports; perform patrol and surveillance work independently, including activity in remote and rough areas; cope with outdoor conditions and maintain appropriate physical condition to carry out the work of the class; swim 100 meters in 3 minutes and hike 1 mile in 20 minutes; make non-scuba dives; apply conservation law enforcement principles, practices, methods, and techniques independently; recognize hazards of the class and take appropriate action; operate a four-wheel drive vehicle, boat, radio communications, and other related equipment; use firearms; and for some positions, learn to use and maintain scuba gear.

CONSERVATION AND RESOURCES ENFORCEMENT OFFICER IV 8.594  
(CONSVTN & RESCS ENFC OFFCR IV)

Duties Summary:

Supervises and participates in the enforcement of laws, rules and regulations relating to the protection, conservation, and utilization of fish and wildlife, forest reserves, parks and historic sites, natural area reserves, other public lands and waters, and other pertinent resources; performs public informational activities; and performs other duties as required.

Distinguishing Characteristics:

This is the working supervisory level in the series. In addition to performing conservation law enforcement activities, a position in this class has continuing responsibility for planning, assigning, and reviewing the work of a group of regular and volunteer enforcement officers.

General supervision is received from a county-wide district supervisor, and the work is performed in accordance with established guidelines, policies, methods, and techniques.

Examples of Duties:

Supervises and participates in the work of assigned subordinate regular and volunteer enforcement officers; organizes and conducts patrols and surveillance of hunting and fishing areas, sanctuaries, parks, forest reserves, natural area reserves, conservation districts, and other lands and waters by foot, car, jeep, boat, and other motorized equipment; supervises and participates in stake-outs for suspected unlawful activities which may be at night, in remote areas, and in rough terrain; performs required hiking, swimming, and non-scuba diving; operates four-wheel drive vehicles, boat, radio communications, and other related equipment; supervises and participates in inspecting sport and commercial fishing crafts, hunter and fisherman bags, business operations selling or serving fish, State parks, forest reserves, and other lands and waters for compliance and violations; supervises and participates in investigating complaints of alleged violations by making inquiries, obtaining facts, and preparing a written report recommending appropriate action; supervises and participates in arresting or citing violators, including informing offenders of rights and/or disposition of citations and confiscating and preserving evidence; prepares clear and concise reports; testifies in court; supervises and participates in providing information to the public by giving talks and distributing materials; supervises and participates in cleaning, servicing, and

performing general maintenance of gear, vehicles, boats, and other equipment; supervises and participates in the issuing of commercial fishing, hunting, and freshwater game fishing licenses and permits; may receive training in the use of scuba gear including conditioning dives to supervise and participate in underwater reconnaissance, as applicable; follows up on commercial fish catch reports; may maintain a small office; recommends equipment and supply purchases; reviews and corrects all reports submitted by subordinates; prepares regular and special reports; and performs other duties as required.

Knowledge and Abilities Required:

In addition to knowledge and abilities required at the lower levels, must have knowledge of the principles and practices of supervision and the ability to plan, assign, and review the work of others, and maintain the operational readiness of all equipment.

CONSERVATION AND RESOURCES ENFORCEMENT OFFICER V 8.595  
(CONSVTN & RESCS ENFC OFFCR V)

Duties Summary:

Plans, directs and supervises the enforcement of laws relating to the protection, conservation, and utilization of fish and wildlife, forest reserves, parks and historic sites, natural area reserves, other public lands and waters, and other pertinent resources; provides public information activities; and performs other duties as required.

Distinguishing Characteristics:

This is the substantially full-time supervisory level in the series with responsibility for enforcement activities in a county-wide district. A position in the class serves as the top-level officer in a county-wide district and carries out appropriate activities to develop and maintain public support, cooperation, and interest.

General direction and supervision is received from a statewide chief and work is performed in accordance to established administrative guidelines, policies and procedures.

Examples of Duties:

Plans, organizes, coordinates, assigns work, and issues instructions for regular and volunteer enforcement officers within a county; maintains discipline and overall

supervision of subordinates; inspects patrol districts to determine the effectiveness of enforcement activities; reviews regular and special reports submitted by subordinates and takes appropriate action; submits monthly summary reports; reviews all inspection and investigative reports for proper elements of good cause for prosecution; consults with the County Prosecutor on interpretation and implementation of laws and procedures and keeps subordinates apprised; maintains arrest, citation, and disposition files; prepares schedule for in-service training; interprets conservation laws, rules and regulations for dissemination to the news and by subordinates to the general public; cooperates and coordinates efforts of enforcement program with other divisions, governmental agencies and private sector; and performs other duties as required.

Knowledge and Abilities Required:

In addition to the knowledge and abilities required at the lower levels, must have the ability to: plan, organize, direct, coordinate, and evaluate activities in a county district; plan and conduct staff training activities; speak to groups and individuals to explain work activities, laws, rules and regulations, and other related matters; anticipate problem areas; and perform other duties as required.