

POSITION DESCRIPTION

This position description serves as the official classification document of record for this position. Please complete the information as accurately as you can as the position description is used to determine the proper classification of the position.

2. Employee's Name (Last, First, M.I.)	8. Department/Agency DNR-NATURAL RESOURCES
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Natural Resources
4. Civil Service Position Code Description CONSERVATION OFFICER RCRT -E	10. Division Law Enforcement Division
5. Working Title (What the agency calls the position) Conservation Officer Recruit	11. Section Employment, Training, Legal, and Technology
6. Name and Position Code Description of Direct Supervisor BUCHOLTZ, KYLE M; CONSERVATION OFFICER LAW SPV-1	12. Unit
7. Name and Position Code Description of Second Level Supervisor THORN, TODD A; CONSERVATION OFFICER LAW SPV-3	13. Work Location (City and Address)/Hours of Work 525 W. Allegan St, Lansing MI 48933 / Varied/Irregular with minimum of 80 hours

14. General Summary of Function/Purpose of Position

This is the recruit level officer learning and developing the knowledge and abilities required to function as a conservation officer. Responsibilities include learning how to enforce the laws, rules and orders relating to natural resources, environmental protection and general criminal law. Learn to check licenses, permits and species of fish and wildlife. Learn how to investigate complaints. Learn how to issue citations and make arrests for natural resource and criminal violations. Learn the correct procedure when contacting prosecutors and judges, serving warrants, and appearing and testifying in court. Learn how to complete and submit reports, maintain records and files, and respond to public inquiries. Learn how to operate snowmobiles, boats, ORV's, and patrol vehicles, while maintaining them in good working condition. Learn to attend meetings and take part in departmental programs. Learn to ensure the availability of and how to teach all recreation safety classes. Learn when to provide assistance to other law enforcement agencies. Learn to enforce statutes and regulations that relate directly to public safety.

15. Please describe the assigned duties, percent of time spent performing each duty, and what is done to complete each duty.

List the duties from most important to least important. The total percentage of all duties performed must equal 100 percent.

Duty 1

General Summary:

Percentage: 80

Learn all current laws, rules, policies, and orders, and how to enforce same when dealing with resource management, environmental protection, and general criminal law issues.

Individual tasks related to the duty:

- Learning how to do all of the following tasks: enforce laws, rules and orders pertaining to natural resources, recreational safety and environmental protection.
- Enforce general criminal laws of the state, provide security at department functions. Respond to citizen complaints and assist other law enforcement agencies.
- Investigate complaints and violations.
- Gather data to assist in hearings and/or prosecutions.
- Issue summons, write reports and case histories in criminal cases, take statements, complete affidavits, and seek search warrants and proceedings for the condemnation and confiscation of illegally used property.
- Perform charter boat inspections. Maintain files. Testify in court and complete reports relating to same.
- Duties are performed during day and/or night hours as conditions and circumstances warrant and as directed by supervisor. Collect and evaluate information for all special use permits and permits related to fisheries and wildlife.
- Investigate license agent applications. Maintain records and files.
- Investigate and make recommendations for issuance of special use permits for snowmobile, marine and ORV events

Duty 2

General Summary:

Percentage: 10

Participate in and learn to conduct trainings and meetings.

Individual tasks related to the duty:

- Meet all training standards set by the department for new employees.
- Maintain the physical fitness standards set by the division annually.
- Complete specialized training to maintain personal skills in the use of firearms, survival tactics, first aid, CPR, defensive driving, and other department sponsored training.
- Learn how to teach hunter education, boating, snowmobile and ORV safety.

Duty 3

General Summary:

Percentage: 5

Learn how to and properly maintain all department issued equipment.

Individual tasks related to the duty:

- Maintain state owned vehicles and equipment in good working order.
- Maintain equipment logs and inventory records.
- Properly care for and maintain uniform complement.

Duty 4

General Summary:

Percentage: 5

Maintain a professional public image while representing the department at public functions.

Individual tasks related to the duty:

- Maintain a professional public image while representing the department at public functions.

16. Describe the types of decisions made independently in this position and tell who or what is affected by those decisions.

Once the training period is completed all arrest situations require a high degree of judgment and independent decision making when clear guidelines and instructions are not available.

17. Describe the types of decisions that require the supervisor's review.

Clarification of enforcement policy, interpretation of rules, order, and laws. Enforcement priorities.

18. What kind of physical effort is used to perform this job? What environmental conditions in this position physically exposed to on the job? Indicate the amount of time and intensity of each activity and condition. Refer to instructions.

The position requires strenuous physical activity such as running, jumping, swimming, standing, sitting, and walking, and performance of the essential job functions. The position requires ability to make quick decisions under exigent circumstances. Recruit 10 officers are subject to the same hazards, working conditions and physical effort as the field officers. Recruit 10 officers are required to wear a uniform, carry issued firearms, and receive certification training with firearms. Recruit 10's are trained to become proficient in survival tactics (ST) and firearms and pass annual exams in ST, first aid, CPR, firearms. This position requires operation and maintenance of specialized equipment and patrol vehicles.

19. List the names and position code descriptions of each classified employee whom this position immediately supervises or oversees on a full-time, on-going basis.

Additional Subordinates

20. This position's responsibilities for the above-listed employees includes the following (check as many as apply):

- | | | | |
|----------------------------|------------------------------------|----------------------------|-----------------------------------|
| <input type="checkbox"/> N | Complete and sign service ratings. | <input type="checkbox"/> N | Assign work. |
| <input type="checkbox"/> N | Provide formal written counseling. | <input type="checkbox"/> N | Approve work. |
| <input type="checkbox"/> N | Approve leave requests. | <input type="checkbox"/> N | Review work. |
| <input type="checkbox"/> N | Approve time and attendance. | <input type="checkbox"/> N | Provide guidance on work methods. |
| <input type="checkbox"/> N | Orally reprimand. | <input type="checkbox"/> N | Train employees in the work. |

22. Do you agree with the responses for items 1 through 20? If not, which items do you disagree with and why?

Yes

23. What are the essential functions of this position?

Learn the statutes, rules and orders relating to the use of the state's natural resources. Learn how to provide information to the public and assist other agencies and divisions, as circumstances dictate. Learn thorough knowledge of court procedures, enforcement techniques, legal issues and technical factors involved in resources protection. Perform the essential job functions listed below, as well as Item 15.

Perform a variety of essential job functions under stressful and non-stressful conditions while maintaining psychological stability, credibility, and integrity. Maintain a high level of credibility, integrity, and believability at all times to maintain that trust which citizens expect and deserve.

Communicate effectively over law enforcement radio channels while initiating and responding to radio communications, often under adverse conditions such as siren usage and high-speed vehicle operations and on gravel or lightly traveled two track roadways. Hear, comprehend and react to radio transmissions and other communications.

Communicate verbally and effectively by listening to people and by giving information, directions and commands.

Exercise independent judgment within legal guidelines, to determine when there is reasonable suspicion to detain, when probable cause exists to search and arrest and when force may be used and to what degree.

Gather information in criminal investigations by interviewing and obtaining the statements of victims, witnesses, suspects, and confidential informants.

Perform law enforcement patrol functions while working rotating shifts and unanticipated overtime and on periodic short notice.

Prepare investigative and other reports, including sketches, using appropriate grammar, symbols and mathematical computations.

Read and comprehend rules, regulations, policies, procedures and the law for purposes of ensuring appropriate officer behavior/response and performing enforcement activities involving the public.

Complete necessary processing tasks including fingerprinting, photographs and necessary reports.

Possess sufficient physical and mental resources to stay alert, focused and functional after extended hours on duty, rotating

shifts and repeated rapid changes from sedentary activity to strenuous physical activity.

Read and comprehend legal and non-legal documents, including the preparation, processing and issuing of such documents as appearance tickets, bond receipts, information, criminal summons, depositions, warrants and other job-related documents.

Give travel directions, tourist information and other directions to the general public. Read and understand road, topographic and other types of maps.

Obtain and broadcast accurate descriptions of suspects and/or vehicles. Endure verbal abuse, as required by law, from suspects, arrestee's and others encountered in antagonistic situations.

Climb over obstacles; climb through openings; jump down from and up to elevated surfaces; jump over obstacles, ditches, streams, and other outdoor environmental obstacles. Crawl in confined areas to pursue, search, investigate, and/or rescue. Perform all of the above during daylight and darkness, inside and outside, on frozen, wet, and/or otherwise treacherous surface situations and in inclement weather.

From a sedentary status, enter and exit vehicles quickly to perform rescue operations, pursue a suspect or answer an emergency call. Vehicles include varied patrol vehicles, boats, snowmobiles and ORVs.

Manage interpersonal conflicts to maintain order and safety.

Perform tasks that require lifting, carrying, or dragging people, heavy objects, or animals while performing arrest, rescue or general patrol functions.

Run and pursue fleeing suspects on foot both day and night in unfamiliar terrain and in inclement weather.

Use bodily force or other appropriate lawful means to gain entrance through barriers to search, seize, investigate and/or rescue.

Carry out foot patrol function, running and walking, using various types of footwear (including hip boots, waders, snowshoes) over varying terrain (including ice, snow and water and in inclement weather. Walk long distances.

Effect an arrest, forcibly if necessary, using handcuffs and other restraints.

Load, unload, aim, and fire handguns, shotguns, and other agency authorized firearms from a variety of body positions in situations that justify the use of deadly force while maintaining emotional control under extreme stress. Perform these functions in daylight and darkness, from varying surfaces and in inclement weather. Disassemble, clean, inspect and reassemble weapons. Maintain weapons and related equipment in a proper, functional and safe manner.

Operate an emergency vehicle during both the day and night; in emergency and pursuit situations involving speeds in excess of posted limits while exercising due care and caution and in exception to traffic control devices and in congested traffic and in unsafe road conditions and environmental conditions such as fog, smoke, rain ice and snow, in daylight or darkness and over isolated roadways that are not maintained. Be able to steer a vehicle while operating the radio, emergency lights, siren and spotlights. Safely operate a vehicle in reverse gear. Be able to change patrol vehicle tire as necessary to maintain emergency response availability. Perform related equipment maintenance.

Perform searches of persons which involve touching and feeling to detect potential weapons and contraband.

Subdue resisting subjects using hands and feet while employing survival tactics maneuvers or approved non-lethal weapons.

Perform other essential tasks as identified by the Michigan Commission on Law Enforcement Standards (MCOLES) job task analysis as it applies to general law enforcement and the conservation officer position.

Isolate and preserve crime and accident scenes.

Collect and safeguard evidence.

Perform all job functions in a manner so as to not bring harm or pose a direct threat to the health or safety of other individuals.

Conduct searches of buildings and large outdoor areas, which may involve walking, and/or standing for long periods of time and which requires the ability to distinguish color and perceive shapes. Perform above in daylight and darkness and under inclement weather situations. Conduct related activities involving the sense of touch to detect objects and/or the sense of smell to detect the presence of smoke or fire or other materials such as burnt gunpowder, illegal drugs, alcohol or other substances.

Conduct visual and audio surveillance for extended periods of time in daylight and darkness as well as in inclement weather

Load, unload, and safely handle shotguns, rifles, handguns, and other weapons used by others in a lawful or unlawful manner. Perform above functions in vehicles, in varying degrees of light, in inclement weather, and while maintaining

emotional control under conditions of potential extreme force and stress.

Operate canoes, kayaks and boats of various types and motor sizes on lakes and streams (including the Great Lakes) in a safe and prudent manner and under conditions of inclement weather. Load, unload, and maintain these crafts properly and safely.

Operate snowmobiles, ORV's, bicycles and other recreational vehicles as work vehicles in a safe and prudent manner over varying terrain and under varying weather conditions. Load, unload, and maintain all vehicles in a proper and safe manner.

Provide first aid as needed, including CPR, mouth to mouth resuscitation and Heimlich maneuver. Make use of appropriate personal protective equipment and devices.

Maintain all appropriate activity, radio, complaint, equipment and other administrative logs and records required to function as a conservation officer.

Read license plates and registration numbers. See and recognize registration and inspection stickers from distances.

Put on and wear the Department issued uniform and all associated equipment when needed, including the bullet resistant vest, Sam Browne belt and various footwear.

The duties and responsibilities stated here are not intended to be all-inclusive and the employer reserves the right to assign related additional duties and responsibilities as necessary.

24. Indicate specifically how the position's duties and responsibilities have changed since the position was last reviewed.

Updated to reflect essential job functions in box #23.

25. What is the function of the work area and how does this position fit into that function?

Enforce laws, rules and orders relating to natural resources, recreation, safety and the environment. Requires knowledge and expertise in investigation, apprehension and prosecution of those in conflict with such law, rule or order. Provide information and service to the public at large, representing the department. Care for and maintain state equipment. Provide recreational safety training.

26. What are the minimum education and experience qualifications needed to perform the essential functions of this position.

EDUCATION:

Possession of a high school diploma or GED certificate.

EXPERIENCE:

This position requires successful completion of a MCOLES basic law enforcement training academy.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of organizational and division goals, laws, rules, orders, policies and procedures. Recruit 10 must be able to identify work priorities and initiate and direct enforcement efforts in conjunction with immediate supervisor. Recruit 10 must display initiative, integrity, and desire to provide public services.

CERTIFICATES, LICENSES, REGISTRATIONS:

Must submit to a thorough background investigation designed to measure the applicant's suitability for law enforcement work.

Must not have any physical limitations which would impair efficient performance as a Conservation Officer.

Must be a United States citizen and become a resident of the State of Michigan by completion of the probationary training program.

Must be at least 21 years of age upon MCOLES academy completion date.

Must have a clean criminal record absent of any felony convictions which would prohibit the applicant from receiving, possessing, and carrying a firearm.

Must possess a valid Michigan driver's license, and have a satisfactory driving record. This position is included in the drug testing pool.

NOTE: Civil Service approval does not constitute agreement with or acceptance of the desired qualifications of this position.

I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.

Supervisor

Date

TO BE FILLED OUT BY APPOINTING AUTHORITY

Indicate any exceptions or additions to the statements of employee or supervisors.

None

I certify that the entries on these pages are accurate and complete.

Appointing Authority

Date

I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.

Employee

Date