

Position Summary

This summary describes the organization, duties, and requirements of a State of Michigan vacancy.

Position Code: CONOSPV3A17N

Civil Service Class and Level: CONSERVATION OFFICER LAW SPV-3

Working Title (What the agency calls the position): Lt.

Name and Position Code Description of Direct Supervisor: KIEFT, BRANDON S; STATE BUREAU ADMINISTRATOR

Department/Agency: ENVIRON, GREAT LAKES & ENERGY

Bureau (Institution, Board, or Commission): Resources

Division: Law Enforcement

Section: Environmental Investigations

Unit:

Work Location (City and Address)/Hours of Work: M-F, 8a - 5p, varied

General Summary of Function/Purpose of Position: As supervisor of the Environmental Investigations Section, this position is responsible for planning, coordinating, leading and evaluating the activities of the section. As a first line supervisor of two Conservation Officer 14 supervisors, this position is responsible for scheduling, equitable distribution of workload, maximizing efficiency and effectiveness of the section, preparing performance objectives, and conducting appraisals. This position is responsible for developing budget requests, assessing equipment needs, and ensuring budget and equipment is maintained and utilized appropriately. This position must maintain a close working relationship with other LED and department personnel, EGLE executives and staff, Michigan State Police, and other enforcement agencies. Position needs to be in the DART program as gun carrying designation.

Assigned duties and tasks for each duty.

Duty 1: Administrative

- Plan, organize, and direct an enforcement program to accomplish department and division goals based on a detailed section work plan.
- Assure fair application of laws rules and policies.
- Review budgets and directs section activities and expenditures.
- Read and evaluate officers' activity reports and investigative reports.
- Maintain inventory control, equipment records and schedule of repairs and authorize purchase of parts and supplies of the section.
- Provide updated policy and procedures, law interpretation, schedules, and special assignments to officers within the section.
- Prepare quarterly and yearly reports for management.
- Make recommendations for policies, rule and law changes, new laws, and commission orders.
- Maintain records, prepares reports and composes correspondence regarding environmental enforcement.
- Receives reports, complaints of law infractions and request investigation; conveys reports to file and complaints to conservation officer for appropriate action.
- Directs the implementation of the environmental enforcement program goals, policies and procedures.
- Prepares estimates of expenditures and costs of the section activities and monitors and controls expenditures to remain within budgeted amounts.
- Develops policies, procedures and goals for the program and section and adherence to them.
- Ensure all department and federal reports are completed in an efficient and timely manner.
- Develop program strategies which carry out the division's mission and objectives with respect to environmental issues.
- Assist with review and revision of policy and procedures specific to the section.

Duty 2: Supervise the section personnel

- Receives reviews and evaluates officer reports of activity, arrests, prosecution and investigations in order to monitor the quality of work being performed.
- Review and approve SIGMA and approve leave requests, TEVs, and purchase cards.
- Assign staff to handle issues and problems.
- Prepare performance objectives and conduct performance appraisals.
- Ensures issued equipment is properly maintained and inventoried.

Duty 3: Training and Planning

- Develop, implement and monitor section training priorities and requirements.
- Identifies staff development and training needs.
- Conducts regular meetings of personnel for training officers in methods and procedures of the section programs and to apprise them of new laws, policies, and procedures.
- Assist with formal law enforcement training and ensure compliance with LED Policy and Field Directives in the areas of firearms, survival tactics, first aid, driving and critical issues exam.
- Take part in training sessions for other divisions, in-service training sessions, and other law enforcement agencies.

Duty 4: Public Relations

- Attend and speak at public meetings to explain functions and programs of the division and the department.
- Reply to correspondence from the general public, special interest groups, news media, and government officials seeking information on law enforcement issues.
- Respond to citizen complaints.

Duty 5: Miscellaneous

- Meet with EGLE executives during scheduled meeting.
- Participate on LED management team meetings.
- Special projects.
- Duties as assigned.

Types of decisions made independently and whom or what those decisions affect: Work prioritization and work plan modifications, temporary assignments of officers, guidance in arrest situations. personnel matters, and policy or statute interpretations.

Types of decisions that require the supervisor's review: When decisions may affect other districts and influence established policy.

Physical effort used to perform this job and environmental conditions of this position: Position requires field inspections and evaluations of program areas, new duties, techniques, and training and equipment needs in order to develop a comprehensive work plan. Subject to the same hazards, working conditions and physical effort as the field officers. Commission Law Enforcement personnel are MCOLES certified peace officers, who may be required to wear a uniform, carry issued firearms and receive certification training with firearms. They are trained to become proficient in survival tactics (ST) and must pass the annual ST practical exam, first aid, CPR, must pass annual firearms proficiency standards set by MCOLES and the operation and maintenance of specialized equipment and patrol vehicles.

Names and classes and levels of employees whom this position immediately supervises:

LUCE, ELTON	CONSERVATION OFFICER LAW SPV-2 14
E	
THORSON,	CONSERVATION OFFICER LAW SPV-2 14
ERICK C	

The essential functions of this position: Provide day to day direction to the Environmental Investigations Unit.

The function of the position's work area and how it fits into that function: The Environmental Investigations Unit conducts investigations of a complex or specialized nature, which are difficult for uniformed officers to conduct. The investigations are major cases involving unlawful environmental activities on state land. This position is the supervisor for the unit.

Minimum education, experience, and credentials typically needed to perform the position's essential functions:

EDUCATION:

Education level typically acquired through completion of high school and completion of required Basic Law Enforcement Officer Training Program.

EXPERIENCE:

Conservation Officer-Law Supervisor 15 Six years of experience equivalent to a Conservation Officer, including two years equivalent to a Conservation Officer-Law Supervisor 13 or Conservation Officer Specialist 13; or one year equivalent to a Conservation Officer-Law Supervisor 14 or Conservation Officer Specialist 14.

KNOWLEDGE, SKILLS, AND ABILITIES:

Thorough knowledge of general criminal laws, search and seizure, civil liability, and court procedures. Broad knowledge of department programs and organizational structure. The ability to communicate both orally and written. A good understanding of sound management principles.

CERTIFICATES, LICENSES, REGISTRATIONS:

MCOLES, certification as a State "peace officer." Commissioned as a conservation officer by the Chief of the LED and a valid motor vehicle operator's license. DART, gun carrying designation.