

STATE OF OHIO (DAS)CLASSIFICATION
SPECIFICATION**CLASSIFICATION SERIES:**

Park Officer

SERIES.:

2252

MAJOR AGENCIES:

Natural Resources-Parks & Recreation Only

EFFECTIVE:

06/19/2011

SERIES PURPOSE:

The purpose of the park officer occupation is to serve as law enforcement officer within Division Of Parks & Recreation.

At the lowest level, incumbents receive training or patrol & enforce the park rules, criminal code & motor vehicle laws. At the middle levels, incumbents conduct larger, more complicated investigations or act as lead worker over park officers. At the top levels, incumbents supervise all lower-level park officers at their park or supervise all employees of satellite park facility.

Park officers work for the Division Of Parks & Recreation only.

JOB TITLE

Park Officer Cadet

JOB CODE

22520

PAY GRADE

08

EFFECTIVE

07/01/2004

CLASS CONCEPT:

The developmental level class works under close supervision & requires some knowledge of law enforcement & in order to receive training on operations of park officers assigned to Division Of Parks & Recreation to include standards of ethics, uniform regulations & care, criminal & civil laws, rules & regulations, rules of evidence, methods of arrest, search & seizure & investigation techniques, handling of prisoners, court conduct, patrolling & enforcement techniques, use of firearms, first aid & emergency care.

JOB TITLE

Park Officer

JOB CODE

22521

PAY GRADE

10

EFFECTIVE

07/01/2005

CLASS CONCEPT:

The full performance level class works under general direction & requires working knowledge of law enforcement & agency rules & regulations in order to serve as law enforcement officer for assigned park area in Division Of Parks & Recreation.

JOB TITLE

Park Officer Investigator

JOB CODE

22522

PAY GRADE

11

EFFECTIVE

07/01/2007

CLASS CONCEPT:

The advanced level class works under direction & requires considerable knowledge of law enforcement & agency rules & regulations in order to conduct larger, more complicated investigations (i.e., investigations generated by lower-level park officer) at large park where more than one park officer is employed.

JOB TITLE

Park Officer Specialist

JOB CODE

22523

PAY GRADE

11

EFFECTIVE

06/19/2011

CLASS CONCEPT:

The advanced level class works under direction & requires considerable knowledge of law enforcement & agency rules & regulations in order to serve as lead worker over lower-level region park officers assigned to one shift at state park having 2 or 3 shifts & serve as law enforcement officer in Division Of Parks & Recreation.

JOB TITLE

Park Officer Supervisor

JOB CODE

22525

PAY GRADE

11

EFFECTIVE

01/09/2005

CLASS CONCEPT:

The supervisory level class works under general direction & requires thorough knowledge of law enforcement & agency rules & regulations in order to supervise all park officers at assigned park in Division Of Parks & Recreation or at

Cleveland Lakefront State Park, supervises park officer specialists on all shifts & park officers or supervises park officers & radio operators in coordination of Cleveland Lakefront State Park Radio Regional Communication Operations Center to relay security & enforcement information to park officers, police departments & other law enforcement personnel.

JOB TITLE

Park Officer Manager

JOB CODE

22526

PAY GRADE

11

EFFECTIVE

01/09/2005

CLASS CONCEPT:

The supervisory level class works under general direction & requires thorough knowledge of law enforcement & agency rules & regulations in order to supervise all satellite park facility personnel & serve as law enforcement officer in Division Of Parks & Recreation.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</u>
Park Officer Cadet	22520	02	07/01/2004	08

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Receives training on operations of park officer assigned to Division Of Parks & Recreation to include standards of ethics, uniform regulations & care, public & human relations, criminal & civil law & rules & regulations dealing with divisions of parks & recreation, natural areas, watercraft, wildlife & recreational trails, rules of evidence, methods of arrest, search & seizure & investigation, handling of prisoners, court conduct, patrolling & enforcement techniques, use of firearms & first aid & emergency care.

Patrols assigned area with commissioned officers & assists with arrests & investigations; assists with special events; conducts tours; makes presentations.

Attends lectures & discussion sessions; completes exams, papers & in-service training manual for all classes & practical experience sessions attended.

MAJOR WORKER CHARACTERISTICS:

Knowledge of criminal & civil laws, rules & regulations of Division Of Parks & Recreation, natural areas, watercraft, wildlife & recreational trails*; parks law enforcement (e.g., patrolling & enforcement techniques, laws of evidence, methods of arrest, search & seizure & investigation, handling of prisoners)*, public & human relations*, departmental regulations outlining standards of ethics & uniform dress & care*. Skill in use & maintenance of firearms*; first aid & emergency care*. Ability to interpret extensive variety of technical material in books, journals & manuals; understand manual & verbal instructions, technical in nature; demonstrate physical fitness; prepare meaningful & concise reports, cooperate with co-workers on group assignments.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Completion of associate core program in natural resource area (e.g., parks & recreation, forestry, fisheries, wildlife, environmental education) or law enforcement; must be 21 years of age upon completion of Ohio Peace Officer Training Course, per Section 124.41 ORC.

NOTE: Applicant must successfully pass background check by appointing authority, which includes polygraph, psychological & medical examination. Per Article 31.05 of FOP Contract, applicant must be able to perform the Ohio Peace Officer Basic Training Program (OPOTC) Fitness Testing Entry Standards For New Recruits. The final applicant accepted for this position will be required to submit to urinalysis to test for illegal drug use prior to appointment. An applicant with positive test results will not be offered employment per section 123:1-76-09 Ohio Administrative Code.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Per Article 31.05 of FOP Contract, must maintain agency required physical condition as outlined by department directive & pass any required medical examinations; must qualify semi-annually with firearms & related equipment; must maintain OPOTC certification; must qualify for \$1,000 surety bond if acts as agent of state in collecting of money.

UNUSUAL WORKING CONDITIONS:

Exposed to extremes of unpleasant weather conditions; exposed to violent situations.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</u>
Park Officer	22521	02	07/01/2005	10

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Serves as law enforcement officer for assigned park area (e.g., patrols on land &/or water to protect visitor safety, resource base & property & to promote use of park facilities; preserves evidence; assists other agencies as required; issues verbal warnings).

Completes investigations into criminal matters & rules & regulations dealing with operations of parks & recreation, watercraft, natural areas, wildlife & recreational trails; serves warrants; makes arrests; testifies in court.

Maintains records related to law enforcement activities (e.g., assigns evidence property tags; maintains records &/or logs of incoming & outgoing tagged, forfeited &/or abandoned property & its disposal; prepares arrest records & investigation reports).

Assists park visitors with problems; provides information; assists in emergency situations & administers first aid; conducts tours; prepares & presents programs for civic groups & assists with special programs (e.g., trail hikes, winter camp outs, nature programs); acts as liaison with other agencies, parks, schools, fairs.

Performs routine maintenance of park facilities & grounds (e.g., picks up litter, mows grass, maintains trails, builds picnic tables, cleans latrines, paints, removes snow); performs enforcement & safety related tasks (e.g., posts signs, constructs barricades, maintains boundaries); performs routine maintenance on patrol vehicles (e.g., changes oil, checks tires, cleans vehicles).

Monitors activity of seasonal park officers &/or park officer cadets; provides orientation & training to new park officers; assists with other park operations (e.g., registers campers, collects dock fees); at Cleveland Lakefront State Park only, operates radio &/or related equipment (e.g., teletype; telephone; CRIS law enforcement automated data system [i.e., LEADS]) to receive & transmit messages & prepares logs regarding items & calls transmitted in order to maintain degree of proficiency with LEADS/NCI system & to meet annual CRIS requirements for retention of certification.

MAJOR WORKER CHARACTERISTICS:

Knowledge of law enforcement; laws, rules & regulations of division of parks & recreation & pertaining to nature preserves, recreational trails, watercraft or wildlife*; public relations. Skill in operation of power hand tools, tractor, mowers, dump truck & welder*; use & maintenance of firearms; operation & maintenance of patrol vehicle. Ability to define problems, collect data, establish facts & draw valid conclusions; write meaningful, concise & accurate reports; gather, collate & classify information about data, people or things; demonstrate physical fitness; handle sensitive inquiries.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Successful completion of Ohio Peace Officer Training Council Course or Park Officer Academy Course; must be 21 yrs. of age per Section 124.41 of revised code; valid driver's license. Probationary period is one year.

NOTE: Applicant must successfully pass background check by appointing authority, which includes polygraph, psychological & medical examination. Per Article 31.05 of FOP Contract, applicant must be able to perform the Ohio Peace Officer Basic Training Program (OPOTC) Fitness Testing Entry Standards For New Recruits. The final applicant accepted for this position will be required to submit to urinalysis to test for illegal drug use prior to appointment. An applicant with positive test results will not be offered employment per section 123:1-76-09 Ohio Administrative Code.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Per Article 31.05 of FOP Contract, must maintain agency required physical condition as outlined by department directive & pass any required medical examinations; must qualify semi-annually with firearms & related equipment; must maintain OPOTC certification; must qualify for \$1,000 surety bond if acts as agent of state in collection of money.

UNUSUAL WORKING CONDITIONS:

Works variable hours & weekends; works outside exposed to unpleasant weather conditions; may work alone; may be exposed to violent situations.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</u>
Park Officer Investigator	22522	02	07/01/2007	11

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Conducts larger, more complicated investigations (i.e., investigations generated by lower-level officer) at large park where more than one park officer is employed (e.g., interviews & interrogates victims, suspects & witnesses; compiles extensive investigation reports; coordinates investigations with other police agencies; makes arrests; testifies in court), compiles law enforcement statistics & analyzes trends in criminal activity.

Develops, prepares & presents training programs related to law enforcement & investigation at park officer academy.

Patrols park area on as needed basis.

Performs routine maintenance on patrol vehicle.

MAJOR WORKER CHARACTERISTICS:

Knowledge of law enforcement; laws, rules & regulations of division of parks & recreation & pertaining to nature preserves, recreational trails, watercraft or wildlife*; public relations. Skill in operation & maintenance of patrol vehicles; use & maintenance of firearms. Ability to define problems, collect data, establish facts & draw valid conclusions; write meaningful, concise & accurate reports; gather, collate & classify information about data, people or things; demonstrate physical fitness; handle sensitive inquiries.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Successful completion of Basic Ohio Peace Officer Training Council Course or Park Officer Academy Course; 1 yr. exp. in law enforcement; must be 21 yrs. of age per Section 124.41 of revised code; valid driver's license. Probationary period is one year.

NOTE: Applicant must successfully pass background check by appointing authority, which includes polygraph, psychological & medical examination. Per Article 31.05 of FOP Contract, applicant must be able to perform the Ohio Peace Officer Basic Training Program (OPOTC) Fitness Testing Entry Standards For New Recruits. The final applicant accepted for this position will be required to submit to urinalysis to test for illegal drug use prior to appointment. An applicant with positive test results will not be offered employment per section 123:1-76-09 Ohio Administrative Code.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Per Article 31.05 of FOP Contract, must maintain agency required physical condition as outlined by department directive & pass any required medical examinations; must qualify semi-annually with firearms & related equipment; must maintain OPOTC certification; must qualify for \$1,000 surety bond if acts as agent of state in collection of money.

UNUSUAL WORKING CONDITIONS:

Works variable hours & weekends; works outside exposed to unpleasant weather conditions; may work alone; may be exposed to violent situations.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</u>
Park Officer Specialist	22523	02	06/19/2011	11

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Acts as lead worker over assigned personnel (i.e., provides work direction & training), over region park officers assigned to one shift at state park having 2 or 3 shifts (e.g., theft, drug-related & physical arrests, property damage), collects & analyzes facts & evidence, coordinates law enforcement activities with immediate supervisor & local agencies & performs other tasks related to lead worker responsibilities (e.g., participates in park budgeting process, review lower-level officers investigation reports for accuracy & completion, sign investigation reports in managements absence, reviews reports & shift logs, develop & issue officers patrol assignments, assist in scheduling officers & advising on needed shifts/manpower needs, purchases supplies & uniform items, reports potential problems involving public or staff to immediate supervisor).

Serves as law enforcement officer for assigned park area (e.g., give directions to visitors, responds to visitor complaints, patrols park on land &/or water under Division Of Parks & Recreation to protect property & ensure water safety by enforcing laws, rules & regulations by issuing warnings, citations, serving warrants, conducts search & rescue missions for injured, ill or lost park visitors, provides first aid, CPR, splint fractures & extrication, completes investigations, maintains investigation reports & summons issued to officers, monitors criminal activities & traffic violations, making physical arrests, collect, log & preserve evidence & testifying in court), assist other law enforcement agencies, responds to calls to back up local law officers.

Develops & presents training &/or recreational programs, coordinates special events, (e.g., speaks & gives demonstrations at schools, civic, conservation groups & others; provides information at booths at recreational shows, work at sports & outdoor shows, answer promotional questions, conduct park tours, lead hikes); checks & completes criminal &/or traffic reports & maintains records (e.g., monthly reports, equipment, radio & gasoline logs, park visitation records, inventory records), operates law enforcement computer & equipment (e.g., Law Enforcement Automated Data System (LEADS), National Crime Information System (NCIS), Ohio Law Enforcement Gateway (OLEG), portable breath analyzer, field drug testing kits, cameras, measuring devices, portable radios).

Performs routine maintenance of vehicles & audio-visual equipment; assists with facility maintenance (e.g., change bulbs, head lamps & tail light bulbs, check oil & air filters, check tire pressure, wash & wax exterior, clean interior, coordinate repair of patrol vehicles & check fluid levels, writes work orders), perform safety related activities, (e.g., post safety issue signs, constructs barricades, check fire extinguishers, check trails for hazards, check boat docks for safety & construction violations,) when needed, assists in emergencies & other park operations, (e.g., oversee first aid, maintain all first aid in region, purchase supplies, gives first aid, make calls for emergency vehicle).

MAJOR WORKER CHARACTERISTICS:

Knowledge of law enforcement; laws, rules & regulations of division of parks & recreation & pertaining to nature preserves, recreational trails, watercraft or wildlife*; public relations; employee training & development*; supervisory principles/techniques*, interviewing*, human relations*. Skill in operation of power hand tools, tractor, mowers, dump truck & welder; operation & maintenance of patrol vehicles; use & maintenance of firearms; law enforcement computer & equipment. Ability to define problems, collect data, establish facts & draw valid conclusions; write & prepare meaningful, concise & accurate reports; gather, collate & classify information about data, people or things; demonstrate physical fitness; handle sensitive inquiries, recognize unusual or threatening conditions while approaching vehicles in traffic stops; handle sensitive contacts with public.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Successful completion of Ohio Peace Officer Training Council Course or Park Officer Academy Course; 1 yr. exp. in law enforcement; must be 21 yrs. of age per Section 124.41 of revised code; valid driver's license. Probationary period is one year.

NOTE: Applicant must successfully pass background check by appointing authority, which includes polygraph, psychological & medical examination. Per Article 31.05 of FOP Contract, applicant must be able to perform the Ohio Peace Officer Basic Training Program (OPOTC) Fitness Testing Entry Standards For New Recruits. The final applicant accepted for this position will be required to submit to urinalysis to test for illegal drug use prior to appointment. An applicant with positive test results will not be offered employment per section 123:1-76-09 Ohio Administrative Code.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Per Article 31.05 of FOP Contract, must maintain agency required physical condition as outlined by department directive & pass any required medical examinations; must qualify semi-annually with firearms & related equipment; must maintain OPOTC certification; must qualify for \$1,000 surety bond if acts as agent of state in collection of money.

UNUSUAL WORKING CONDITIONS:

Works variable hours & weekends; works outside exposed to unpleasant weather conditions; may work alone; may be exposed to violent situations.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</u>
Park Officer Supervisor	22525	EX	01/09/2005	11

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Supervises all park officers & lifeguards at assigned park under Division Of Parks & Recreation, provides technical assistance to law enforcement personnel (e.g., analyzes trends of criminal activities; develops new law enforcement procedures to reduce problems; distributes new laws & legislation), assists with budget preparation & manages unit budget, prepares & maintains records & reports & acts as liaison with outside agencies, courts &/or county prosecutors or at Cleveland Lakefront State Park, supervises park officer specialists on all shifts & park officers or supervises park officers & radio operators in coordination of Cleveland Lakefront State Park Radio Regional Communication Operations Center to relay security & enforcement information to park officers, police departments & other law enforcement personnel.

Serves as law enforcement officer for park (e.g., makes arrests; issues citations; serves as court officer; responds to complaints; oversees &/or participates in investigation of criminal violations & accidents; administers first aid), oversees &/or assists with emergency operations.

Performs public relations duties (e.g., prepares & presents programs for schools, community organizations, fairs & park visitors; assists park visitors with problems & provides information).

Performs routine maintenance of grounds & facilities (e.g., mows grass, picks up litter, cuts wood & brush, plants trees, cleans latrines) & performs routine & preventative maintenance on vehicles & equipment.

Acts as park manager in his/her absence; attends &/or holds staff meetings & training seminars.

MAJOR WORKER CHARACTERISTICS:

Knowledge of law enforcement; laws, rules & regulations of division of parks & recreation & pertaining to nature preserves, recreational trails, watercraft or wildlife; public relations; supervision*; budgeting*. Skill in operations & maintenance of patrol vehicles; use & maintenance of firearms. Ability to define problems, collect data, establish facts & draw valid conclusions; write meaningful, concise & accurate reports; gather, collate & classify information about data, people or things; demonstrate physical fitness; handle sensitive inquiries.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Successful completion of Ohio Peace Officer Training Commission Course or Park Officer Academy Course; 3 yrs. exp. as park officer; valid driver's license.

NOTE: Applicant must successfully pass background check by appointing authority, which includes polygraph, psychological & medical examination. Applicant must demonstrate physical fitness as outlined in department directive. The final applicant accepted for this position will be required to submit to urinalysis to test for illegal drug use prior to appointment. Applicant with positive test results will not be offered employment per Section 123:1-76-09 Ohio Administrative Code.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Must maintain agency required physical condition as outlined by department directive & pass any required medical examinations; must qualify semi-annually with firearms & related equipment; must maintain OPOTC certification; must qualify for \$1,000 surety bond if acts as agent of state in collection of money.

UNUSUAL WORKING CONDITIONS:

Works variable hours & weekends; works outside exposed to unpleasant weather conditions; may work alone; may be exposed to violent situations.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</u>
Park Officer Manager	22526	EX	01/09/2005	11

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Supervises all satellite park facility personnel (e.g., park officers, lifeguards, conservation workers, maintenance repair workers) & monitors operations of satellite park facility (i.e., campground or recreational area not adjacent to & separated from main park) assigned under Division Of Parks & Recreation (e.g., schedules & trains personnel, prepares payrolls, collects & accounts for fees, prepares operating reports & maintains equipment & facility inventory).

Serves as law enforcement officer on land &/or water to protect park property & ensure water safety (i.e., issues citations, serves warrants, makes arrests, investigates criminal violations & accidents & testifies in court); assists visitors with problems & provides emergency assistance.

Oversees & assists with facility & equipment maintenance.

Assists park manager with park development & area budget preparation; attends in-service training sessions & staff meetings; provides law enforcement assistance for special events & programs.

MAJOR WORKER CHARACTERISTICS:

Knowledge of law enforcement; laws, rules & regulations of division of parks & recreation & pertaining to nature preserves, recreational trails, watercraft or wildlife; public relations; supervision; bookkeeping*; inventory control*. Skill in operation & maintenance of patrol vehicles; use & maintenance of firearms. Ability to define problems, collect data, establish facts & draw valid conclusions; write meaningful, concise & accurate reports; gather, collate & classify information about data, people or things; demonstrate physical fitness; handle sensitive inquiries.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Successful completion of Ohio Peace Officer Training Commission Course or Park Officer Academy Course; 12 mos. exp. as park officer; valid driver's license.

NOTE: Applicant must successfully pass background check by appointing authority, which includes polygraph, psychological & medical examination. Applicant must demonstrate physical fitness as outlined in department directive. The final applicant accepted for this position will be required to submit to urinalysis to test for illegal drug use prior to appointment. Applicant with positive test results will not be offered employment per Section 123:1-76-09 Ohio Administrative Code.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Must maintain agency required physical condition as outlined by department directive & pass any required medical examinations; must qualify semi-annually with firearms & related equipment; must maintain OPOTC certification; must qualify for \$1,000 surety bond if acts as agent of state in collection of money.

UNUSUAL WORKING CONDITIONS:

Works variable hours & weekends; works outside exposed to unpleasant weather conditions; may work alone; may be exposed to violent situations.