

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

ODNR Central Office Enforcement Officer

SERIES NO.:

2662

MAJOR AGENCIES:

Ohio Department of Natural Resources only

EFFECTIVE DATE:

07/01/2007

SERIES PURPOSE:

The purpose of the ODNR Central Office Law Enforcement Officer occupation is to protect lives & secure buildings & property on foot, in automobile or on bicycle, at Ohio Department of Natural Resources Central Office/Fountain Square Location only.

At the full performance level, incumbents protect lives & secure buildings & property on foot, in automobile or on bicycle, at Ohio Department of Natural Resources Central Office/Fountain Square Location only.

CLASS TITLE

ODNR Central Office Enforcement Officer

CLASS NUMBER

26621

PAY RANGE

09

EFFECTIVE

07/01/2007

CLASS CONCEPT:

The full performance level class works under general supervision & requires working knowledge of security & law enforcement procedures & techniques in order to protect lives & secure buildings & property on foot, in automobile or bicycle, at Ohio Department of Natural Resources Central Office/Fountain Square Location only.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
ODNR Central Office Enforcement Officer	26621	02	07/01/2007	09

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.)

Patrols grounds & buildings on foot, in automobile or on bicycle at Ohio Department of Natural Resources Central Office/Fountain Square Location only, (e.g., protects lives of visitors and employees, checks property for open doors, gates, windows or other hazards; prevents crimes & enforces laws, rules & regulations; checks identity of persons on grounds & nature of business; monitors traffic conditions & parking facilities to ensure efficient flow of traffic; checks parking permits, issues traffic tickets as necessary, carries firearms, gives verbal warnings & arrests violators; operates security systems; escorts, protects & assists visitors; files affidavits, serves warrants & testifies in court as required).

Conducts minor investigations of criminal &/or administrative nature & traffic accidents; investigates criminal violations & serves as prosecution witness in court; fingerprints employees & ODNR job applicants.

Performs variety of service functions (e.g., performs security duty at special events, responds to emergencies & makes emergency runs in patrol car, assists nursing, medical or direct care personnel in handling/restraining, transporting & checking curfew of aggressive consumers/clients) when requested.

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; keeps log of security conditions, writes unusual incident reports, answers telephone, relays messages via radio & telephone, files & types reports).

Issues keys to employees & assists in opening/starting cars for employees & visitors having mechanical problems; instructs fire safety classes or assists fire coordinator with routine fire drill exercises; conducts safety inspections of client & staff area.

MAJOR WORKER CHARACTERISTICS:

Knowledge of security & safety procedures & techniques; criminal/civil investigation procedures & techniques*; ODNR regulations, policies & procedures related to law enforcement at ODNR Fountain Square Locations; employee training & development*; first aid techniques; English vocabulary. Skill in operation of police equipment; operation of firearms. Ability to define problems, collect data, establish facts & draw valid conclusions; orally present evidence in legal proceedings; read & understand technical material relating to police work; demonstrate physical fitness & agility.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Possession of certificate having successfully completed approved basic peace officer training program; valid driver's license. Probationary period is one year

- Or 12 mos. exp. as Police Officer 1, 26611; 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.

UNUSUAL WORKING CONDITIONS:

May work weekends & nights; works outside exposed to inclement weather; subject to call in emergency situations; exposed to unpredictable client behavior; may be exposed to physical attacks.