

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

Parks Law Enforcement Staff Officer

SERIES NO.:

2253

MAJOR AGENCIES:

Natural Resources-Parks & Recreation Only

EFFECTIVE DATE:

08/20/2006

SERIES PURPOSE:

The purpose of the parks law enforcement staff officer occupation is to develop and manage statewide law enforcement program and serve as liaison between central office and parks personnel on implementation of law enforcement practices and procedures.

At the full performance level, incumbents develop and manage statewide law enforcement program and act as liaison.

At the administrative level, incumbents administer statewide law enforcement programs.

This classification is used in Parks And Recreation Department of Natural Resources only.

CLASS TITLE

Parks Law Enforcement Staff Officer

CLASS NUMBER

22531

PAY RANGE

13

EFFECTIVE

01/09/2005

CLASS CONCEPT:

The full performance level class works under general direction & requires considerable knowledge of law enforcement & agency rules & regulations in order to develop & manage statewide law enforcement program & serve as liaison between central office & park managers & park officers on implementation of law enforcement practices, procedures & activities.

CLASS TITLE

Parks Law Enforcement Staff Administrator

CLASS NUMBER

22535

PAY RANGE

15

EFFECTIVE

08/20/2006

CLASS CONCEPT:

The administrative level class works under administrative direction & requires extensive knowledge of law enforcement & agency rules & regulations in order to administer statewide law enforcement programs, act as advisor to chief of Division of Parks & Recreation & supervise assigned staff.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Parks Law Enforcement Staff Officer	22531	EX	01/09/2005	13

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.)

Develops & manages statewide law enforcement training program (e.g., park officer conference, annual statewide in-service, seasonal ranger training, fall firearms training, bicycle patrol training, emergency vehicle operation training, shotgun qualification, CPR instructor recertification training, firearms instructor training, shotgun training & semi-auto conversion training) (e.g., provides law enforcement guidance to park managers; develops short & long-term training goals; determines training needs; selects locations, dates, times & instructor; assures compliance with Ohio Peace Officers Training Council standards) & equipment distribution program for commissioned officers (e.g., oversees ordering of law enforcement related items to include park officer uniforms & lifeguard uniforms, ammunition, targets & range supplies, firearm parts & firearms, park citations, traffic citations, written warnings evidence tags, hand receipts & park rules & traffic laws; oversees routine & corrective maintenance on all division-owned weapons; coordinates uniform & body armor contracts on department level), serves as liaison between central office & parks personnel on implementation of law enforcement practices & procedures, develops & implements policies & procedures statewide for assigned program, updates supervisor, chief or assistant chief & department law enforcement administrator on current status of programs & assumes responsibility for group in administrator's absence,

OR

Develops & manages statewide investigation program (e.g., background checks for new officers; criminal & administrative internal investigations; park officer use of force reports; critical incident reports; legal action reports; shooting investigation team) & special operations program (e.g., advises park managers on law enforcement policies & procedures; provides technical assistance to commissioned officers, park managers & ODNR administrators regarding policy & law enforcement issues; provides direction & statewide coordination of investigations; develops investigation standards; presents cases to county prosecutors; assists county prosecutors in providing assistance to park officers statewide; directs & participates in statewide undercover operations requiring specialized equipment & special safety precautions to avoid officer & suspect injuries; trains officers; budgets man-hours & coordinates recruitment of officers for special investigations; identifies policy requirements or rule waivers & coordinates resources with local enforcement agencies & prosecutor's office; per division policy, serves as primary contact for statewide critical incident reporting of operational issues, receives calls & pages from parks & ODNR radio dispatchers during non-business hours), serves as liaison between central office & parks personnel on implementation of law enforcement practices & procedures, develops & implements policies & procedures statewide for assigned program, updates supervisor, chief or assistant chief & department law enforcement administrator or current status of programs & assumes responsibility for group in administrator's absence.

Oversees program budget (e.g., determines uniform budget allotment for each state park; reviews expenditures & reimburses state park budget for uniform purchases; writes & submits specifications to state purchasing & reviews bids; administers computerized statewide law enforcement tracking system (i.e., lets) to track law enforcement arrests, investigations & service summary information for all state parks; serves as law enforcement automated data systems (i.e., leads) division coordinator & distributes newsletter to all parks statewide; maintains multiple law enforcement databases, develops & maintains case tracking system on computer software; manages & records progress of cases, reviews & files reports; prepares reports (e.g., annual reports to bureau of criminal investigation regarding drug fine money activity; serves on boards & committees; conducts & /or attends meetings; testifies before house & senate committees; serves as liaison with other state, county & municipal agencies; responds to complaints, media inquiries & questions from general public; attends law enforcement training classes, workshops & seminars; prepares & presents speeches to professional & school groups; conducts training; organizes training materials, schedules, sets up classrooms & develops statewide law enforcement training matrix & schedules officers to participate as instructors.

Participates & assists with administration of statewide park officer training programs; serves as certified peace officer firearms basic instructor (e.g., prepares student performance objectives; drafts outlines for classroom presentations; conducts training); assists with ranger/seasonal park officer recruitment efforts (e.g., reviews qualifications; talks to interested candidates; gives presentations & speeches to school groups & organizations); serves as commissioned park officer; makes arrests & testifies in court; qualifies annually with firearm; attends annual training to maintain Ohio Peace Officer Training Academy (i.e., OPOTA) certification for basic training & firearms requalifications; meets OPOTA standards; tracks OPOTA training credits; contacts Ohio Peace Officer Training Counsel to verify certification requirements for all state park officers.

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; management*; employee training & development; supervisory principles/ techniques*. Skill in operation & maintenance of patrol vehicles; use & maintenance of firearms. Ability to define problems, collect data, establish facts & draw valid conclusions; prepare & deliver speeches, lectures & seminars for specialized audiences; gather, collate & classify information about data, people or things; demonstrate physical fitness; handle sensitive inquiries.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Completion of associate core program in parks & recreation administration, criminal justice or related field of study; successful completion of Ohio Peace Officer Training Council course or Park Officer Academy course; 3 yrs. exp. as park law enforcement 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. Final applicant accepted for this position will be required to submit to urinalysis to test for illegal drug use. Applicant with positive test result 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.

UNUSUAL WORKING CONDITIONS:

Works variable hours & weekends; works outside exposed to unpleasant weather conditions; requires travel.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Parks Law Enforcement Staff Administrator	22535	EX	08/20/2006	15

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.)

Administers statewide law enforcement programs, develops & implements policies, procedures & statements of direction for division law enforcement programs (e.g., Park Officer Policy & Procedure Manual, Internal Investigation Unit, Weapon & Uniform Supply Program), monitors enforcement activities at field locations to ensure compliance with division policies & guidelines, plans & oversees law enforcement training, analyzes training needs & coordinates preparation of course materials, acts as Ohio Peace Officer Training Council certified instructor, acts as assistant to chief of Division Of Parks & Recreation (e.g., briefs on investigations, critical incidents & problem areas; reviews advances in law enforcement field & recommends appropriate changes to policies & procedures; oversees & compiles data as requested by department), plans & develops (e.g., establishes standards, oversees training, makes assignments, writes policies & procedures) new division programs (e.g., Field Inspection Program, New Weapons Program, Awards Program), oversees & implements new departmental law enforcement programs such as Homeland Security Program, MARCS System, Field Base Reporting (e.g., disseminates information to division staff, gathers data for department law enforcement administrator, updates radio list, maintains law enforcement statistics, resolves MARCS issues, oversees & coordinates training of field officers & handles radio & related equipment replacement), Officer Mandatory & Voluntary Physical Fitness Testing (e.g., supervises & reviews physical assessments) & Mandatory In-Service training (e.g., develop training format, teaches & provides information to Ohio Peace Officers Training Council), maintains roster of commissioned peace officers & provides updates to OPOTA, acts as liaison to department (e.g., reviews proposed policies & procedures & provides comments, represents division on Equipment Standardization Committee & FOP labor management Committee), acts as liaison with Ohio Peace Officers Training Council (e.g., writes curriculum, develops lesson plans & teaches), coordinates critical incident notification protocol & Drug/DUI fund, administers Governor's Highway Safety Officer, Bullet Proof Partnership & Marine Grant Programs (e.g., researches requirements, prepares & submits grant request, monitors to ensure that grant requirements are met) & supervises Law Enforcement Staff Officers & other assigned staff.

Assigns & oversees sensitive/confidential criminal & administrative investigations & related records & reports (e.g., violations of division policy & procedure, theft of state property); assigns & oversees special law enforcement operations & undercover assignments (e.g., develops guidelines for undercover operations, recruits & trains investigators); provides technical assistance to park managers (e.g., labor management concerns, enforcement scheduling, suggests improvements to investigations & park operational procedures); acts as liaison (e.g., between chief, management personnel of division, park managers & other state & local law enforcement agencies); represents division at meetings, seminars & conferences; serves as commissioned Ohio Peace Officer; makes arrests & testifies in court, qualifies annually with firearm; operates State vehicle to patrol State parks.

Prepares, implements & monitors group budget (e.g., projects staff & operational costs, addresses discrepancies, determines equipment & supply needs); approves purchases & monitors expenditures; prepares statistical law enforcement reports on personal computer.

MAJOR WORKER CHARACTERISTICS:

Knowledge of criminal & civil investigation techniques; management principles & procedures; workforce planning; employee training & development; public relations; interviewing; law enforcement; safety practices; division laws, rules & guidelines pertaining to law enforcement. Skill in use & maintenance of firearms; word processing; use of personal computer*; operation of motor vehicle. Ability to define problems, collect data, establish facts & draw valid conclusions; calculate fractions, decimals & percentages; develop complex reports & position papers; resolve complaints from angry citizens & government officials; conduct sensitive investigations; prepare & present speeches & training seminars; supervise large volume of important &/or confidential records.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Completion of associate core program in Law Enforcement; successful completion of Ohio Peace Officer Training Council course or Park Officer Academy course; 60 mos. exp. as parks law enforcement officer; 12 mos. trg. or 12 mos. exp. in employee training & development; valid driver's license.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

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.

Final applicant accepted for this position will be required to submit to urinalysis to test for illegal drug use. Applicant with positive test result 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 annually with firearms & related equipment; must maintain OPOTC certification & Ohio Peace Officer Training Academy (i.e., OPOTA) Instructor certification.

UNUSUAL WORKING CONDITIONS:

Works variable hours & weekends; requires travel.