

STATE OF OHIO (DAS)
CLASSIFICATION
SPECIFICATION

CLASSIFICATION SERIES:

Preserve Officer

SERIES NO.:

2282

MAJOR AGENCIES:

Natural Resources

EFFECTIVE DATE:

07/01/2005

SERIES PURPOSE:

The purpose of the preserve officer occupation is to serve as law enforcement representative within Division of Natural Areas & Preserves.

At the first level, incumbents patrol area assigned but do not have arrest powers nor do they carry firearms.

At the second level, incumbents patrol area assigned & do have arrest powers & carry firearms.

This classification is to be used in the Division of Natural Areas & Preserves only.

CLASS TITLE

Preserve Officer 1

CLASS NUMBER

22821

PAY RANGE

08

EFFECTIVE

07/01/2005

CLASS CONCEPT:

The entry level class works under general supervision & requires some knowledge of public relations in order to patrol assigned area & assist visitors.

CLASS TITLE

Preserve Officer 2

CLASS NUMBER

22822

PAY RANGE

08

EFFECTIVE

07/01/2004

CLASS CONCEPT:

The full performance level class works under general supervision & requires considerable knowledge of law enforcement & agency rules & regulations in order to serve as law enforcement officer for division.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Preserve Officer 1	22821	02	07/01/2005	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.)

Patrols on land & water area assigned to serve as preventive symbol, gives verbal warnings regarding violations, summons commissioned officer to make arrests, serves as technical witness in court & assists visitors with questions or problems.

Conducts interpretative programs (e.g., walks, slide shows, discussions) on various aspects of natural world.

Works with radio dispatcher, types communications & relays messages; performs & assists with routine office work (e.g., daily reports).

Performs routine patrol equipment maintenance & assists with overall preserve maintenance.

MAJOR WORKER CHARACTERISTICS:

Knowledge of law enforcement*; rules & regulations of Division of Natural Areas & Preserves & pertaining to parks & recreation, watercraft & wildlife*; public relations. Skill in operation of patrol vehicles*; operation of power hand tools*. 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.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

300 hrs. trg. or 3 mos. exp. in public relations; valid driver's license. Probationary period is one year.

-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. 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 31.04 of FOP Contract, must maintain agency required physical condition as outlined by department directive & pass any required medical examinations; must qualify for \$1,000 surety bond if acting as agent of state in collection of money.

UNUSUAL WORKING CONDITIONS:

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

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Preserve Officer 2	22822	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.)

Serves as law enforcement officer for Division of Natural Areas & Preserves (e.g., patrols on land & water, gives verbal warnings, makes arrests, issues warrants or reprimands), carries firearms & other law enforcement equipment to include MACE & serves as prosecution witness in court.

Investigates criminal activities by reviewing criminal activity reports & conducting background investigations for preserve & district; maintains certification as background investigator; prepares criminal activity reports & maintains logs of activity; maintains confidentiality & works with local sheriff & police departments.

Designs, schedules & conducts interpretative programs (e.g., walks, slide shows, discussions) on various aspects of natural world (e.g., biology; botany; zoology; geology); assists adjacent & nearby preserves with displays & programs; submits articles for newsletters; presents public programs on mission & vision of division.

Performs routine maintenance on patrol equipment & preserve trails &/or facilities (e.g., bridges, boardwalks, benches, staircases); operates power tools (e.g., drills, saws, chain saws, mowers, trimmers); operates hand tools (e.g., hammers); operates state vehicle to make rounds in assigned state natural area & scenic river access sites; attends training (e.g., natural sciences; law enforcement certification; equipment operation).

MAJOR WORKER CHARACTERISTICS:

Knowledge of law enforcement; rules & regulations of Division of Natural Areas & Preserves & pertaining to parks & recreation, watercraft & wildlife; public relations. Skill in operation of patrol vehicles; operation of power hand tools*. 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.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Successful completion of Ohio Basic Peace Officer Training; 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 acting as agent of state in collection of money.

UNUSUAL WORKING CONDITIONS:

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