

STATE OF OHIO (DAS) CLASSIFICATION SPECIFICATION	CLASSIFICATION SERIES: Natural Resources Officer	SERIES.: 2252
	MAJOR AGENCIES: Natural Resources Only	EFFECTIVE: 05/10/2020

SERIES PURPOSE:
The purpose of the natural resources officer occupation is to serve as a law enforcement officer within the Ohio Department of Natural Resources (ODNR).

At the lowest level, incumbents receive training on patrol & enforce ODNR (e.g., park, preserves, forest, and watercraft) rules, criminal code & motor vehicle laws. At the middle levels, incumbents serve as law enforcement officer, conduct larger, more complicated investigations, or act as lead worker over natural resources officers. At the higher levels, incumbents supervise lower-level natural resources officers, natural resources officer investigators, natural resources sergeants or natural resources officer supervisors within an assigned area.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>PAY GRADE</u>	<u>EFFECTIVE</u>
Natural Resources Officer Cadet	22520	08	05/10/2020

CLASS CONCEPT:
The developmental level class works under close supervision & requires some knowledge of law enforcement in order to receive training pertaining to law enforcement operations of ODNR Division of Parks & Watercraft 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.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>PAY GRADE</u>	<u>EFFECTIVE</u>
Natural Resources Officer	22521	11	05/10/2020

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 area.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>PAY GRADE</u>	<u>EFFECTIVE</u>
Natural Resources Officer Investigator	22522	12	05/10/2020

CLASS CONCEPT:
The advanced level class works under direction & requires considerable knowledge of law enforcement & agency rules & regulations in order to conduct complex, investigations (i.e., fatal &/or serious boating accidents & investigations generated by natural resources officers) & serve as law enforcement officer for assigned area.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>PAY GRADE</u>	<u>EFFECTIVE</u>
Natural Resources Sergeant	22523	11	05/10/2020

CLASS CONCEPT:
The advanced level class works under direction & requires considerable knowledge of law enforcement & agency rules & regulations in order to serve as a lead worker over assigned natural resources officers & serve as law enforcement officer for assigned area.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>PAY GRADE</u>	<u>EFFECTIVE</u>
Natural Resources Lieutenant	22525	12	05/10/2020

CLASS CONCEPT:
The supervisory level class works under general direction & requires thorough knowledge of law enforcement & agency rules & regulations in order to supervise all natural resources officers & sergeants within an assigned area.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>PAY GRADE</u>	<u>EFFECTIVE</u>
Natural Resources Captain	22526	13	05/10/2020

CLASS CONCEPT:

The managerial level class works under general direction & requires thorough knowledge of law enforcement & agency rules & regulations in order to supervise all natural resources officer lieutenants within assigned district or supervise all natural resources officer investigators statewide.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>PAY GRADE</u>	<u>EFFECTIVE</u>
Natural Resources Major	22527	14	05/10/2020

CLASS CONCEPT:

The second managerial level class works under general direction & requires thorough knowledge of law enforcement & agency rules & regulations in order to administer law enforcement operations in multiple districts within the division & supervise natural resources officer captains.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</u>
Natural Resources Officer Cadet	22520	02	05/10/2020	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 extensive training in laws & regulations related to general & natural resources law enforcement (i.e., attends scheduled training sessions (in-resident) pertaining to general law enforcement (e.g., criminal laws; civil laws, laws of evidence; methods of arrest; search & seizure; investigative skills; handling of prisoners; court conduct; patrolling & enforcement techniques; use of firearms; self-defense; first aid & emergency care), participates in ODNR specific law enforcement training (e.g., parks law enforcement, watercraft law enforcement, forestry laws, natural area laws, accident investigation, search & rescue procedures, boat & pursuit operation, water rescue techniques), receives instruction on uniform regulations & officers code of ethics, operates vehicles, watercraft, trucks, trailers & all-terrain vehicles & maintains physical fitness standards).

Attends guest lectures & discussion sessions; completes exams & in-service training for all classes & practical exams attended; receives extensive instruction in public & human relations (e.g., public speaking, skill development instruction; lesson plan development & student performance objectives).

Assists commissioned officers with various law enforcement tasks (e.g., assists with arrests & investigations; conducts safety inspections on recreational vessels; presents public information & education programs).

MAJOR WORKER CHARACTERISTICS:

Knowledge of criminal & civil laws, rules & regulations of division of parks & watercraft, forestry, natural areas, wildlife & recreational trails*; parks & watercraft law enforcement (e.g., patrolling & enforcement techniques, laws of evidence, methods of arrest, search & seizure, investigation methods, handling of prisoners)*, public & human relations*, departmental regulations outlining standards of ethics & uniform dress & care*. Skill in use & maintenance of firearms*; Multi Agency Radio Communications System [MARCS], Department Records Management System (RMS), Law Enforcement Automated Data System [LEADS], National Crime Information Center [NCIC]*; operation of patrol vehicle, watercraft, audio-visual equipment, photography equipment, water rescue equipment, swimming; use & maintenance of firearms & weapons, watercraft*, & patrol vehicle 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 resources area (parks & recreation, forestry, fisheries, wildlife, environmental, conservation biology, or criminal justice/law enforcement; valid driver's license; must be 21 years of age upon completion of Ohio Peace Officer Basic Training Course, per Section 124.41 Ohio Revised Code; must be able to continuously swim 300 yds. in 12 minutes or less, continuously tread water for 5 minutes, perform a surface dive & retrieve object in a minimum of 5 feet of water from water treading position.

-Or 18 mos. training or 18 mos. exp. in natural resources area (parks & recreation, forestry, fisheries, wildlife, environmental, conservation biology, or criminal justice/law enforcement; valid driver's license; must be 21 years of age upon completion of Ohio Peace Officer Basic Training Course, per Section 124.41 Ohio Revised Code; must be able to continuously swim 300 yds. in 12 minutes or less, continuously tread water for 5 minutes, perform a surface dive & retrieve object in a minimum of 5 feet of water from water treading position;

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 Per Ohio Department of Natural Resources Directive. 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:

May be on call 24 hours a day, 7 days per week, 365 days per year; exposed to inclement weather, search & rescue, floods & environmental hazards/wastes, law enforcement violators & training which may cause substantial physical harm or death; exposed to forest fires; exposed to violent situations.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</u>
Natural Resources Officer	22521	02	05/10/2020	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.)

Serves as law enforcement officer for assigned area & patrols on land &/or water to ensure protection & safety of visitors, resources & property & to promote use of Ohio Department of Natural Resources [ODNR] facilities &/or ODNR regulated activities; administers field sobriety & alcohol-sensing tests (e.g., persons suspected of being under the influence of alcohol & drugs); issues verbal warnings & citations; makes arrests; gathers & preserves evidence; testifies in court; serves & executes court-issued warrants; completes investigations into criminal matters & rules & regulations dealing with operations of parks & watercraft, forestry, DNAP areas, scenic rivers, wildlife, & recreational trails or refers more complex cases to higher level investigator; performs marine law enforcement activities & enforces appropriate laws & rules; responds to boating accidents; performs search & rescue/recoveries (e.g., rescues, accidents to include collisions, cliff falls, swamping, capsizing or boating in hazardous areas).

Assists prosecuting attorneys in prosecution of felony cases (e.g., conducts basic investigations, collects evidence); assists district court officers; represents ODNR in hearings & meetings; operates motor vehicle to conduct law enforcement activities; acts as liaison between division & ODNR Office of Law Enforcement, general public, judges, prosecutors & law clerks; completes routine background investigations; investigates fires to determine causes & enforces fire laws; assists in training local fire departments in forest fire suppression techniques; assists other law enforcement agencies as required.

Assists with law enforcement education/training; participates in enforcement activities (e.g., special events, boat shows, radio & television interviews, public inquiries); monitors activity of cadets; provides orientation & training to new natural resource officers (e.g., serves as field training officer); assists in training enforcement & other division personnel (e.g., cadets) to teach/train, assists higher-level staff in preparation of program goals & priorities; teaches boating classes, enforcement &/or search & rescue techniques (e.g., evidence processing, utilization of deadly force/handcuffing & prisoner restraint, water rescue techniques) to public & interested groups & organizations (e.g., marine patrol officers, fire departments, rescue squads); acts as certifying officer for basic level courses & assists certifying officer with instructor-level courses; assists in preparation of statewide boating safety program development; researches & analyzes boating data & activities to assist in development of program strategies; writes materials, articles & brochures; prepares routine reports; assists in coordinating district education equipment loan program (e.g., Personal flotation devices, boats, DVDs & resource material).

Maintains records related to law enforcement activities (e.g., assigns evidence property tags; maintains records &/or logs of incoming & outgoing tagged, forfeited & abandoned property & its disposal; prepares arrest records & investigation reports); operates radio &/or related equipment (e.g., teletype; telephone; 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/NCIC (i.e., National Crime Information Center) system & to meet annual requirements for retention of certification.

Performs public relations activities in support ODNR & division mission; participates in boat &/or vacation travel shows/events); assists visitors with problems; provides information; assists in emergency situations & administers first aid; conducts tours; prepares & presents programs for civic groups & assists with special programs/events (e.g., boat shows, radio & television interviews, trail hikes, winter camp outs, nature programs, public inquiries); acts as liaison with other law enforcement agencies, ODNR divisions/offices, schools, fairs, community groups.

Performs enforcement & safety related tasks (e.g., inspects facilities and takes appropriate action, posts signs, constructs barricades, maintains boundaries, clears access points); performs routine maintenance on patrol vehicles (e.g., changes oil, checks tires, cleans vehicles).

MAJOR WORKER CHARACTERISTICS:

Knowledge of criminal & civil laws, rules & regulations of division of parks & watercraft, forestry, natural areas, wildlife & recreational trails; parks & watercraft law enforcement (e.g., patrolling & enforcement techniques, laws of evidence, methods of arrest, search & seizure, investigation methods, handling of prisoners), public & human relations, departmental regulations outlining standards of ethics & uniform dress & care. Skill in use & maintenance of firearms; Multi Agency Radio Communications System [MARCS], Department Records Management System (RMS), Law Enforcement Automated Data System [LEADS], National Crime Information Center [NCIC]; operation of patrol vehicle, watercraft, audio-visual equipment, photography equipment, water rescue equipment, swimming; use & maintenance of firearms & weapons, watercraft, & patrol vehicle first aid & emergency care. Ability to define problems, collect data, establish facts & draw valid conclusions; understand manual & verbal instructions, technical in nature; demonstrate physical fitness; prepare meaningful & concise reports, cooperate with co-workers on group assignments.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Successful completion of Ohio Peace Officer Basic Training Council Course or Ohio Department of Natural Resources Law Enforcement Academy Course; must be 21 yrs. of age per Section 124.41 Ohio Revised Code; valid driver's license; must be able to continuously swim 300 yards in 12 minutes or less, continuously tread water for 5 minutes, perform a surface dive & retrieve object in a minimum of 5 feet of water from water treading position; Completion of associate core program in natural resources area (parks & recreation, forestry, fisheries, wildlife, environmental, conservation biology, or criminal justice/law enforcement or 18 months training or experience in natural resources area (parks & recreation, forestry, fisheries, wildlife, environmental, conservation biology, or criminal justice/law enforcement

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 Per Ohio Department of Natural Resources Directive 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:

Annual compliance with division's swimming requirements. 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 Ohio Peace Officer Training Counsel Course [OPOTC] certification; must qualify for \$1,000 surety bond if acts as agent of state in collection of money; if assigned state forest area responsibilities, must successfully complete Basic Firefighter/Introduction to Fire Behavior (S-130/S-190) course. Must obtain LEADS certification & renew LEADS certification biannually in compliance with Ohio Revised Code.

UNUSUAL WORKING CONDITIONS:

Overnight travel required; may be on call 24 hours a day, 7 days per week, 365 days per year; exposed to inclement weather, search & rescue, floods & environmental hazards/ wastes, law enforcement violators & training which may cause substantial physical harm or death exposed to forest fires; exposed to violent situations.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</u>
Natural Resources Officer Investigator	22522	02	05/10/2020	12

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 in-depth, complex investigations (e.g. fatal &/or serious boating accidents & investigations generated by lower-level officer) at park, lake, river, forest &/or natural area (e.g., interviews & interrogates victims, suspects & witnesses; conducts covert/overt surveillance activities); operates laptop or tablet to prepare extensive investigation reports & compile law enforcement statistics & analyzes trends in criminal activity; coordinates investigations with other law enforcement agencies (e.g., federal, state & local) &/or assists staff in evidence collection, preservation, & accident reconstruction; makes arrests; testifies in court as expert witness; assists prosecuting attorneys with felony cases; represents division in court, hearings &/or meetings.

Develops, prepares & presents training programs (e.g. law enforcement & investigations, search & rescue, evidence collection techniques, forensic photography, report writing, interview & interrogation); creates PowerPoint presentations; develops practical/scenario based exercises; provides in-service training for natural resource officers &/or natural resources officer academy.

Performs law enforcement activities & enforces regulations for division of park, watercraft, forestry & natural areas on public land/water; administers sobriety & alcohol-sensing tests; issues citations to boaters & park visitors; makes arrests; performs search & rescues &/or recoveries (e.g., rescues of accidents to include collisions, swamping, capsizing &/or boating in hazardous areas).

Operates & performs preventative maintenance (e.g. cleans & lubricates) on patrol vehicles, boats, motors, trailers, weapons/firearms, alcohol-sensing, safety rescue, audio visual, photography &/or office equipment; attends law enforcement training; conducts assigned conditional employment background investigations.

MAJOR WORKER CHARACTERISTICS:

Knowledge of criminal & civil laws, rules & regulations of division of parks & watercraft, forestry, natural areas, wildlife & recreational trails; parks & watercraft law enforcement (e.g., patrolling & enforcement techniques, laws of evidence, methods of arrest, search & seizure, investigation methods, handling of prisoners, undercover surveillance techniques), public & human relations; departmental regulations outlining standards of ethics & uniform dress & care. Skill in use & maintenance of firearms; laptop or tablet; Multi Agency Radio Communications System [MARCS], Department Records Management System (RMS), Law Enforcement Automated Data System [LEADS], National Crime Information Center [NCIC]; operation of patrol vehicle, watercraft, audio-visual equipment, photography equipment, water rescue equipment, swimming; use & maintenance of firearms & weapons, watercraft, & patrol vehicle first aid & emergency care. Ability to define problems, collect data, establish facts & draw valid conclusions; understand manual & verbal instructions, technical in nature; demonstrate physical fitness; prepare meaningful & concise reports, cooperate with co-workers on group assignments; handle sensitive &/or dangerous face-to-face contacts during investigation & enforcement of regulations.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Commissioned as a natural resources officer by the Division of Parks & Watercraft of the Ohio Department of Natural Resources; 24 mos. exp. as a Commissioned Natural Resources Officer, 22521 to include 6 months experience &/or training in specialized accident &/or criminal investigation techniques; must be 21 yrs. of age per Section 124.41 Ohio Revised Code; valid driver's license.

-Or 24 months as a Commissioned Peace Officer to include 6 months experience &/or training in specialized accident & or criminal investigation techniques; must be 21 yrs. of age per Section 124.41 Ohio Revised Code; valid driver's license; must be able to continuously swim 300 yards in 12 minutes or less, continuously tread water for 5 minutes, perform a surface dive & retrieve object in a minimum of 5 feet of water from water treading position.

-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 Per Ohio Department of Natural Resources Directive 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:

Annual compliance with division's swimming requirements. 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 Ohio Peace Officer Training Counsel Course [OPOTC] certification; must qualify for \$1,000 surety bond if acts as agent of state in collection of money; if assigned state forest area responsibilities, must successfully complete Basic Firefighter/Introduction to Fire Behavior (S-130/S-190) course. Must obtain LEADS certification & renew LEADS certification biannually in compliance with Ohio Revised Code.

UNUSUAL WORKING CONDITIONS:

Overnight travel required; may be on call 24 hours a day, 7 days per week, 365 days per year; exposed to inclement weather, boating rescue, floods & environmental hazards/ wastes, law enforcement violators & training which may cause substantial physical harm or death exposed to forest fires; exposed to violent situations.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</u>
Natural Resources Sergeant	22523	02	05/10/2020	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 natural resources officers (i.e., schedules & provides daily work direction, reviews & logs enforcement activities &/or reports, schedules & conducts law enforcement training), coordinates law enforcement activities & resources with immediate supervisor & local agencies & performs other tasks related to lead worker responsibilities (e.g., participates in park budgeting process; provides input for lower-level officers performance evaluations; conducts administrative investigations on lower-level, seasonal non-bargaining unit employees & conducts background checks as assigned, explains policy to assigned staff & ensures compliance with applicable laws, rules & regulations, reviews lower-level officers investigation reports for accuracy & completion; signs investigation reports in management's absence; reviews reports & shift logs; develops & issues officer patrol assignments; develops & posts assigned officers work schedules; provides information on shifts/manpower needs; provides statistical & other reports; inspects vehicles & equipment; purchases supplies & uniform items; reports potential problems involving public or staff to immediate supervisor & serves as senior law enforcement officer on scene until relieved by exempt law enforcement personnel.

Serves as law enforcement officer for assigned park area, state forest, &/or waterways (e.g., gives directions to visitors; responds to visitor complaints; patrols park area, state forest &/or waterways to protect property & ensures safety by enforcing laws, rules & regulations by issuing warnings, citations, serving warrants; conducts search & rescue missions for injured, ill or lost park, forest and waterway visitors, provides first aid, CPR, splint fractures & extrication; completes investigations; maintains investigation reports & summons issued to officers; monitors criminal activities & traffic violations; makes physical arrests; collects, logs & preserves evidence & testifies in court); assists other law enforcement agencies; responds to calls to back up local law officers.

Prepares & presents training &/or recreational programs; coordinates special events (e.g., operates audio visual equipment, speaks & gives demonstrations at schools, civic & conservation groups & others; provides information at booths at recreational shows; works at sports & outdoor shows; conducts park tours; leads 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 (i.e., LEADS), National Crime Information Center (i.e., NCIC), Ohio Law Enforcement Gateway (i.e., OLEG), field drug testing kits, cameras, measuring devices, portable radios).

Performs routine maintenance of vehicles (e.g., changes bulbs, head lamps & tail light bulbs; checks oil & air filters; checks tire pressure; washes & waxes exterior; cleans interior; coordinates repair of patrol vehicles & checks fluid levels; writes work orders); performs safety related activities when needed; (e.g., posts safety issue signs; constructs barricades; checks fire extinguishers; checks trails for hazards; checks boat docks for safety & construction violations); assists in emergencies & other park operations (e.g., oversees &/or administers first aid; makes calls for emergency vehicle).

MAJOR WORKER CHARACTERISTICS:

Knowledge of criminal & civil laws, rules & regulations of division of parks & watercraft, forestry, natural areas, wildlife & recreational trails; parks & watercraft law enforcement (e.g., patrolling & enforcement techniques, laws of evidence, methods of arrest, search & seizure, investigation methods, handling of prisoners, undercover surveillance techniques), public & human relations; supervisory principles/techniques*; employee training & development*; budgeting*; departmental regulations outlining standards of ethics & uniform dress & care. Skill in use & maintenance of firearms; laptop or tablet; Multi Agency Radio Communications System [MARCS], Department Records Management System (RMS), Law Enforcement Automated Data System [LEADS], National Crime Information Center [NCIC]; operation of patrol vehicle, watercraft, audio-visual equipment, photography equipment, water rescue equipment, swimming; use & maintenance of firearms & weapons, watercraft, & patrol vehicle first aid & emergency care. Ability to define problems, collect data, establish facts & draw valid conclusions; understand manual & verbal instructions, technical in nature; demonstrate physical fitness; prepare meaningful & concise reports, cooperate with co-workers on group assignments; handle sensitive &/or dangerous face-to-face contacts during investigation & enforcement of regulations.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Commissioned as a natural resources officer by the Division of Parks & Watercraft of the Ohio Department of Natural Resources; 24 mos. exp. as a Commissioned Natural Resources Officer, 22521; must be 21 yrs. of age per Section 124.41 Ohio Revised Code; valid driver's license.

-Or 24 mos. exp. as a Commissioned Peace Officer; must be 21 yrs. of age per Section 124.41 Ohio Revised Code; valid

driver's license; must be able to continuously swim 300 yards in 12 minutes or less, continuously tread water for 5 minutes, perform a surface dive & retrieve object in a minimum of 5 feet of water from water treading position

-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 per 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. 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:

Annual compliance with division's swimming requirements. 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 Ohio Peace Officer Training Counsel Course [OPOTC] certification; must qualify for \$1,000 surety bond if acts as agent of state in collection of money; if assigned state forest area responsibilities, must successfully complete Basic Firefighter/Introduction to Fire Behavior (S-130/S-190) course. Must obtain LEADS certification & renew LEADS certification biannually in compliance with Ohio Revised Code.

UNUSUAL WORKING CONDITIONS:

Overnight travel required; may be on call 24 hours a day, 7 days per week, 365 days per year; exposed to inclement weather, search & rescue, floods & environmental hazards/ wastes, law enforcement violators & training which may cause substantial physical harm or death exposed to forest fires; exposed to violent situations.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</u>
Natural Resources Lieutenant	22525	EX	05/10/2020	12

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 natural resources officers & sergeants within an assigned area (e.g., assigns work, provides &/or coordinates training, posts schedules, approves leave, evaluates performance, counsels officers & other assigned staff, & enforces division policies & procedures), performs administrative law enforcement activities (e.g., conducts administrative investigations, coordinates resources for large events; serves as evidence custodian for work unit; reviews law enforcement data/reports & takes appropriate action; coordinates specialized law enforcement emergency response &/or training; acts as liaison with other law enforcement agencies; coordinates law enforcement projects).

Performs public relations duties; builds & maintains relationship with constituent groups; promotes the division & department initiatives; responds to media inquiries; coordinates educational programs (e.g., coordinate staff & resources; prepares & presents programs for schools, community organizations, fairs & visitors; assists visitors with problems & provides information).

Patrols assigned area to enforce laws (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).

Performs general administrative & maintenance duties; participates in operational planning; collects, compiles & analyzes data; prepares reports; recommends changes in administrative rules, policies & procedures; inspects facilities & grounds & takes appropriate action; inspects & inventories equipment (e.g., uniforms, firearms, vehicles, electronics); attends &/or holds staff meetings & training seminars.

MAJOR WORKER CHARACTERISTICS:

Knowledge of criminal & civil laws, rules & regulations of division of parks & watercraft, forestry, natural areas, wildlife & recreational trails; parks & watercraft law enforcement (e.g., patrolling & enforcement techniques, laws of evidence, methods of arrest, search & seizure, investigation methods, handling of prisoners, undercover surveillance techniques), public & human relations; supervisory principles/techniques; employee training & development; budgeting; departmental regulations outlining standards of ethics & uniform dress & care. Skill in use & maintenance of firearms; laptop or tablet; Multi Agency Radio Communications System [MARCS], Department Records Management System (RMS), Law Enforcement Automated Data System [LEADS], National Crime Information Center [NCIC]; operation of patrol vehicle, watercraft, audio-visual equipment, photography equipment, water rescue equipment, swimming; use & maintenance of firearms & weapons, watercraft, & patrol vehicle first aid & emergency care. Ability to define problems, collect data, establish facts & draw valid conclusions; understand manual & verbal instructions, technical in nature; demonstrate physical fitness; prepare meaningful & concise reports, cooperate with co-workers on group assignments; handle sensitive &/or dangerous face-to-face contacts during investigation & enforcement of regulations.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Commissioned as a natural resources officer by the Division of Parks & Watercraft of the Ohio Department of Natural Resources; 36 mos. exp. as a Commissioned Natural Resources Officer, 22521; 12 mos. training &/or experience in supervisory principles & techniques; must be 21 yrs. of age per Section 124.41 Ohio Revised Code; valid driver's license.

-Or 12 mos. exp. as a Natural Resources Sergeant, 22523; must be 21 yrs. of age per Section 124.41 Ohio Revised Code; valid driver's license.

-Or 12 mos. exp. as a Natural Resources Officer Investigator; 22522; 12 mos. training &/or experience in supervisory principles & techniques; must be 21 yrs. of age per Section 124.41 Ohio Revised Code; valid driver's license.

-Or 36 mos. exp. as a Commissioned Peace Officer; 12 mos. trg. or exp. in supervisory principles & techniques; must be 21 yrs. of age per section 124.41 Ohio Revised Code; valid driver's license; must be able to continuously swim 300 yards in 12 minutes or less, continuously tread water for 5 minutes, perform a surface dive & retrieve object in a minimum of 5 feet of water from water treading position.

-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. 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:

Annual compliance with division's swimming requirements. 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 Ohio Peace Officer Training Counsel Course [OPOTC] certification; must qualify for \$1,000 surety bond if acts as agent of state in collection of money; if assigned state forest area responsibilities, must successfully complete Basic Firefighter/Introduction to Fire Behavior (S-130/S-190) course. Must obtain LEADS certification & renew LEADS certification biannually in compliance with Ohio Revised Code.

UNUSUAL WORKING CONDITIONS:

Overnight travel required; may be on call 24 hours a day, 7 days per week, 365 days per year; exposed to inclement weather, search & rescue, floods & environmental hazards/ wastes, law enforcement violators & training which may cause substantial physical harm or death exposed to forest fires; exposed to violent situations.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</u>
Natural Resources Captain	22526	EX	05/10/2020	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.)

Supervises all natural resources lieutenants within assigned district & provides technical assistance to law enforcement personnel; & provides technical assistance to law enforcement personnel, assists park managers & natural resources lieutenants in developing, implementing &/or recommending district programs/activities (e.g. policy management, legislation, law enforcement, education, public information, labor relations, human resources), participates in formulating district goals & priorities (e.g. enforcement, personnel, equipment, maintenance, operational plans), monitors & maintains law enforcement budget for assigned district; oversees district's marine patrol training activities, directs & oversees activities within district (e.g. boating registrations, education, capital improvements) & coordinates district search & rescue operations &/or coordinates activities between other district offices;

OR

Supervises all natural resources officer investigators statewide.

Assists park managers & natural resources lieutenants with district's public relations program & coordinating media contacts (e.g. newspaper, magazines, radio, television) to promote programs within district & direct boating accident inquiries to appropriate office for response; directs &/or handles sensitive or complex inquiries; develops & maintains positive relations with public, organization & constituents; conducts district LE staff meetings & attends other related meetings (e.g. Division meetings, U.S. Coast Guard, Army Corp of Engineers, U.S. Coast Guard Auxiliary, county & local government meetings; represents Division or makes presentations at events &/or meetings; assists visitors with problems & provides emergency assistance.

Serves as law enforcement officer on land &/or water to protect park property & state forest & ensures water safety (e.g., issues citations; serves warrants; makes arrests; investigates criminal violations & accidents & testifies in court); oversees with facility & equipment maintenance provides law enforcement assistance for special events & programs.

MAJOR WORKER CHARACTERISTICS:

Knowledge of criminal & civil laws, rules & regulations of division of parks & watercraft, forestry, natural areas, wildlife & recreational trails; parks & watercraft law enforcement (e.g., patrolling & enforcement techniques, laws of evidence, methods of arrest, search & seizure, investigation methods, handling of prisoners, undercover surveillance techniques), public & human relations; management*; supervisory principles/techniques; employee training & development; budgeting; inventory control*; departmental regulations outlining standards of ethics & uniform dress & care. Skill in use & maintenance of firearms; laptop or tablet; Multi Agency Radio Communications System [MARCS], Department Records Management System (RMS), Law Enforcement Automated Data System [LEADS], National Crime Information Center [NCIC]; operation of patrol vehicle, watercraft, audio-visual equipment, photography equipment, water rescue equipment, swimming; use & maintenance of firearms & weapons, watercraft, & patrol vehicle first aid & emergency care. Ability to define problems, collect data, establish facts & draw valid conclusions; understand manual & verbal instructions, technical in nature; demonstrate physical fitness; prepare meaningful & concise reports, cooperate with co-workers on group assignments; handle sensitive &/or dangerous face-to-face contacts during investigation & enforcement of regulations.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Commissioned as a natural resources officer by the Division of Parks & Watercraft of the Ohio Department of Natural Resources; 48 mos. exp. as a Natural Resources Officer, 22521; 12 months supervisory exp.; 6 mos. trg. or exp. budgeting; must be 21 yrs. of age per Section 124.41 Ohio Revised Code; valid driver's license.

-Or 18 mos. exp. as Natural Resources Officer Lieutenant, 22525; valid driver's license.

-Or 30 mos. exp. as a Natural Resources Officer Sergeant, 22523; valid driver's license.

-Or 24 mos. exp. as a Natural Resources Officer Investigator, 22522; 12 mos. exp. in supervisory principles & techniques; 6 mos. exp. in budgeting; valid driver's license.

-Or 48 mos. exp. as a Commissioned Peace Officer; 12 months supervisory exp.; 6 mos. trg. or exp. budgeting; must be 21 yrs. of age per section 124.41 Ohio Revised Code; valid driver's license; must be able to continuously swim 300 yards in

12 minutes or less, continuously tread water for 5 minutes, perform a surface dive & retrieve object in a minimum of 5 feet of water from water treading position.

-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. 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:

Annual compliance with division's swimming requirements. 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 Ohio Peace Officer Training Counsel Course [OPOTC] certification; must qualify for \$1,000 surety bond if acts as agent of state in collection of money; if assigned state forest area responsibilities, must successfully complete Basic Firefighter/Introduction to Fire Behavior (S-130/S-190) course. Must obtain LEADS certification & renew LEADS certification biannually in compliance with Ohio Revised Code.

UNUSUAL WORKING CONDITIONS:

Overnight travel required; may be on call 24 hours a day, 7 days per week, 365 days per year; exposed to inclement weather, search & rescue, floods & environmental hazards/ wastes, law enforcement violators & training which may cause substantial physical harm or death exposed to forest fires; exposed to violent situations.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</u>
Natural Resources Major	22527	EX	05/10/2020	14

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 all law enforcement operations for multiple districts within division & supervises all natural resources captains & administrative staff & provides technical assistance to law enforcement personnel; collaborates with park managers & natural resources captains in developing, implementing &/or recommending district programs/activities (e.g. policy management, legislation, law enforcement, education, public information, labor relations, human resources); formulates goals & priorities (e.g. enforcement, personnel, equipment, maintenance, operational plans); oversees land & marine patrol training activities; directs & oversees activities (e.g. boating registrations, education, capital improvements); provides technical assistance & guidance to Natural Resources Officers & Managers during search & rescue operations &/or coordinates activities statewide.

Collaborates with park managers & natural resources captains with public relations program & coordinating media contacts (e.g. newspaper, magazines, radio, television) to promote programs within & direct boating accident inquiries to appropriate office for response; directs &/or handles sensitive or complex inquiries; develops & maintains positive relations with public, organization & constituents; conducts law enforcement staff meetings & attends other related meetings (e.g. Division meetings, U.S. Coast Guard, Army Corp of Engineers, U.S. Coast Guard Auxiliary, county & local government meetings); represents Division at events &/or meetings; assists visitors with problems & provides emergency assistance.

Serves as law enforcement officer on land &/or water to protect park property & state forest & ensures water safety (e.g., issues citations; serves warrants; makes arrests; investigates criminal violations & accidents & testifies in court); oversees facility & equipment maintenance.

Provides direction to natural resources captains on district law enforcement budget; attends in-service training sessions & staff meetings; provides law enforcement assistance for special events & programs; operates personal computer & software packages in order to draft &/or prepare reports, programmatic budgets & presentation materials.

MAJOR WORKER CHARACTERISTICS:

Knowledge of criminal & civil laws, rules & regulations of division of parks & watercraft, forestry, natural areas, wildlife & recreational trails; parks & watercraft law enforcement (e.g., patrolling & enforcement techniques, laws of evidence, methods of arrest, search & seizure, investigation methods, handling of prisoners, undercover surveillance techniques), public & human relations; management; supervisory principles/techniques; employee training & development; budgeting; inventory control; departmental regulations outlining standards of ethics & uniform dress & care. Skill in use & maintenance of firearms; laptop or tablet; Multi Agency Radio Communications System [MARCS], Department Records Management System (RMS), Law Enforcement Automated Data System [LEADS], National Crime Information Center [NCIC]; operation of patrol vehicle, watercraft, audio-visual equipment, photography equipment, water rescue equipment, swimming; use & maintenance of firearms & weapons, watercraft, & patrol vehicle first aid & emergency care. Ability to define problems, collect data, establish facts & draw valid conclusions; understand manual & verbal instructions, technical in nature; demonstrate physical fitness; prepare meaningful & concise reports, cooperate with co-workers on group assignments; handle sensitive &/or dangerous face-to-face contacts during investigation & enforcement of regulations.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Commissioned as a natural resources officer by the Division of Parks & Watercraft of the Ohio Department of Natural Resources; 60 months exp. as a Natural Resources Officer, 22521; 24 months supervisory exp.; 12 mos. trg. or exp. in budgeting; must be 21 yrs. of age per Section 124.41 Ohio Revised Code; valid driver's license.

-Or 18 mos. exp. as Natural Resources Captain, 22526; valid driver's license.

-Or 36 mos. exp. as Natural Resources Lieutenant, 22525; valid driver's license.

-Or 48 mos. exp. as a Natural Resources Sergeant, 22523; valid driver's license.

-Or 48 mos. exp. as a Natural Resources Officer Investigator, 22522; 24 mos. exp. in supervisory principles & techniques; 12 mos. exp. in budgeting; valid driver's license.

-Or 60 mos. exp. as a Commissioned Peace Officer; 24 months supervisory exp.; 12 mos. trg. or exp. In budgeting; must be 21 yrs. of age per section 124.41 Ohio Revised Code; valid driver's license; must be able to continuously swim 300 yards

in 12 minutes or less, continuously tread water for 5 minutes, perform a surface dive & retrieve object in a minimum of 5 feet of water from water treading position.

-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. 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:

Annual compliance with division's swimming requirements. 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 Ohio Peace Officer Training Counsel Course [OPOTC] certification; must qualify for \$1,000 surety bond if acts as agent of state in collection of money; if assigned state forest area responsibilities, must successfully complete Basic Firefighter/Introduction to Fire Behavior (S-130/S-190) course. Must obtain LEADS certification & renew LEADS certification biannually in compliance with Ohio Revised Code.

UNUSUAL WORKING CONDITIONS:

Overnight travel required; may be on call 24 hours a day, 7 days per week, 365 days per year; exposed to inclement weather, search & rescue, floods & environmental hazards/ wastes, law enforcement violators & training which may cause substantial physical harm or death exposed to forest fires; exposed to violent situations.