

**MICHIGAN CIVIL SERVICE COMMISSION  
JOB SPECIFICATION**

**CONSERVATION OFFICER**

**JOB DESCRIPTION**

Employees in this job are responsible for the enforcement of laws and rules protecting the public health and regulating the conservation and use of the natural resources of the state. Conservation Officers are peace officers and are also empowered to enforce general criminal laws of the state and enforce the motor vehicle code, drug laws, criminal sexual misconduct laws, etc.

There are five classification levels in this job.

**Position Code Title – Conservation Officer (Recruit)-E**

Conservation Officer (Recruit) 10

This is the recruit level Conservation Officer, assigned to a mandatory Michigan Commission on Law Enforcement Standards (MCOLES) basic police school. The recruit, in a classroom setting, receives training in basic law, criminal justice system procedures and other training generic to and required for all fully certified law enforcement officers in Michigan. The recruit must satisfactorily pass the recruit school in order to qualify as a fully certified, law enforcement officer in Michigan.

**Position Code Title – Conservation Officer-E**

Conservation Officer 10

This is the trainee level. During the one-year probationary period, the new officer will receive formal training by attending school to learn conservation officer specific laws, rules and procedures, and other necessary resource and operational training. The remainder of the one-year period is spent on the job and under the supervision and evaluation of a senior field-training officer (and the Training Section for positions located in the Department of Natural Resources). The employee learns and develops the knowledge and abilities required to function as a Conservation Officer. Successful completion of the field evaluation process, passing of formal training examinations, and meeting physical standards are mandatory for continuation of employment beyond the one-year probationary period.

Conservation Officer E11

This is the experienced level. The employee performs a full range of duties associated with enforcing the laws and rules regulating the use of the natural resources of the state. Typically, the employee is assigned to an area of the state and independently patrols the area to prevent law violations; investigates complaints of law violations; and provides a variety of public service to users of natural resources and the general public. Work is typically performed under the direction of the area supervisor, but the officer

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must routinely exercise extensive independent judgment in making decisions and taking immediate actions without the availability of supervision or direction.

#### **Position Code Title – Conservation Officer-A**

##### Conservation Officer 12

This is the advanced level. The employee performs specialized natural resources law enforcement activities. Additional technical or specialty knowledge is required which must be acquired through formal education or training or extensive on-the-job training. Most advanced-level officers have full-time responsibility for conducting complex criminal investigations of violations of state and federal environmental protection laws or of large scale illegal fish and game operations.

#### **Position Code Title – Conservation Officer-SS**

##### Conservation Officer 13

This is the staff specialist level. The employee uses specialized knowledge in performing complex natural resources law enforcement activities. Staff specialist positions have sole and full-time responsibility for an assigned program area and are recognized through approval by Civil Service.

**NOTE:** Employees generally progress through this series to the experienced level based on satisfactory performance and possession of the required experience.

#### **JOB DUTIES**

**NOTE:** The job duties listed are typical examples of the work performed by positions in this job classification excluding the Conservation Officer (Recruit) 10. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Travels assigned area by car, boat, snowmobile, motorcycle and/or on foot to observe persons engaged in the taking of fish and game or engaged in other recreational, work, or leisure time pursuits; to ensure methods, conduct, and equipment used are lawful; and to apprehend violators.

Observes hunters, anglers and trappers to ascertain compliance with statutes, including those regulating licensure, bag limits, methods, equipment, and species taken.

Enforces statutes and regulations governing the operation and use of snowmobiles, all terrain vehicles, off-road vehicles and watercraft; inspects vehicles for proper registration, equipment and methods of operation.

Enforces statutes and regulations such as those governing the use of parks and forests; the disposal of trash, oil and gas waste; the dredging and filling of watercourses; the construction of dams and floodplain usage; and others.

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Enforces campground and park laws and rules as well as the general criminal and motor vehicle laws.

Investigates reports and complaints of law violations and issues warnings and citations when appropriate.

Seizes equipment and other evidence used in the commission of law violations.

Obtains and serves warrants for arrests, issues summons to appear in court, and makes physical arrests of law violators.

Appears in court to testify and provide evidence regarding the facts surrounding cases being tried.

Collects and reports information on the condition of fish and wildlife in their habitat, the availability of game food and cover, and suspected pollution of the environment.

Investigates complaints involving nuisance birds and animals; consults with Wildlife Biologist; issues Damage Control Permits, and instructs the public in techniques and methods for controlling nuisance birds and animals.

Assists and works in conjunction with other agencies such as the State Police, Sheriff, and Federal Fish and Wildlife Service in law enforcement activities; takes station at roadblocks; searches for missing persons; searches suspected criminals; and makes arrests.

Provides educational services and disseminates natural resource information to civic, service, sports, and youth groups; schools; newspapers; radio; and TV stations.

Conducts hunter safety and snowmobile safety training programs for interested public.

Operates and maintains equipment used in the work, such as snowmobiles, trailers, boats, outboard motors, canoes, handguns, and rifles.

Attends in-service training programs to increase knowledge of law enforcement, public safety and department programs.

Maintain files and equipment belonging to the department in the place of residence.

Performs related work as assigned.

### **Additional Job Duties**

#### **Conservation Officer 12**

Performs complex investigations of large-scale illegal fish and game operations or of suspected violations and violators of state and federal environmental protection laws.

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Drafts and executes administrative inspection and criminal search warrants to gain access to information relative to an inspection or investigation.

Searches for and preserves evidence in a systematic manner in order to obtain sufficient legally admissible evidence to prosecute and convict a violator of natural resources laws.

Conducts covert surveillance of suspected natural resources and/or environmental protection law violations and violators.

Interviews witnesses and suspects and gathers evidence to determine if a legal violation has occurred and/or the identity of the violator.

Prepares cases for prosecution from interviews and evidence gathered.

Testifies in legal proceedings and assists the prosecutor in preparing cases for court.

Plans, develops, and/or coordinates natural resources and/or environmental protection law enforcement programs.

Develops educational and training materials; conducts training programs for department staff, enforcement officers of other agencies, and/or the public.

May pilot fixed wing or rotary wing aircraft in all seasons and weather conditions in law enforcement, transportation, and other activities.

Provides guidance, direction, and instruction to other Conservation Officers regarding the specialized natural resources and/or environmental protection law enforcement area.

### **Conservation Officer 13**

Exercises independent authority and responsibility for an assigned program area.

Serves as a recognized expert within the program area and provides specialized assistance to other departmental staff.

## **JOB QUALIFICATIONS**

### **Knowledge, Skills, and Abilities**

**NOTE:** Some knowledge in the area listed is required at the entry level, developing knowledge is required at the intermediate level, considerable knowledge is required at the experienced level, thorough knowledge is required at the advanced level, and extensive knowledge is required at the specialist level. These KSAs do not apply to the Conservation Officer 10.

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Knowledge of state and federal laws and regulations pertaining to conservation of the natural resources and/or environmental protection of the state.

Knowledge of departmental rules, regulations and policies related to the work.

Knowledge of law enforcement methods, procedures, and policies and the laws governing and prescribing the powers and authorities of a law enforcement officer.

Knowledge of life saving and first aid methods and techniques.

Knowledge of the general criminal laws of the state.

Knowledge of criminal justice procedures employed in the prosecution and adjudication of alleged law violators.

Knowledge of self-defense techniques.

Knowledge of the geographical distribution, habitats, and characteristics of fish and game in Michigan.

Knowledge of the methods, equipment, and practices employed in the harvesting of fish, wildlife, and other natural resources.

Ability to gather information under difficult circumstances, apply tests of law, and make independent determinations of legality.

Ability to communicate effectively.

Ability to learn and interpret large numbers of laws and procedures.

Ability to make and carry out decisions quickly.

Ability to make accurate and objective observations.

Ability to operate equipment and vehicles used in the work, such as automobiles, snowmobiles, boats, motors, off-road vehicles, weapons, speed and sound measuring devices, photographic, and communications equipment.

**Additional Knowledge, Skills, and Abilities**

**Conservation Officer 12**

Knowledge of criminal investigation methods and techniques.

Knowledge of a specialized area of natural resources and/or environmental protection law enforcement.

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Knowledge of training principles and techniques.

Ability to plan, develop, and coordinate natural resources law enforcement programs.

Ability to develop and conduct training programs.

Ability to provide effective testimony in court.

Skill in the use of firearms.

### **Conservation Officer 13**

Knowledge of a specialized area of natural resources and/or environmental protection law enforcement.

Knowledge of the programmatic and developmental aspects of assigned program area.

Ability to organize and carry out assigned program.

### **Working Conditions**

Conservation Officer positions located in the Department of Natural Resources require employees to maintain a telephone in their residence.

Some jobs require an employee to work in a hostile environment or adversarial situations.

Some jobs require an employee to be exposed to hazardous work environments or inclement weather conditions.

Employees may be required to work any day of the week or any shift.

### **Physical Requirements**

The job duties require an employee to work under stressful conditions.

Absence of any physical limitation which would impair efficient performance as a Conservation Officer.

Ability to pass tests demonstrating physical fitness adequate for performing the work of a conservation officer.

Performance of some examples of work may require employee to conduct pursuit on foot over uneven terrain and/or in inclement weather, resulting in forcible restraint.

### **Education**

Education level typically acquired through completion of high school.

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### Experience

#### Conservation Officer (Recruit) 10, Conservation Officer 10

No specific type or amount is required.

#### Conservation Officer E11

One year of experience equivalent to a Conservation Officer 10.

#### Conservation Officer 12

Three years of experience equivalent to a Conservation Officer, including two years equivalent to a Conservation Officer E11.

#### Conservation Officer 13

Four years of experience equivalent to a Conservation Officer, including three years equivalent to a Conservation Officer E11 or one year equivalent to a Conservation Officer 12.

### Special Requirements, Licenses, and Certifications

Willingness to submit to a thorough background investigation designed to measure the applicant's suitability for law enforcement work.

Must be a United States citizen.

Must be a resident of the State of Michigan upon completion of the Probationary Training/Field Training Officer Program.

Must be at least 21 years of age.

Absence of a criminal record of felony or misdemeanor convictions which would prohibit the applicant from receiving, possessing, and carrying a firearm.

Possession of a valid driver's license and the ability to obtain a valid Michigan driver's license.

Some positions in job are assigned job duties that may require possession of the Commercial Driver's License (CDL) issued by the Secretary of State as required by Public Act 346 of 1988 to operate a designated state vehicle.

#### Conservation Officer 10, E11, 12, 13

Completion of the Conservation Officer Recruit School and Michigan Commission on Law Enforcement Standards (COLES) basic police schools.

**NOTE:** Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

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**JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION**

**Job Code**

CONSRVOFR

**Job Code Description**

Conservation Officer

**Position Title**

Conservation Officer (Recruit)-E

Conservation Officer-E

Conservation Officer-A

Conservation Officer-SS

**Position Code**

CNVOFRE

CNSVOFRE

CNSVOFRA

CNVOFRSS

**Pay Schedule**

A02-031

A02-010

A02-025

A02-028

ECP Group 1  
Revised 6/1/06  
TeamLeaders