

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 Rcrt -E

Conservation Officer (Recruit) 10

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

Position Code Title - Conservation Officer-E

Conservation Officer 10

This is the trainee level. At this level, during the one-year probationary period, the new officer will attend the formal, in-service conservation officer training program to learn conservation officer specific laws, rules, regulations, policies, and other resource and operational procedures. During the remainder of the probationary period, and under the supervision of experienced conservation officers and supervisors, probationary conservation officers will acquire and develop the knowledge and skills necessary 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 continued employment.

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 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 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 Sr-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 Spl-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: Listed job duties are typical examples of work of positions in this classification. Not all duties assigned to every position are included, nor will all positions be assigned every duty. The general description of job duties does not authorize performance contrary to any state or federal licensing or certification requirements.

Travels assigned area by car, boat, snowmobile, ORV, 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, 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.

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.

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

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 Biologists; 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.

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

Performs related work as assigned.

Additional Job Duties

Conservation Officer 12

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

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

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 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.

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

Prepares cases for prosecution from interviews and evidence gathered.

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.

Conservation Officer 13

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

Exercises independent authority and responsibility for an assigned program area.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

NOTE: Some knowledge in the area listed is required at the entry level, considerable knowledge is required at the experienced level, thorough knowledge is required at the advanced level, and extensive knowledge is required at the staff specialist level.

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.

Skill in the use of firearms.

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 provide effective testimony in court.

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

Ability to develop and conduct training programs.

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

Knowledge of training principles and techniques.

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

Knowledge of criminal investigation methods and techniques.

Conservation Officer 13

Ability to organize and carry out assigned program.

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

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

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 typically acquired through completion of high school.

Experience

Conservation Officer 10, Conservation Officer (Recruit) 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.

NOTE: Civil Service can individually evaluate equivalent combinations of education and experience providing required knowledge, skills, and abilities to qualify.

Special Requirements, Licenses, and Certifications

Positions in this class are test-designated and subject to pre-appointment, random-selection, and post-accident drug and alcohol testing.

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.

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 (Recruit) 10:

Must be at least 21 years of age before graduation from the MCOLES basic law enforcement recruit training academy.

Conservation Officer 10:

Must be eligible for the immediate activation of an MCOLES law enforcement license and be at least 21 years of age upon hire.

Conservation Officer E11, 12, 13:

Must have a currently activated MCOLES law enforcement officer license and have successfully completed the Conservation Officer 10 probationary period.

JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

Job Code

CONSRVOFR

Job Code Description

CONSERVATION OFFICER

Position Title

Conservation Officer Rcrt -E

Conservation Officer-E

Conservation Officer Sr-A

Conservation Officer Spl-SS

Position Code

CNVOFRE

CNSVOFRE

CNSVOFRA

CNVOFRSS

Pay Schedule

A02-031

A02-043

A02-044

A02-045

KH

02/18/2024