

**NATURAL RESOURCES POLICE OFFICER, SERGEANT**

**Nature of Work**

Under limited supervision, is assigned to a geographical area, generally encompassing two or more counties, and is primarily responsible for interpreting and enforcing State Natural Resources Laws, Rules and Regulations provided for in the Code of West Virginia for the purpose of conservation and protection of the natural resources of the state and. May specialize in a particular program, such as hunter or motorboat safety, and serves as an instructor to the public, as well as, to other officers. Keeps in constant contact with the public in order to carry on a continuous program of education to sporting, civic and community groups and to secure public support of the department's programs.

May supervise subordinate officers with like responsibilities and must apply a personal knowledge of laws and procedures, as well as judgement and tact, in contacts with the public and subordinates.

Sergeant is responsible to Captain and other superior officers for himself/herself and subordinates for enforcement of laws, rules and regulations, submission of reports and records required by regulation or superior officer's request, observance of general and special orders, proper performance of duties and maintenance of discipline by officers under his/her command. May, within geographic area of responsibility, assign subordinates to duty whenever and wherever required by the functions, services and needs of the division.

Periodically attends law enforcement and supervisory management schools, as needed and directed. Responds to any call or report of law violation at any hour of the day or night, and, when necessary, leads special patrols within the assigned area. Subject to duty or seasonal, or undercover or other special assignment, whenever and wherever required by the functions, services and needs of the department. Duties involve an element of personal danger due to the nature of law enforcement work. Work requires considerable travel and outside work under varying weather conditions and difficult terrain.

Special assignments and guidelines are given by superior conservation officer, and work is evaluated on the basis of results obtained and compliance with laws, rules, regulations, and policies. Performs related work as required.

**NATURAL RESOURCES POLICE OFFICER, SERGEANT (CONT'D)**

**Distinguishing Characteristics**

There are six districts in the Division of Natural Resources. A position in this class typically has responsibility for several counties within a district, and normally supervises Natural Resources Police Officers. There are normally three field sergeant positions in each district. Also, there are normally two additional sergeant positions in each district: one serving as district hunter/boating safety education coordinator and one serving as litter control officer.

**Examples of Work**

Supervises law enforcement activities in an assigned territory to enforce State Natural Resources Law, and Rules and Regulations, travels throughout assigned territory to insure the effective performance of the officers.

Patrols assigned territory and conducts intensive or difficult investigations.

Trains and monitors the activities of subordinate officers by maintaining contact with each officer and regularly reviewing all activity reports submitted.

Promotes a continuous education program for sporting, civic and community groups through lectures, slides, demonstrations and exhibits on the various phases of conservation and enforcement programs.

Arrests law violators and assists in the prosecution including filing warrants, testifying in court and submitting evidence.

Inspects boating and rafting activities on state waters, investigates stream pollution complaints and suspicious forest fire occurrences.

Monitors subordinates' use and maintenance of assigned equipment, materials and supplies to insure proper care and recommends corrective measures.

May conduct hunter safety and motorboat safety courses.

Completes administrative reports such as: activity, deer mortality, prosecutions, vehicle, complaints, illegal hunting, and performance evaluation reports on subordinates.

May serve as a district hunter/boating education coordinator and supervise and coordinate the activities of a cadre of volunteer instructors in the hunting and boating education programs.

May serve as the Regional Training Officer and conduct required in-service training for all Natural Resource Police Officer positions and special Natural Resources Police Officer positions. (In order to serve in this capacity, officers must first demonstrate an ability to shoot in the 90<sup>th</sup> percentile or better on the required firearms qualification course.

**NATURAL RESOURCES POLICE OFFICER, SERGEANT (CONT'D)**

**Knowledge, Skills and Abilities**

- Knowledge of local, state and federal conservation laws, regulations, and policies, enforcement techniques and judicial procedures.
- Knowledge of fish and game common to the state and their habitat.
- Knowledge of the basic principles of fish, game and forest conservation.
- Knowledge of the principles and practices of personnel management and public administration, with specific knowledge of West Virginia Division of Personnel Administrative Rules and Regulations.
- Knowledge of first aid and skill in its application.
- Skill in use and maintenance of firearms, motorboats, mobile radios, vehicles, cameras, and other standard equipment.
- Ability to complete an accurate and thorough investigation and prepare factual reports and documentation within the legal rules of evidence.
- Ability to establish and maintain effective working relationships with subordinates, co-workers, superiors, local, state, and federal enforcement officials and the general public.
- Ability to plan, coordinate and supervise the work of subordinates.
- Ability to deal firmly, impartially and courteously with the public.
- Ability to communicate, orally and in writing, for the purpose of obtaining, imparting or exchanging information.
- Ability to keep accurate records and write reports in a clear, concise form.
- Ability to walk long distances in adverse weather over rugged terrain.
- Ability to lift, carry for considerable distances, and load heavy and awkward objects, including equipment and large animals, such as full-grown deer.

**Minimum Qualifications**

- TRAINING** Graduation from an accredited four-year college or university with preference given to majors in natural sciences, law enforcement, criminology or criminal justice.
- SUBSTITUTION** Employment for a period of four (4) years as a law enforcement officer as certified by the Law Enforcement Training Subcommittee of the Governor's Committee on Crime, Delinquency and Correction or International Association of Directors of Law Enforcement Standards and Training (ADLEST): **OR** an associate degree in natural sciences, law enforcement, criminology or criminal justice plus two years military police service, or two years continuous employment as a law enforcement officer certified by the Law Enforcement Training Subcommittee of the Governor's Committee on Crime, Delinquency and Correction or International Association of Directors of Law Enforcement Standards and Training (ADLEST).

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**NATURAL RESOURCES POLICE OFFICER, SERGEANT (CONT'D)**

**Minimum Qualifications: (Cont'd)**

**EXPERIENCE** Three years experience as certified West Virginia Natural Resources Police Officer.

**SPECIAL REQUIREMENTS** Must be licensed to operate a motor vehicle in West Virginia. Must pass periodic firearms qualification and may be required to pass annual physical examinations. Must be able to swim 37 1/2 yards fully clothed.

**NOTE** If selected, applicant must present certifications as stipulated in Section 2, Article 7, Chapter 20 of the Code of West Virginia.

Established: 9/16/93  
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