

**NATURAL RESOURCES POLICE OFFICER, LIEUTENANT****Nature of Work**

Under limited supervision, is assigned to a geographical area, generally a district comprised of eight 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. Assists the district natural resources police officer in the supervision of law enforcement activities in the assigned area and performs various administrative duties. May supervise and coordinate hunter safety and boating safety activities in the assigned district, or may specialize in a particular program, and serves as an instructor to the public, as well as to other officers. May be in charge of a specialized subsection in the Law Enforcement Section.

Supervises several subordinate officers and must apply a personal knowledge of laws and procedures, as well as judgement and tact, in contacts with the public and subordinates.

Lieutenant 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. Performs duty or seasonal or other special assignment, whenever and wherever, required by the functions, services and needs of the department. Duties may involve an element of personal danger due to the nature of law enforcement work. Work requires travel and outside duty in varying weather conditions and difficult terrain.

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

**Distinguishing Characteristics**

Positions in this class typically have responsibility for procurement, responding to public areas of concern, field investigations, and other areas under the direction of a Captain. The positions normally supervise Natural Resources Police Officer Sergeants, and Officers. There is normally one lieutenant position in each of the six Division of Natural Resources districts. Also, there are normally two Lieutenant positions in the central office: one serving as statewide education coordinator and one serving as logistics officer.

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

**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.
- Promotes public interest in conservation and enforcement through lectures, news releases, demonstrations, and exhibits.
- Interprets laws, rules and regulations and applies such interpretation to specific cases or situations.
- Evaluates employee work performance and counsels employees; makes recommendations regarding training needs, officer advancements, or disciplinary actions.
- Supervises or conducts sensitive intensive investigations and organizes special patrols, when necessary, within the district.
- Arrests law violators and assists in the prosecution including filing warrants, testifying in court and submitting evidence.
- Prepares clear, accurate and informative reports containing findings, conclusions and recommendations.
- Monitors subordinates' use and maintenance of assigned equipment, materials and supplies to insure proper care and usage.
- Prepares informational material to be distributed to subordinates and the general public concerning law enforcement programs.
- Inspects boating and rafting activities on state waters, investigates stream pollution complaints and suspicious forest fire occurrences.
- May conduct hunter safety or motorboat safety courses.

**Knowledge, Skills and Abilities**

- Knowledge of local, state and federal conservation laws, regulations, and policies, enforcement techniques and judicial procedures.
- Knowledge of agency rules, regulations and procedures and ability to apply this knowledge to complex work problems.
- 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 first aid and skill in its application.
- Knowledge of the principles and practices of personnel management and public administration, with specific knowledge of West Virginia Division of Personnel Administrative Regulations.
- Skill in the use and maintenance of firearms, motorboats, mobile radios, vehicles, cameras, and other standard equipment.

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

**Knowledge, Skills and Abilities (Cont'd)**

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 for the purpose of obtaining, imparting or exchanging information, clearly and concisely both orally and in writing.

Ability to keep accurate records and write reports in a clear, concise form.

**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).

**EXPERIENCE** Five years experience as a certified West Virginia Natural Resources Police Officer, including two years experience as a Natural Resources Police Officer Sergeant.

**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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