

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

Under administrative direction, may be assigned as district natural resources police officer, administering all law enforcement activities in assigned area comprised of eight or more counties. May also be assigned to headquarters to administer specific law enforcement programs statewide. Primarily responsible for interpreting and enforcing State Natural Resources Laws, Rules and Regulations provided for in the Code of West Virginia and for promoting conservation and protection of the natural resources of the state. Plays an important role in formulating policies and programs in the area of assignment and has latitude for the exercise of independent judgement in carrying out responsibilities of the program to which assigned. Work is evaluated through conferences, review of activity reports and results obtained.

Periodically attends law enforcement and supervisory management schools, as needed and directed. Performs seasonal or other special assignment whenever and wherever required by the functions, services and needs of the division. Duties may involve an element of personal danger due to the nature of law enforcement work and work may involve travel and outside duty in varying weather conditions and difficult terrain.

Captain is responsible to 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.

Supervises 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 and co-workers. Performs related work as required.

Distinguishing Characteristics

For Division of Natural Resources law enforcement purposes, the state is divided into districts, comprised of eight or more counties. A position in this class typically has responsibility for one of the districts. A position in this class may be stationed in headquarters to administer specific statewide programs at a level consistent with the classification. The positions normally supervise Natural Resources Police Officer Lieutenants, Sergeants, and Officers.

NATURAL RESOURCES POLICE OFFICER, CAPTAIN (CONT'D)

Examples of Work

- Coordinates and supervises work within a specific law enforcement program or district.
- Interprets laws, rules and regulations and applies such interpretation to specific cases or situations.
- Promotes public interest in conservation and enforcement through lectures, news releases, demonstrations, and exhibits.
- Prepares informational material to be distributed to subordinates and the general public concerning law enforcement programs.
- Evaluates employee work performance, counsels employees, recommends training, advancements or disciplinary actions.
- Prepares clear, accurate and informative reports containing findings, conclusions and recommendations.
- Compiles administrative, activity, and other reports for submission to superiors.
- Consults and recommends to administrators proposed changes in policy and/or work procedures.
- Represents the department at various meetings, seminars and other gatherings.
- Arrests law violators and assists in their prosecution which includes the filing of warrants, testifying in court and submitting any requested material or evidence.
- Monitors subordinates' use and maintenance of assigned equipment, materials and supplies to insure proper care and use.

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 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 demonstration of firearms, motorboats, and hunting and fishing equipment.
- Ability to plan, coordinate, and supervise the activities of others.
- 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 communicate for the purpose of obtaining, imparting or exchanging information, clearly and concisely, both orally and in writing.
- Ability to keep accurate records, to analyze and evaluate data, and to prepare comprehensive reports.

NATURAL RESOURCES POLICE OFFICER, CAPTAIN (CONT'D)

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 Seven years experience as a certified West Virginia Natural Resources Police Officer, including three years in a supervisory capacity.

SPECIAL REQUIREMENTS Must be licensed to operate a motor vehicle in West Virginia. Must be bonded in West Virginia. Must complete annual pistol qualifications and annual physical exam. 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
Title Change: 7/1/2010 per Senate Bill 1003
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