

POSITION DESCRIPTION (Please Refer to Instruction on the Back)

1. Agency Position No.

S00003

2. Reason for Submission <input type="checkbox"/> Redescription <input checked="" type="checkbox"/> New <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other		3. Service <input type="checkbox"/> Hdqtrs. <input checked="" type="checkbox"/> Field		4. Employing Office Location		5. Duty Station		6. OPM Certification No.		
7. Fair Labor Standards Act <input checked="" type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt <i>7/1 3-9-02</i>				8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input checked="" type="checkbox"/> Employment and Financial Interests		9. Subject to IA Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No				
10. Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) <input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CR)				11. Position Is: <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither		12. Sensitivity 1- Non Sensitive <input type="checkbox"/> 3- Critical Sensitive <input checked="" type="checkbox"/> 2- Noncritical Sensitive <input type="checkbox"/> 4- Special Sensitive <input type="checkbox"/>		13. Competitive Level Code		14. Agency Use

15. Classified/Graded by	Official Title of Position	Pay Plan	Occupational Code	Grade	Initials	Date
a. U.S. Office of Personnel Management	Department of Interior, FF/LE Retirement Team Specialist <i>This PD has been approved as follows under 5 USC 8330-101(b):</i>					
b. Department, Agency or Establishment	Firefighter <input checked="" type="checkbox"/> Law Enforcement <input checked="" type="checkbox"/> Primary <input type="checkbox"/> Secondary/Administrative					
c. Second Level Review	Approval Date <u>10/10/00</u>					
d. First Level Review	Park Ranger (LE/Refuge)	GS	0025	09		
e. Recommended by Supervisor or Initiating Office						

16. Organizational Title of Position (if different from official title)
Refuge Law Enforcement Officer

17. Name of Employee (if vacant, specify)

18. Department, Agency, or Establishment Department of the Interior		c. Third Subdivision	
a. First Subdivision U.S. Fish and Wildlife Service		d. Fourth Subdivision	
b. Second Subdivision Region		e. Fifth Subdivision	

19. Employee Review--This is an accurate description of the major duties and responsibilities of my position.

Signature of Employee (optional)

20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

a. Typed Name and Title of Immediate Supervisor		b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)	
Signature	Date	Signature	Date

21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.

22. Position Classification Standards Used in Classifying/Grading Position
GS-0083, 04/55; GS-0025, 11/85; Introduction to Position Classification Standards, 08/91.

Typed Name and Title of Official Taking Action		Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.	
Signature	Date	Signature	Date

23. Position Review	Initials	Date								
a. Employee (optional)										
b. Supervisor										
c. Classifier										

24. Remarks
FPL: GS-09 Note: This position is for young and physically vigorous individuals and is subject to the maximum entry age restrictions.
***IAW DHR Decision dated March 8, 2002**
Standard Position Description Servicewide
Approved for use as standardized position description

Debra O. Summers 08/29/00
Debra O. Summers
Personnel Management Specialist

25. Description of Major Duties and Responsibilities (See Attached)

Standard Position Description #S000003

**U.S. Fish and Wildlife Service
National Wildlife System
Refuge Law Enforcement Officer
Standard Position Description
Park Ranger (Refuge/LE), GS-025-09**

Introduction

The employee of this position is a commissioned Federal law enforcement officer on a U.S. Fish and Wildlife Service field station. The primary purpose of the position is to perform law enforcement duties that are integral to protection of natural, cultural and human resources through the investigation, apprehension, and detention of individuals suspected or convicted of offenses against the criminal laws of the United States. The duties and responsibilities include refuge law enforcement (55-75%) and refuge law enforcement work planning (25-40%). It may also involve the performance of work that takes a lesser proportion of the time of the position than the above major duties. The employee must integrate an understanding of the conservation mission of the Refuge System into all activities; educate and inform visitors about the significance of refuge resources and about the laws, rules, and regulations relating to their protection, thereby enhancing public understanding, compliance, and cooperation. The position involves Federal laws and regulations relating to criminal activities and misdemeanors such as arson, illegal hunting and fishing, disturbance of fish and wildlife, firearms violations, timber theft, hazardous material violations or dumping, vandalism, theft or disturbance of archaeological resources, illegal take or attempt to take plants and animals, traffic violations, marijuana cultivation, possession or sale of illegal drugs, crimes against persons or property, and trespassing on Service lands.

Major Duties

1. Law Enforcement (55-75%)

Serves as a commissioned law enforcement officer performing law enforcement duties. These duties include but are not limited to detecting; investigating; apprehending; detaining, arresting, and/or issuing citations; and prosecuting violators of a variety of law enforcement acts, laws, rules, and regulations that have been enacted to insure the protection and safe use of national wildlife refuge resources. Investigates the occurrence of criminal activity, arson, theft, breaking and entering, vandalism, pollution of the air and water, destruction of property, or offenses of the criminal laws and regulations of the United States that relate to Service lands and responsibilities. Develops information through fact finding by collecting evidence; interviewing witnesses or suspects; pursuing leads; searching records; conducting surveillance; observing suspicious activity; and, compiling information from informants, concerned citizens, and local, Federal, and State officials.

Investigates violations of applicable Federal and State fish and wildlife laws including poaching, illegal hunting of waterfowl, illegal use of aircraft for hunting and other illegal commercial activities. Enforces applicable laws and regulations concerning the possession, use, distribution, trafficking, cultivation, and manufacture of controlled substances on Service lands. Investigates incidents occurring on Service lands involving searching for or removal of objects of antiquity. Investigates other incidents which occur on Service lands.

Prepares investigation or case reports by documenting findings and facts, obtaining witness statements and copies of official records, and including pertinent evidence, correspondence, maps, historical information, exhibits, and photographs. Issues citations and files criminal complaints; prepares U.S. District Court Violation Notices for submission to the Central Violations Bureau. Checks the records of suspects and offenders for prior violations by contacting various State law enforcement agencies. Apprehends violators of Federal and or/State criminal laws and takes offenders and suspects into custody when such action is appropriate. Seizes evidence, preserves and protects it, and properly disposes of it upon completion of cases. Requests and presents justification for warrants for defendants who fail to appear in court. Prepares cases of a more serious nature for the appropriate U.S. Attorney's Office for prosecution. Meets with prosecuting attorneys, presents testimony, and delivers evidence. In cooperation with the U. S. Attorney, recommends fines, probation, administrative action,

monetary restitution, and/or reclamation of damage to the court. Represents the National Wildlife Refuge System in court.

Carries out activities to deter illegal or potentially harmful activities to the natural resources or visitors to the refuge; familiarizes other law enforcement personnel with Federal and State laws governing management of natural resources; and designs and provides training in law enforcement skills, techniques, and practices to prevent and/or detect illegal activities.

Meets with refuge users, such as recreationists, cooperative farmers, oil and gas producers, and permittees, to provide information as to the Service's mission and policies, and the laws and regulations applicable to its lands and other natural resources. Ensures compliance of regulations and permit stipulations by Service land users.

Maintains liaison, exchanges information, and coordinates ongoing law enforcement activities with other Federal, State, local law enforcement agencies, and other Service refuge law enforcement staff and Special Agents. Participates in ground and air surveillance that may involve flying as a passenger in aircraft, to identify suspects and illegal activity. Cooperates in investigation and disposition of cases. Participates with other refuge law enforcement staff or Special Agents on special details and investigations related to controlled substances, commercial exploitation of wildlife, and execution of warrants. As part of the employee's official duties, assists local law enforcement agencies from time to time, including occasional emergency assistance. Also enforces game and fish laws in accordance with any limitations imposed by the State.

2. Refuge Law Enforcement Work Planning (25-40%)

Formulates, develops, executes, and evaluates the local law enforcement program's operational plans, practices, and procedures, incorporating resource management objectives and concerns; and coordinates the implementation of ongoing, new, or changed policies and plans. Plans and executes analyses to assess the existing level and type of resources devoted to the program, including the development and compilation of evaluation reports with recommendations on improvements, and devises solutions to specific problems that interrelate with important issues such as visitor use and safety. Provides advice and guidance to the Refuge Manager/Project Leader, and to other refuge supervisors and employees on law enforcement/protection issues, including assessments as to the potential impact of potential or proposed refuge activities on the law enforcement program. Reviews existing regulations and proposals for 50 CFR Parts 32,33 which deal with such matters as refuge hunting and fishing programs. Provides recommendations for change to the Refuge Manager/Project Leader for approval. Reviews investigation/incident and other reports prepared by collateral duty and other officers for compliance with policy, adequacy, and completeness. Identifies regulatory and security issues and recommends and/or initiates corrective action.

Develops effective working relationships within and external to the Service in order to promote the program's goals and objectives such as by planning public awareness campaigns to enlist the cooperation and the participation of private citizens in alerting authorities to suspicious activity on or around the refuge, or meeting with officials such as those of Federal, State, and local law enforcement agencies to plan and arrange the sharing of resources and support to prevent harm to resources, property, visitors, and personnel. Educates the public at meetings, assemblies and other informational sessions (associations, school boards, contractors, homeowner associations, user groups) by giving presentations and briefings that explain the complexities, interdependence and significance of the refuge's fish, wildlife, plant, and cultural resources and emphasize the bases underlying refuge laws and regulations through the employee's comprehensive knowledge and understanding of these resources. Reviews existing plans geared toward enhancing the public's understanding of the refuge program and regulations. Determines the need for, and develops materials such as brochures, publications, custom signage, etc.

3. Combined Adjunct and Miscellaneous Duties (5-20%)

Directs and/or participates as a member of search and rescue teams. Provides and/or obtains first-aid/emergency medical assistance. Operates motor vehicles, or special purpose law enforcement vehicles of various types including small watercraft.

Prepares and makes interpretive presentations to visitors to explain Service mission and law enforcement issues, and to encourage voluntary support of natural resource protection.

Uses automated computer technology including databases, software, and communications capabilities to carry out duties including preparing correspondence, local and national reports, entering and manipulating data, communicating information, and ensuring data quality and system integrity.

Provides technical direction and guidance to other commissioned refuge law enforcement staff, or others assigned to assist in law enforcement activities and special investigations on a temporary basis.

May perform a variety of miscellaneous duties such as the following:

-Instruct class sessions of Regional in-service refresher law enforcement training involving situational and classroom setting, including developing class materials, covering such topics as patrol techniques, case preparation, regulation/statute review, and firearms training; and,

-Perform various resource management support duties such as collecting fish and wildlife population and habitat information according to established protocols in the course of activities in and around the refuge, participate in arson investigations; issue special use permits in accordance with refuge management plans and policies; inspect concessions facilities; oversee fee collection activities; conduct fire, health and safety inspections; provide security or otherwise participate in wildland firefighting efforts; or assist in law enforcement activities at other locations.

FACTORS

1. Knowledge Required by the Position

Knowledge of the Federal and State laws and regulations pertaining to, and practical understanding of, the principles and practices pertaining to natural resource management, jurisdictional issues, and their relationship to the goals and mission of the Fish and Wildlife Service to administratively manage the field location's law enforcement program while incorporating resource management objectives and concerns.

Ability to detect, prevent, and/or curtail illegal and prohibited activities of a potentially destructive nature to refuges and their resources; and skill in observing, interpreting, evaluating, and drawing correct conclusions regarding the overall impact of Service law enforcement policies and practices on natural resource management and fish and wildlife recovery efforts. Knowledge and understanding of the individual and collective natural resources constituting the refuge ecosystem, and of the laws and regulations (e.g., National Wildlife Refuge System Administration Act, Migratory Bird Treaty Act, Migratory Bird Hunting and Conservation Stamp Act, Bald Eagle Protection Act, Lacey Act, etc.) governing situations that frequently occur on Service lands.

Ability to successfully complete the Land Management Law Enforcement Course at the Federal Law Enforcement Training Center (FLETC) or equivalent training, Refuge Officer Basic School (ROBS), and to obtain a commission as a Service law enforcement officer. Skill in the use of firearms, self-defense techniques, prisoner control methods, electronic surveillance and intrusion detection devices, and two-way radios. Thorough understanding of the methods of investigation and obtaining and maintaining a chain of custody, interviewing and interrogation techniques, and methods and patterns of criminal operations.

Skill to communicate and interact with others in a professional manner to address a variety of client groups on law enforcement program objectives and to garner program support; and to plan and provide training to refuge personnel engaged in law enforcement on an ongoing, seasonal, or collateral basis by developing materials and providing situational and classroom training in law enforcement. Includes the ability to obtain support from Federal, State and local government law enforcement

officials; and Congressional office representatives, property owners, and commercial and environmental interest groups.

Skill to operate a variety of motor vehicles and specialized craft. Must have and maintain a valid motor vehicle operator's license.

Skill in the use of the computer systems, word processing equipment, and special purpose software.

Knowledge of and accreditation in first aid and cardiopulmonary resuscitation.

Knowledge of and skill in use of defensive weapons and protective equipment.

Skill may be needed to provide technical direction to a small staff of employees.

2. Supervisory Controls

Program Management Duties

For program management duties, the supervisor outlines major objectives, critical deadlines, and the overall nature of expected results. The employee independently plans the detailed steps necessary to complete assignments, including recommending changes in operating plans when necessary. When unexpected and unusual conditions or work situations are encountered which might engender significant controversy, the employee discusses proposed actions with the supervisor before implementation. Completed work is reviewed for overall adequacy, consistency, and correlation with related Refuge activities, programs, and objectives.

Personally Performed Refuge Law Enforcement and Other Duties

The employee performs the assignments within the scope of the program plans and objectives, priorities, instructions on new or unusual developments, and annual refuge management plans. The employee organizes, plans, and carries out work on the basis of personal judgment, accomplishing work with minimal supervision. By its nature, the work is typically performed independently and without immediate supervisory guidance.

The employee keeps the supervisor generally informed about the work performed and about significant problems and issues which arise. Also provides information and suggests solutions: to enforcement matters of a sensitive nature, to potentially controversial situations, and to conditions warranting departure from established policies.

3. Guidelines

For program management duties, the employee uses guides that are generally applicable but that may not be specific to onsite conditions or problems. He/she selects from alternative methods or approaches that appear to be appropriate to the situation at hand, and makes or recommends compromises required to meet objectives. Completed work is reviewed for overall adequacy, consistency, and correlation with related activities, programs, and objectives.

The guidelines include Departmental and Service policies and manuals on established law enforcement concepts and practices as applied to conservation lands, and basic legislation such as Title 50 of the Code of Federal Regulations, Endangered Species Act, Lacey Act, and the National Wildlife Refuge System Administration Act. Detailed guidelines are available from the Refuge Manual, Service Manual, Director's Orders, Department Manual, Regional releases, the Law Enforcement Handbook, biology and wildlife management texts, and local refuge publication. The employee frequently adapts guidelines and exercises judgment when encountering field situations, such as confrontation with violators or suspects.

The nature of the personally performed law enforcement work is such that the employee often cannot rapidly refer to guidelines for situations that occur. The employee must use judgment in interpreting guidelines and in adapting and applying them, and, as may be necessary, deviating from them to meet the unusual or emergency situation.

4. Complexity

The employee uses a variety of established law enforcement procedures and methods (e.g., patrol, surveillance, interviews, interrogations and vehicle searches, record checks, issuance of citations, preparation of written reports, and court testimony) in the course of identifying, investigating, apprehending, and aiding in the prosecution governing public use of refuge lands and resources. Work contributes to the overall fish and wildlife conservation mission of the Refuge System and is complicated by the wide variety of law enforcement situations encountered and the need to enforce diverse Federal and State laws and regulations and Service policies in situations which may involve emotionally unstable, agitated, or alcohol/drug influenced persons. Each situation must be carefully assessed before an appropriate course of action is selected and carried out.

Complexity is reflected in the substantive knowledge, skills, and abilities relating to protecting refuge resources while providing for their use and enjoyment. Applies various methods of interpreting and educating the public about the significance of the refuge's resources; and undertakes law enforcement measures as necessary. The employee interprets, explains, and motivates interest in the refuge's resources; may personally perform resource conservation work; leads and carries out search and rescue operations; may participate in firefighting operations; provides emergency medical services; and may perform special assignments relating to various aspects of refuge operations and the public use management program.

The employee must choose the appropriate course of action in particular situations based on independent analysis of the situations and of the numerous variables which define the situations. In many situations encountered in carrying out the wide-ranging, varied, and highly specialized duties, the employee defends refuge policies and regulations in an atmosphere of physical and psychological challenge, confrontation, and hostility.

The employee must independently assess the conditions and variables quickly and make on-the-spot decisions in selecting the best course of action from among the various alternative approaches, methods, and techniques available for achieving the three-tiered objectives of resource management, resource education, and effective public use management. Work is complicated by such factors as conflicting criminal, civil, and administrative rulings; complexity of natural resource laws, the nature and extent of violators' methods of operation; the nature and extent of impacted activities, difficulty in establishing interrelationships of facts or evidence; and sometimes poorly identified or understood Service land boundaries.

5. Scope and Effect

The primary purpose of the position is for the employee to perform law enforcement work at refuge/field locations through personally performed preventive, reactive and investigative law enforcement activities. Interpretive activities add to the public's understanding of the resources as well as to help prevent the deterioration, destruction, loss, and theft of the resources. In addition, the work includes preparing for and carrying out activities involved in responding to various types of emergency situations in cases of illness and accident, and leading or participating in teams involved in situations such as search and rescue operations, wildland and structural fires, special law enforcement operations, and natural disasters. The employee's activities assist in the management of refuge resources, and contribute to the public's understanding and informed use of the refuge resources and facilities. In many cases, the work requires charging or convicting persons who have violated laws, rules, and regulations relating to the resources and to public safety. In such cases, the employee's activities have an impact on the economic well-being and freedom of individuals.

6. Personal Contacts

The employee has daily contacts with visitors, co-workers, refuge neighbors, and other members of the public. The officer is often the first-line-of-contact to the public and must be able to present the purpose of the Refuge System from both a biological and law enforcement perspective. Contacts also frequently include attorneys, judges, representatives of special interest groups and the media, and personnel from other Federal agencies and from State and local law enforcement and emergency service organizations. With respect to visitors to and neighbors of the refuge, the employee's contacts include people who represent a cross section of the nation and of many other countries of the world. Visitors are of all ages, and are from all social, ethnic, and economic groupings. Most visitors and refuge neighbors can be expected to be law abiding citizens; however, visitors also include individuals who violate the laws, rules, and regulations of the refuge and some individuals who have a history of previous convictions for serious criminal offenses. Officers will provide security and personal protection for VIPs and visiting dignitaries.

7. Purpose of Contacts

Assignments require collaboration with Service resource managers and a variety of other Federal, State, and local law enforcement agencies whose goals are generally compatible but occasionally require special efforts to reconcile differing viewpoints and demands. Contacts with Service land users and visitors are to enforce laws and regulations governing the use of Service lands, to inform them of the cultural and natural resources on Service lands, and to ensure regulatory compliance. Contacts with private organizations, groups, and individuals are made to exchange information and to stimulate active support of law enforcement efforts, to investigate criminal activity and violations, and to apprehend suspects and violators. Contacts to detect and curtail criminal activity are often dangerous; people encountered are sometimes verbally and/or physically hostile.

8. Physical Demands

The employee's work regularly includes long periods of standing, hiking and/or climbing, in many cases on uneven, steep, rough, slippery, and/or rugged terrain. Operation of a variety of land and water craft over extended periods of time is required. The duties require frequent or immediate strenuous exertion in law enforcement, firefighting, search and rescue, and related emergency activities. Lifting or carrying equipment weighing over 50 pounds may be required.

Duties involve performing physically rigorous assignments, usually in isolated outdoor environments on land, water, and in the air. The employee is frequently exposed to sudden severe weather conditions. Dangerous persons must be physically confronted, subdued, and apprehended, many of whom are known to carry weapons. Prisoners must be kept under physical restraint during transport and processing. Criminal investigations are subject to the need to be carried out without regard to fixed work schedules, scheduled off-duty days, or opportunities for proper rest or nutrition. There is a high-stress component to much of the employee's work assignment.

9. Work Environment

While a portion of the work is performed in an office setting, most of the work is performed outdoors in all kinds of weather and climatic conditions on land and/or on the water. The work is performed at various hours of the day and night and for prolonged periods during emergency situations. The employee is subject to frequent exposure to high-risk and potentially dangerous situations in law enforcement and emergency types of situations requiring use of a wide-range of personal protective gear (some of which may be uncomfortable, hot, or inconvenient to wear), adherence to specific safety

procedures, and other precautions.

Long periods of surveillance work may be required in cramped, or unpleasant locations and under unpleasant conditions. Subject to the possibility of being frequently assigned variable work schedules, including shift work.

Exposed to potentially dangerous situations, such as accidents while operating motor vehicles of various types; flying as a passenger in small fixed wing or rotary wing aircraft; and/or operating and/or riding in small watercraft.

Emergency law enforcement operations will require entry into hazardous environments, exposure to dangerous persons, animals, and substances, and potential exposure to infectious diseases. Follows Service and Departmental Safety policies, wearing protective clothing and using appropriate protective and/or safety devices to reduce or eliminate exposure to dangerous situations.

Note: As a condition of employment the employee must successfully meet or pass the following:

- Screening and testing:
 - Federal Law Enforcement Training Center's Physical Efficiency Battery (PEB)
 - Background Investigation
 - Qualification Inquiry
 - Drug testing
 - Psychological Screening
 - Medical Standards
- Land Management Police Training (FLETC)
- Refuge Officer Basic School
- Cardiopulmonary Resuscitation (CPR)
- First Aid Training
- Maximum entry age and retirement requirements
- Must wear the Service uniform according to policy
- Must have and maintain a valid motor vehicle operator's license for the required vehicles
- Must qualify and carry a firearm