

## STATE OF SOUTH DAKOTA CLASS SPECIFICATION

**Class Title: Regional Conservation Officer Supervisor**

**Class Code: 90344**  
**Pay Grade: GK**

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### **A. Purpose:**

Provides supervision, administrative oversight and technical support for conservation law enforcement supervisors and programs; and performs other managerial functions to assist the Regional Supervisor in operation and management of the diverse programs and functions within each Region in the Division of Wildlife, and ensures effective administration of statewide training for conservation law enforcement officers and programs.

### **B. Distinguishing Feature:**

Regional Conservation Officer Supervisors supervise District Conservation Officer Supervisors assigned to a geographical region and Conservation Officer Specialists within specified programs.

District Conservation Officer Supervisors supervise Conservation Officers assigned to a geographical district.

Conservation Officer Specialists provide direction and technical assistance for statewide conservation law enforcement programs to staff, other law enforcement agencies, and the public.

### **C. Functions:**

*(These are examples only; any one position may not include all of the listed examples nor do the listed examples include all functions which may be found in positions of this class.)*

1. Supervises and administers conservation law enforcement officers and programs within an assigned wildlife region.
  - a. Sets and enforces standards, performance and conduct for conservation law enforcement officers.
  - b. Initiates, documents, and reports any performance issues or disciplinary action taken.
  - c. Oversees, coordinates, and follows-up investigations of citizen complaints regarding law enforcement personnel.
  - d. Provides recommendations and develops strategies to resolve conservation law enforcement statute and regulation compliance problems and challenges.
  - e. Develops regional and statewide conservation law enforcement initiatives to address regulatory challenges and meet compliance objectives.
  - f. Enforces statewide law enforcement directives issued by the Department.
2. Directs, plans, and implements statewide conservation law enforcement training programs.
  - a. Manages the various law enforcement training programs for the Wildlife Division.
    - i. Coordinates and reviews training schedules/agendas within each administrative Region to ensure Department training requirements are met.
    - ii. Establishes training course requirements for instructor level certification.
  - b. Researches new techniques, methodologies and equipment relating to law enforcement training.
  - c. Oversees hiring of conservation officers and supervisors to serve as statewide instructors.
  - d. Establishes training course requirements for instructor level certification.

- e. Plans and coordinates annual in-service training for all department law enforcement officers in the Wildlife and Parks Divisions.
- 3. Manages, consults, and delivers conservation law enforcement program services to Department and other law enforcement agencies' staff.
  - a. Determines law enforcement program needs from a statewide perspective.
  - b. Implements and coordinates statewide law enforcement planning efforts as directed.
  - c. Identifies equipment needs and develops specific protocols in order to maintain uniformity across the state and regions.
  - d. Provides direction to other Departments and agencies to develop designs and implement use of statewide law enforcement software programs.
  - e. Coordinates special joint efforts with other law enforcement agencies regarding special events emergencies, or natural disasters.
- 4. Performs other work as assigned.

**D. Reporting Relationships:**

Reports to a Regional Supervisor or Wildlife Program Administrator. Supervises District Conservation Officer Supervisors, Conservation Officer Specialists, Conservation Officer Trainees, and Program Assistants.

**E. Challenges and Problems:**

Challenged to ensure adequate law enforcement coverage throughout each Region based on available resources, schedules and protection needs. This is challenging because it requires coordination of various assets and personnel throughout each region while considering budget restrictions and competing public demands and interests. Further challenged to develop training programs while ensuring statewide qualifications and education requirements are met for all Division law enforcement officers

Problems encountered include emphasis on communication in coordinating with counterparts in other Regions to ensure statewide consistency in conservation law enforcement programs; assisting in the development of regional budgets that meet resource management needs; and continuously identifying training deficiencies and keeping up-to-date with training case law and precedents.

**F. Decision-making Authority:**

Decisions include the recommendations for budget items; recommendations for regulations, policies, and procedures for management issues; and recommendations for personnel issues; when to provide or request assistance from other law enforcement agencies; whether to involve officers from other states or federal agencies; recommendation of individuals eligible for law enforcement training and the selection of law enforcement training instructors; program goals and objectives; initial content of policies and procedures; whether the quality of law enforcement program services is meeting standards; purchase and recommendation of types of equipment, training supplies.

Decisions referred include final approval of regional budget priorities and funding levels for various regional programs and implementing schedules relative to budget matters and work direction on more complex, politically sensitive or potentially controversial problems or initiatives.

### **G. Contact with Others:**

Daily contact with District Conservation Officer Supervisors and Conservation Officer Specialists to discuss work priorities; and with Regional Supervisors and other Regional Conservation Officer Supervisors to discuss policy, budget, regional and statewide work priorities and personnel issues; weekly contact with the Wildlife Program Administrator to discuss statewide policy or procedures, statewide training and work priorities and assignments and staffing assistance needs.

### **H. Working Conditions:**

Works in a typical office environment and occasionally outdoors in all weather conditions as needed; and may be exposed to hazardous materials and diseases.

### **I. Knowledge, Skills, and Abilities:**

Knowledge of:

- ecological and socio-economic factors affecting habitat and populations;
- administration as it relates to program activities assigned;
- legislative processes and deadlines;
- state and federal laws and regulations;
- department policies and program development and implementation;
- fiscal management procedures and schedules;
- resource management agencies;
- effective public relations and external communications;
- conservation law and law enforcement;
- officer safety and survivor skills;
- technical equipment as it applies to law enforcement;
- personnel management sufficient to supervise employees at various skill levels.

Ability to:

- establish and maintain close working relationships with law enforcement staff, federal wildlife agents, local law enforcement agencies, and the public;
- maintain appropriate levels of security and confidentiality when maintaining reports, files, and evidence;
- budget monetary, material, and equipment resources;
- gather, interpret, report, and use information concerning specified area of assignment;
- assess program effectiveness and initiate changes and alternatives;
- develop policies and procedures and define standards for specific situations;
- respond appropriately to requests from the state legislature and gubernatorial staff;
- communicate information clearly and concisely;
- favorably present and promote departmental priorities, services, and actions.

**J. Licenses and Certifications:** Valid driver license; successful completion of the South Dakota Law Enforcement Officers Standards Training Course and the Game, Fish, and Parks Conservation Officer Field Training Program; semi-annual qualification and training with department-issued firearms and semi-annual qualification in defensive tactics and other required law enforcement training.