

Job Class Profile: Conservation Officer IV**Pay Level: CG-38 Point Band: 848-881**

Factor	Knowledge	Interpersonal Skills	Physical Effort	Concentration	Complexity	Accountability & Decision Making	Impact	Development and Leadership	Environmental Working Conditions	Total Points
Rating	5	5	4	5	4	5	5	5	5	
Points	233	83	25	24	120	108	103	107	54	857

JOB SUMMARY

The Conservation Officer IV is a senior enforcement position with responsibility for development and managing regional enforcement programs and strategies throughout a region. Work involves planning, organizing, directing and supervising the work of regional staff involved with enforcement activities.

Key and Periodic Activities

- Co-ordinates daily activities and allocates enforcement resources such as setting priorities, scheduling work assignments and directing the work of field officers.
- Manages reports and complaints of law infractions as well as investigational requests, priorities and conveys to field officers for appropriate action.
- Monitors the quality and quantity of work being performed by reviewing and evaluating officer reports of activity, arrests, prosecution and investigations.
- Performs patrols with officers in order to evaluate and verify their proficiency, performance and methods of operation and to assist with unusual or difficult problems.
- Receives, analyzes, collates and disseminates criminal intelligence to officers and partnering law enforcement agencies regarding potential suspects and organized criminal activity in relation to enforcement of fish and wildlife.
- Organizes and supervises group patrols, group investigations or special investigations (i.e. undercover and plain clothes operations) to combat illegal activity.
- Maintains records, prepares reports and composes correspondence relative to the Inland Fish Enforcement Division Program.
- Conducts regular meetings with staff to provide training in methods and procedures in law enforcement, provide interpretation of Acts, regulations and policies and to apprise them of new laws, policies and procedures which may affect their work.
- Responds to request for information from the general public, news media and government officials. Provides liaison for the Inland Fish Enforcement Division to the general public, resource user groups and law enforcement partners.
- Identifies staff development and training needs and ensures that training is obtained.
- Assigns and directs the maintenance of equipment for the region. Conducts inspections of field equipment to ensure safety standards are met.
- Prepares estimates of expenditures and costs of various regional activities and monitors and

Key and Periodic Activities

- controls expenditures to meet approved budget.
- Develops goals, policies and procedures for the enforcement program and ensures adherence by staff.
- Conducts training and annual re-certifications for Inland Fish Enforcement Officers; conducts presentations with partnering agencies and performs public relations activities for non-law enforcement groups, such as school career days, scouting groups, etc.

SKILL

Knowledge

General and Specific Knowledge:

- Natural Resource Management.
- Evidence collection, continuity and analysis.
- Investigation and law enforcement methods.
- Criminal Justice System and court procedures.
- Relevant case law.
- Management practices and procedures.
- Micro computer applications.

Formal Education and/or Certification(s):

- Minimum: 2 Year Specialized Post-Secondary Diploma in Natural Resource Management (Fish and Wildlife) supplemented with Conservation Law Enforcement Training; First Aid and CPR Training.

Years of Experience:

- Minimum: 10 years.

Competencies:

- Ability to apply established techniques.
- Ability to co-ordinate a wide range of enforcement related activities.
- Ability to provide advice and assistance to junior officers.
- Ability to utilize various computer applications and databases.
- Written and verbal communication skills.
- Analytical and assessment skills.

Interpersonal Skills

- A range of interpersonal skills such as listening, asking questions, conducting interviews, mentoring and coaching as well as facilitating meetings and gaining the co-operation of others are used to communicate routine and specialized information to officers, the general public and partnering agencies. Effective communication is essential in providing advice and direction to staff to ensure they are carrying out their duties effectively and meeting established departmental goals.
- Communications occur with employees, peers, supervisors, student/trainees other government representatives, internal departmental executives and professional advisors and general public.

- Most significant contacts are: Conservation Officers (to direct and supervise staff; Law Enforcement Partners (to form and maintain partnerships, gather and share intelligence, request and provide assistance and share resources); Headquarters Staff (to request logistical support and/or direction and to apprise Enforcement Analyst and Chief of Enforcement of regional operations).

EFFORT

Physical Effort

- The demands of the job regularly result in considerable fatigue requiring periods of rest when conducting staff evaluation and enforcement activities.
- Work requires the same type of physical demands as other officers, as enforcement activities are conducted in addition to performing a supervisory role.
- When conducting patrols, officers are required to move and lift equipment/items such as boats and motors, snowmobiles, ATVs, surveillance equipment and seized items such as fish and game. Typically equipment and materials range from 10 – 25 lbs; however, occasionally the larger items are over 50 lbs., and requires strength and endurance.
- Travel is required on a regular basis.
- When conducting enforcement activities it requires walking and performing activities in areas with rough terrain and/or water.

Concentration

- **Visual** concentration is exercised when performing enforcement activities. Officers must be alert and watchful of their surroundings at all times.
- **Auditory** requires a concentrated effort when recording conversations between individuals suspected of conducting illegal activity.
- **Repetition requiring alertness** is evidenced in conducting patrols and performing routine vehicle checkpoints. Officers must remain vigilant and mindful of threats and/or dangers.
- **Higher than normal levels of attentiveness and alertness** is required when performing enforcement activities, an example of which is when boating at night is required. During an active enforcement encounter, vigilance is required to ensure one's **own safety**, the **safety of co-workers** as well as an offender's safety.
- **Time pressures** often dictate how successful the outcome of an investigation into illegal activity. A slow response to a complaint could result in failing to apprehend a violator or the loss of critical evidence. Court dates and other legal deadlines also create pressure in ensuring files and documentation required for court is processed.
- **Lack of control over work pace** often occurs when called to respond to complaints and when performing surveillance activities.
- **Exact results and precision** are required when performing investigative work. All investigative procedures and methods as well as dealing with accused persons must be done in accordance with the Canadian Charter of Rights and the Criminal Code of Canada.

Complexity

- Tasks and activities tend to be quite different but allow for the use of similar skills and knowledge. Occasionally, they may be different and unrelated (complex investigations and

supervisory responsibilities).

- Performs diverse tasks involving a wide variety of responsibilities and situations including the development and management of regional enforcement programs and liaising with headquarters staff regarding regional operations.
- Conducting investigations into major organized poaching activity can be quite complex. The most typically challenge is providing direction, guidance and assistance to regional staff who are assigned to carry out operational plans in order to be effective in apprehending poachers. Some enforcement initiatives include extensive surveillance operations, while others involve undercover operations.
- Majority of challenges/problems/issues that occur can be addressed by following procedures and/or guidelines.
- Resources available to assist with these challenges are department policies, procedures and guidelines, legislation and regulations, case law and other team members.

RESPONSIBILITY

Accountability and Decision-Making

- Work tasks and activities are moderately prescribed and/or controlled.
- Responsible for daily decision making from an operational perspective, at a regional level. These decisions may include, but are not limited to, staff scheduling and setting priority, proper utilization of material and human resources and approval of financial expenditures, i.e. purchase of supplies and repairs to equipment. While conducting enforcement activities, decides if an appropriate charge should be laid against an individual.
- Supervisory approval is required for major purchases and special investigative methods (undercover operations).
- Exercises a high degree of independent discretion and judgement when advising field staff on issues pertaining to complex files and/or investigations. Provides clear interpretation of policies and legislation. When involved in the arrest of an individual, it is imperative that all legal standards are met.

Impact

- Impact is felt within the immediate work area and department as well as outside the department and general public.
- Resources affected include equipment, processes and systems, information, finances, material and human resources, health, safety and corporate image. Due to the sensitive and public nature of enforcement work, results are felt by a wide range of people and organizations.
- Quality of work can have a positive or negative affect. Health and safety of oneself and others is a priority when performing duties.
- Positive impacts resulting from investigations and subsequent arrest of individuals involved in poaching activities are felt on the organization and public generally as it is a major deterrent for other offenders and it contributes to the overall sustainability of our natural resources.
- Negative impacts resulting from the arrest and/or seizing of personal property would affect both the individual and corporate image as it is a serious action to deny someone of their liberty. If determined that the necessary grounds were absent and an improper decision was made, it could lead to the organization being sued and an officer's employment terminated.

- Mistakes and/or errors can have resounding effects which are felt throughout and beyond the organization. It can have direct impact on officer safety and the success of an operation, likelihood of prosecution and/or conviction (i.e. improper allocation of resources, failure to have contingency plans, misinformation, etc.).

Development and Leadership of Others

- Has supervisory responsibility for a medium size work group (5 to 10 employees).
- Provides on-the-job advice/guidance, direction, orientation, on-the-job training, acting as technical mentor or advisor, delegating/allocating tasks and organizing and co-ordinating work of others are exercised on a regular basis.

WORKING CONDITIONS

Environmental Working Conditions

- The use of protective equipment such as duty belts, soft body armour, helmets, hard hats, rain gear, protective eye and ear equipment and safety boots are required when performing enforcement activities.
- There is a significant likelihood of minor cuts, bruises, abrasions or minor illnesses, fractures or other injuries with a limited likelihood of injury or occupational illness resulting from hazards, given that all health and safety regulations are followed.
- Regularly exposed to dirt, dust, glare, fumes, limited lighting, vibration, wet or slippery surfaces, isolation, awkward or confining workspaces, temperature extremes, physical dangers or threats, sharp objects and adverse weather conditions when conducting enforcement activities. Occasionally, exposure to limited ventilation, toxic or poisonous substances, bodily fluids and waste, infectious diseases, odours, dangerous heights or depths and heavy machinery is experienced. Constantly required to drive to various locations as a result of regional responsibility.