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Job Code	Job Title
L64511	Game and Parks Conservation Officer
L64512	Game and Parks Conservation Officer Sergeant
V64513	Game and Parks Conservation Officer Supervisor

Game and Parks Conservation Officer Series

Law Enforcement

Game and Parks Conservation Officer

L64511

DISTINGUISHING CHARACTERISTICS: (A position is assigned to this class based on the scope and level of work performed as outlined below.)

This is work in the enforcement of fish, wildlife, boating, and park laws and regulations and other criminal and traffic laws as required to fulfill the responsibilities of a state peace officer. Employees in this class work under the general supervision of a Conservation Sergeants. Performs related work as required in support of the general law enforcement responsibilities as well as many other agency programs.

EXAMPLES OF WORK: (A position may not be assigned all the duties listed, nor do the listed examples include all the duties that may be assigned.)

Law Enforcement: Patrol an assigned territory, investigate complaints, and enforce wildlife, boating, and park laws. Enforce other criminal and traffic laws as necessary. Apprehend and processes boating under the influence violators in order to prevent serious accidents. Gather sufficient evidence to warrant prosecution of violations through trained observation, administering sobriety tests, and invoking implied consent when required and interviewing. Collect, retain, and dispose of contraband in order to seize illegal items or evidence in the prosecution of criminal and civil cases and document charges following search and seizure procedures. Serve arrest and search warrants in order to take individuals into custody as required by the court and/or Nebraska law. Prepare and testify in court in order to present the facts surrounding any civil, criminal or department action. Conduct interviews in order to obtain evidence, confessions, and admission of criminal actions.

Wildlife Management: Conduct wildlife management duties to include: investigating and reporting stream pollution; wildlife depredation complaints; and working with farmers and ranchers to obtain cooperation and support for sound wildlife management practices. Assist in fish and wildlife census/surveys and fish and wildlife rescue operations. Assist in the inspection of water bodies and properties for potential acquisition. Cooperate with related state and federal agencies in support of wildlife conservation practices; participate in public meetings to explain regulations, changes or proposed programs.

Education: Conduct hunter safety and boating safety classes/training courses. Participate in public relations functions and educational programs to include organizing youth mentor outdoor activities, exhibits, sport shows, and fairs. Assist in the training of other certified officers and personnel.

General: Maintain equipment in order to insure efficient and dependable operation by servicing, cleaning and polishing when necessary. Compile detailed reports pertaining to all aspects of the position. Provide assistance to other law enforcement entities when requested and feasible.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED: (These are needed to perform the work assigned.)

Knowledge of: state and federal laws and regulations pertaining to the conservation of fish and wildlife; boating and park laws and regulations; traffic and criminal laws; law enforcement principles and procedures, effective patrol and investigation methods, and the ability to apply this knowledge; rules of evidence, laws of arrest, search and seizure, and basic court procedures; policies and procedures of specific jurisdictions when making arrests; principles of identification, preservation and presentation.

Skill in: the handling and use of firearms and other outdoor recreation-related equipment.

Ability to: detect and suppress fish and wildlife law violations and to maintain the respect and cooperation of others; communicate effectively in support of all job functions; coordinate and lead the work of any assigned junior officers; train Conservation Officers if assigned to training duties; keep records and write reports.; work alone in remote areas in all weather conditions; ability to relocate within the State of Nebraska.

MINIMUM QUALIFICATIONS: (Applicants will be screened for possession of these qualifications. Applicants who need accommodation in the selection process should request this in advance.)

Must currently hold or able to obtain Nebraska Law Enforcement Certification for continued employment.

LEGAL REQUIREMENTS: (These qualifications are mandated by federal/state laws, statutes, and/or regulations.)

Applicants must meet the minimum qualifications required for admission into the Nebraska Law Enforcement Training Academy in accordance with Title 79, Nebraska Administrative Code Chapter 8: Training Academy Admission Qualifications and Procedures.

In accordance with Title 79, Nebraska Administrative Code Chapter 17: Law Enforcement Continuing Education Requirements, incumbents must complete required continuing education to maintain active law enforcement certification.

Must possess a valid Nebraska motor vehicle operator's license.

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Game and Parks Conservation Officer Sergeant

L64512

DISTINGUISHING CHARACTERISTICS: (A position is assigned to this class based on the scope and level of work performed as outlined below.)

Performs supervisory work in the direction and coordination of the activities and duties assigned Game and Parks Conservation Officers and/or Game and Parks Investigation Officers; performs related work as required.

This classification differs from the Game and Parks Conservation Officer class in that teammates in this class are assigned supervisory responsibilities for Game and Parks Conservation Officers within their assigned territory. This classification also differs from the Game and Parks Investigation Officer class in that teammates in this class do not have the full scope of investigation responsibilities as it relates to technology related investigations and long-term complex investigations.

EXAMPLES OF WORK: (A position may not be assigned all the duties listed, nor do the listed examples include all the duties that may be assigned.)

Plans, assigns, and supervises the work activities of assigned staff to attain work goals and to ensure consistent application of policies, procedures, and standards.

Conducts performance reviews and provides officer support, training and guidance for the education and enhancement of officers.

Examining and approving officer reports, leave requests, advising officers on correct enforcement actions and procedures, observing them in court and other day to day activities.

Provides input and makes recommendations on disciplinary actions involving assigned staff; monitors corrective action and ensures deficiencies are corrected.

Responds to, takes command of, participates in, and/or directs investigations of major crime scenes and warrants. Review, complete and correct all reports and provide direction on a disposition of cases and case work. Work with other law enforcement agencies in resolving cases.

Reviews, approves, forwards bills and vouchers for payment.

Conducts meetings with staff/subordinates to ensure dissemination of information and to focus on goals and objectives for each individual Sergeant area.

Respond to the media during a case and provide appropriate information to the public.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED: (These are needed to perform the work assigned.)

Knowledge of: state and federal laws and regulations pertaining to the conservation of fish and wildlife; boating and park laws and regulations; traffic and criminal laws; law enforcement principles and procedures, effective patrol and investigation methods, and the ability to apply this knowledge; rules of evidence, laws of arrest, search and seizure, and basic court procedures; policies and procedures of specific jurisdictions when making arrests; principles of identification, preservation and presentation.

Skill in: the handling and use of firearms and other outdoor recreation-related equipment.

Ability to: detect and suppress fish and wildlife law violations and to maintain the respect and cooperation of others; communicate effectively in support of all job functions; coordinate and lead the work of assigned conservations officers and investigation officers; train Conservation Officers; keep records and write reports.; work alone in remote areas in all weather conditions; ability to relocate within the State of Nebraska and within their assigned sub-district.

MINIMUM QUALIFICATIONS: (Applicants will be screened for possession of these qualifications. Applicants who need accommodation in the selection process should request this in advance.)

Must be certified as a law enforcement officer with the ability to become certified in Nebraska and will be required to complete Supervisory training through Nebraska Law Enforcement Training Center within the first year of becoming a Sergeant. Three years of experience in Conservation Enforcement OR certified Law Enforcement Officer with previous law enforcement supervisory experience AND one year as a Conservation Officer.

LEGAL REQUIREMENTS: (These qualifications are mandated by federal/state laws, statutes, and/or regulations.)

In accordance with Title 79, Nebraska Administrative Code Chapter 17: Law Enforcement Continuing Education Requirements, incumbents must complete required continuing education to maintain active law enforcement certification.

In accordance with Title 79, required to complete Supervisory training through Nebraska Law Enforcement Training Center within the first year of becoming a Sergeant.

Must possess a valid Nebraska motor vehicle operator's license.

SPECIAL NOTES:

This position requires supervision of a team of enforcement personnel with varying schedules and inconsistent hours to include weekends, nights, and holidays. Maintaining an 'on-call' status is required.

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Game and Parks Conservation Officer Supervisor

V64513

DISTINGUISHING CHARACTERISTICS: (A position is assigned to this class based on the scope and level of work performed as outlined below.)

This is supervisory work responsible for organizing and directing all conservation law enforcement activities within an assigned area (which may be district or statewide) and supervising Conservation Officer Sergeants. Employees in this class follow established procedures under the general supervision of the Division Administrator and Assistant Division Administrator through conferences and general review; performs related work as required.

Positions at this level have full supervisory responsibility for Conservation Officers, who are responsible to enforce Nebraska state laws focusing on fish, wildlife, boating, and park laws and regulations to fulfill the responsibilities of a state peace officer.

EXAMPLES OF WORK: (A position may not be assigned all the duties listed, nor do the listed examples include all the duties that may be assigned.)

Supervision: Supervise, direct, evaluate, counsel, and schedule a team of Conservation Officer Personnel within an assigned region. Assign staff to a variety of functions and monitor performance. Plan and schedule staff meetings, inspect equipment, enforce agency policies, investigate employee complaints, make discipline recommendations, and formulate performance improvement plans as necessary.

Enforcement: Plan and coordinate cooperative enforcement efforts with other agencies. Guide and direct all Commission related enforcement activity within an assigned region. Establish enforcement related annual goals and objectives and evaluate their outcome. Enforce state statutes, regulations, Commission Orders and testify in court as necessary.

Training: Provide input into the development, implementation, and revision of training programs, goals and objectives and monitor officer-training hours to insure the statutorily mandated minimum hours of training are attained. May, develop, implement, and oversee statewide training efforts in specific disciplines. Attend and complete all assigned training.

General: Plan, coordinate and participate in various intra / inter agency public relations functions throughout the state. Present educational programs as necessary. May testify before the board of Commissioners and legislative committees. Oversee/coordinate a statewide division related program.

Record Keeping: Maintain records, compile statistics, and prepare related administrative reports associated with the above functions. Navigate, review and approve electronic generated reports to include: weekly reports, expense vouchers, invoices, case reports, and various other records for accuracy and compliance with all guidelines.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED: (These are needed to perform the work assigned.)

Knowledge of: state and federal laws and regulations pertaining to the conservation of fish and wildlife; departmental rules and regulations; law enforcement principles and procedures; adult training and learning; general law enforcement supervision skills with knowledge of bargaining unit contracts and disciplinary processes; skilled in the use of Microsoft office applications; State and Federal Emergency Management practices.

Ability to: detect and suppress fish and wildlife law violations; motivate and maintain the respect and cooperation of others; keep records and write reports; supervise and evaluate the work of others; communicate effectively verbally and in writing; perform law enforcement functions and complete required law enforcement training; utilize data driven electronic applications.

MINIMUM QUALIFICATIONS: (Applicants will be screened for possession of these qualifications. Applicants who need accommodation in the selection process should request this in advance.)

High school education plus six years of experience in the field of conservation law enforcement OR three years of experience in the field of conservation law enforcement and a Bachelor's degree in Public Administration, Education, Wildlife/Fisheries, Range Management, Supervision/Business Management, Criminal Justice or law enforcement leadership training or experience.

Must be certified as a law enforcement officer with the ability to become certified in Nebraska.

LEGAL REQUIREMENTS: (These qualifications are mandated by federal/state laws, statutes, and/or regulations.)

In accordance with Nebraska Revised Statute 81-1414 – Must obtain supervision certificate from a council approved supervision class.

In accordance with Title 79, Nebraska Administrative Code Chapter 17: Law Enforcement Continuing Education Requirements, incumbents must complete required continuing education to maintain active law enforcement certification.

SPECIAL NOTES:

Must satisfactorily pass an agency sponsored supervisory training course for continued employment.

Conservation Officer Supervisors will be required to travel for meetings and various other assignments that will result in being away from their residence for extended periods. Must possess a valid motor vehicle operator's license.

This position requires supervision of a team of enforcement personnel with varying schedules and inconsistent hours to include weekends, nights and holidays. Maintaining an 'on-call' status is required.

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SPECIAL NOTES APPLICABLE TO ALL LEVELS:

State agencies are responsible to evaluate each of their positions to determine their individual overtime eligibility status as required by the Fair Labor Standards Act (FLSA).

Note: Classification-specification is subject to change. Please refer to the Nebraska State Personnel Job Specification website at <https://das.nebraska.gov/personnel/classcomp/jobspecs/jobspecs.html> to ensure this represents the most current copy of the description.

The following is a summary of changes made to this class specification.

Section	Change Description	Effective Date
Conservation Officer Distinguishing Characteristics	Included language to incorporate Sergeant level	7/1/2023
Conservation Officer Supervisor Distinguishing Characteristics	Included language to incorporate Sergeant level	7/1/2023
Conservation Sergeant	Added level	7/1/2023