

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

CONSERVATION POLICE LIEUTENANT

POSITION CODE: 09339
Effective: 04-01-12

DISTINGUISHING FEATURES OF WORK:

Under general direction, serves as a sworn statutory peace officer and supervises the daily operational activities of lower level Conservation Police Sergeants in a statewide Overt Investigations Program; or, supervises subordinate program specialists and plans and evaluates the statewide operation of a supportive program function to include Enforcement Services or Training and Career Development; assumes the ongoing responsibility for the administration of a statewide unit or region in the absence of the administrator; assigns and reviews subordinates' work; reviews and evaluates field officer activities and reports to ensure compliance with all statutory and departmental requirements; prepares performance evaluations, imposes minor discipline including oral and written reprimands and makes recommendations to higher level managers for more serious discipline.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Plans, implements, coordinates and evaluates programs within one of the following major statewide sub-units: Training and Career Development or Enforcement Services Program; provides direction to professional and technical personnel of specialized law enforcement programs relative to integrating and coordinating statewide program activities and functions on an intra and inter-agency basis, e.g., covert investigations, forensic research, target Illinois poachers (TIP), statewide aircraft coordination or enforcement equipment needs; provides direction to other law enforcement administrators relative to integrating and coordinating division goals and objectives into each program; provides direction to professional, technical and support staff, relative to program operations.
2. Plans, implements, coordinates and evaluates the daily activities of a region's district supervisors and peace officers by integrating and coordinating law enforcement programs on an intra and inter-agency basis, e.g., fish, wildlife, boating, code enforcement, safety education and public information programs; supervises district sergeants in integrating and coordinating district activities and functions into regional program needs and objectives; provides direction to conservation officers serving in an advisory capacity relative to region operations.
3. Supervises and coordinates statewide implementation of complex and confidential ongoing investigations into large scale illegal commercialization of natural resources; develops and recommends to program manager short and long term goals and objectives; coordinates work activity and compiles records and reports from field investigators necessary to form cases against violators and to determine if further information and evidence is needed for prosecution through the court system.
4. Supervises staff; assigns work, approves time off, provides training and guidance, determines staffing needs to achieve program objectives; reviews activity reports; prepares and administers oral and/or written reprimands as necessary; refers grievance resolutions to manager; recommends more serious disciplinary matters to higher level managers.
5. Plans, develops and implements centralized and decentralized professional career development training for the sworn law enforcement personnel; schedules pre-training meetings and prepares planned training reports, bulletins and special orders; develops the training curriculum, makes instructor assignments and reviews all lesson plans prior to any actual training; prepares any necessary teaching contracts; makes any necessary food, lodging, and transportation arrangements for instructors and students; functionally supervises in-service training programs. Maintains current and accurate training files for all personnel by updating all personnel training cards; maintains lesson plan files for all training.
6. Coordinates and implements all vehicle preparation and issuance, (e.g. installation of radios and emergency warning equipment-red lights, sirens, P.A., rewiring for trailer towing); monitors the daily literature mailings for general public requests and all Safety Education classes, mailings to field personnel for supplies (e.g. paper, pens, report forms, literature); monitors and reviews the return and issuance of specialized clothing items for Office personnel (e.g.

handcuffs, flashlights, leather); authorizes equipment maintenance requested by administrators within the Office.

CONSERVATION POLICE LIEUTENANT (Continued)

- Develops and reviews the implementation of the daily plan of work for the Enforcement Services Plan.
7. Performs reviews of statewide unit or region law enforcement programs and activities and makes recommendations for new or improved law enforcement procedures; prepares complex and technical administrative reports evaluating the fiscal and programmatic impacts on statewide or region operations; conducts and reviews annual performance evaluations of subordinates and initiates developmental or disciplinary action; directs and monitors the procurement of all new law enforcement equipment and personal law enforcement personnel issue items.
 8. Provides coordination with other departmental administrators in developing annual plans of work; prepares administrative reports including personnel, fiscal, federal aid, operational and programmatic activity reports; collects, compiles, analyzes, and evaluates law enforcement data.
 9. Liaison to other state, federal, and local police agency administrators to ensure integrated law enforcement programs on a Region or statewide basis; coordinates intra and inter-agency cooperative law enforcement training; interacts with constituent groups and serves on various conservation boards and committees; prepares, disseminates, and interprets information regarding enforcement, education programs, conservation laws and administrative rules to media, conservation organizations and the general public.
 10. Reviews statewide programs or region operations and practices to ensure that programs, activities and division personnel comply with all state and federal statutory and obligatory requirements; reviews statewide or region operations to ensure that functions and personnel comply with department and division policies and procedures.
 11. Performs periodic field inspections of programs, equipment, and subordinate personnel, recommending professional and technical improvements; controls, evaluates, and coordinates the Office's statewide equipment and personal issue items inventory; maintains inventory records concerning all issued equipment to each facility (Springfield Administration, Service Center) and to all law enforcement field personnel; coordinates periodic inventory checks with the Region Administrators; as designated, performs the ongoing administrative responsibility for the unit or region in the absence of the administrator.
 12. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

DESIRABLE REQUIREMENTS:

Education and Experience

Requires knowledge, skill, and mental development equivalent to the completion of a bachelor's degree, preferably with major coursework in either law enforcement, social justice, and social sciences, or in a related conservation field such as forestry or natural resource management, biological and physical sciences; equivalent training or related experience as a law enforcement officer or related technical conservation resource/public lands management experience may be substituted on a year-for-year basis. Requires one year supervisory law enforcement experience as a certified Conservation Police Sergeant or equivalent law enforcement experience.

Knowledges, Skills and Abilities

Requires extensive knowledge of all applicable state and federal laws and administrative rules.
 Requires extensive knowledge of verbal and written communication skills.
 Requires extensive knowledge of division and departmental objectives, policies, programs and services, and the need to preserve the State's natural resources.

Requires extensive knowledge of outdoor recreational participant's habits, methods and techniques relative to various state and federal conservation laws.

Requires extensive knowledge of investigations and arrests, confiscation and handling of evidence, and prosecution procedures, and adjudication of the law.

Requires extensive knowledge of supervisory and managerial techniques and practices.

CONSERVATION POLICE LIEUTENANT (Continued)

Requires working knowledge of program budgeting, personnel procedures, statistic techniques and procurement procedures.

Employees will be required to periodically demonstrate continuing physical proficiency as defined by departmental policy sufficient to carry out the duties of the classification.

Employees will be required to periodically qualify with appropriate firearms as defined by departmental policy and applicable law including skill in the use, care, and safety of such weapons.

Employees will be required to periodically complete continued departmental/divisional and other professional training as required by law or by division/department policies and procedures.

Employees may occasionally be required to respond to special enforcement operations and/or to incidents requiring immediate response.

Requires ability to swim.

Requires ability to plan, implement, control, evaluate, and coordinate the activities of a major region or statewide program and provide technical direction to lower level staff.

Requires ability to work under adverse and tactical conditions exposed to outdoor temperature extremes and inclement weather.

Requires ability to enforce all applicable Illinois revised statutes, federal and administrative laws.

Requires ability to understand and follow oral and written instructions and provide clear and concise instructions to lower level staff.

Requires ability to represent the division at regional or program area public speaking engagements and meetings.

Requires ability to comprehend and solve on-site problems.

Requires ability to prepare and present technical data, statistics and detailed conservation management reports.

Requires ability to secure and analyze information, and to exercise sound judgment in the analysis and evaluation of technical data, reports and papers.

Requires ability to promote safety education programs, other division programs and services at a regional level or specific program at a statewide level.

Requires ability to prepare law enforcement information for dissemination for print to broadcast media.

Requires ability to occasionally perform sworn field enforcement duties and emergency evacuation assistance duties normally performed by lower level officers.

Requires ability to maintain and establish satisfactory working relationships with the general public, other law enforcement officers, conservation and civic organizations, and other departmental employees.

Requires successful completion of an approved training program such as the Illinois Conservation Police Officer Training Program which includes successful completion of the Illinois Basic Police Training Program.

Requires possession of a valid appropriate driver's license.