



## Job Description

<b>JOB TITLE:</b>	Conservation Officer	<b>FLSA STATUS:</b>	Non-exempt
<b>DEPARTMENT:</b>	Police Department	<b>BACKGROUND</b>	P.L. 101-630 & Law Enforcement BG
<b>REPORTS TO:</b>	Follows Chain of Command	<b>UNIFORM REQUIRED:</b>	YES
<b>SALARY RANGE</b>	7	<b>APPROVED ON:</b>	TC-11/16/2021
<b>FUNDING SOURCE:</b>	Environment Regulatory Enhancement (ERE)	<b>FUNDING EXPIRATION:</b>	2021-2024 (3/yr grant)

***Tribal Preference will be given in accordance with BRBRR Act Relating to Employment.***

**POSITION SUMMARY:** Under general supervision, performs a wide variety of specialized and technical law enforcement duties in support of the Environmental and Natural Resources (ENR) department and services including the areas of patrol, property and evidence, training, juvenile diversion, or other areas as assigned; provides information and assistance to the general public and answers citizen inquiries; and performs a variety of other law enforcement, clerical, and administrative functions in support of the ENR department.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

- Perform a variety of specialized and technical law enforcement duties in support of the ENR department and services including the areas of patrol, property and evidence, training, juvenile diversion, and other areas assigned.
- Respond to patrol emergencies, and/or calls for service; respond to emergency calls including traffic collisions; respond to hazard calls including spills and items in roadway; interview complainants; prepare necessary criminal and non-criminal police reports including tribal ordinance violations, traffic, grand/petty theft, ID theft, stolen/recovered vehicles, fraud, lost/stolen property, found property, vandalism/graffiti, and burglary reports; assist other agencies as required.
- Dictate and/or write reports in reference to investigations; complete evidence voucher for evidence or property collected; book evidence or property into evidence.
- Perform a variety of duties to enforce federal law, state law, and sections of the Bear River Band of the Rohnerville Rancheria tribal ordinances; proactively patrol within the external boundaries of the Bear River Band of the Rohnerville Rancheria ancestral lands to enforce federal law, state law, and tribal ordinances and regulations by issuing warnings or citations as applicable; advise the general public on tribal laws and regulations.
- Perform a variety of clerical and administrative functions in support of the Department services and activities; attend committee meetings; assist with special projects as assigned.
- Maintain various logs and records; gather information and prepare routine reports as assigned; enter,

input, and retrieve a variety of information using computer terminal.

- Perform other duties as assigned.

**QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

**Knowledge of:**

- Basic law enforcement theory, principles, and practices and their application to a wide variety of services and programs.
- Standard law enforcement information, communications, and record keeping terminology.
- State, federal and tribal environmental wildlife regulations and laws.
- Principles and techniques of traffic control.
- Basic interviewing methods and principles.
- Principles, practices, and safe work methods used in collecting, processing, logging, storing, and safeguarding evidence, property, and materials including hazardous materials pertinent federal, state, and tribal laws, codes, and regulations, and department rules, policies, and procedures.
- Self-defense principles and practices.
- Safe work methods and safety regulations pertaining to the work including officer safety standards and safe driving and practices.
- Modern office procedures and methods for providing services and information, including those related to collecting, maintaining, and releasing information, files, and documents.
- Computer applications such as word processing, spreadsheet, and database applications.
- Automated law enforcement information systems and procedures.
- Public and agency desk procedures and methods for providing services and information, including those related to collecting, maintaining, and releasing information, files and documents.
- Law enforcement record keeping and records management principles, procedures, techniques, and equipment.
- Research and report writing techniques.
- Methods and techniques used in customer service and public relations.
- Methods and techniques of public speaking and instruction.
- Principles and practices of record keeping and reporting.
- Principles of business letter writing and basic report preparation.
- English usage, spelling, grammar, and punctuation.
- Geographic features and locations within the area served.
- Standard broadcasting procedures of a public safety radio system.

**Ability to:**

- Perform a variety of law enforcement activities; exercises independent judgment and work with minimum of supervision.
- Learn methods and techniques related to basic police functions including those used in patrol, property and evidence, training, juvenile diversion, and related functions and programs.
- Understand the organization, operation, and services of the Bear River Band of the Rohnerville Rancheria, the Police Department, and outside agencies as necessary to assume assigned responsibilities.
- Understand, interpret, and apply pertinent federal, state, and tribal ordinances, and regulations including vehicle codes, penal codes, and tribal ordinances.
- Understand, interpret, and apply general and specific administrative and departmental policies, procedures, and guidelines. Prepare clear, concise, factual, and thorough reports and statements.
- Prepare, maintain, file, and index a variety of reports, records, and other written materials.
- Direct and control traffic during special events or other emergency situations.
- Operate and use modern office equipment including a computer and various software packages.
- Operate specialized automated law enforcement information and communication systems including public safety computer systems to access and maintain data.
- Operate assigned vehicle in a safe manner
- Use and operate assigned tools and equipment including portable radio, camera, and evidence /

fingerprint kit. Exercise good judgment in maintaining critical and sensitive information, records, and reports.

- Use sound judgment in following and applying appropriate laws, regulations, policies and procedures.
- Analyze situations and adopt a course of action.
- Exercise tact and judgment in responding to inquiries and resolving complaints and problems.
- Remain calm under emergency situations.
- Deal tactfully and courteously with the public and law enforcement personnel.
- Respond to requests and inquiries from the general public.
- Work under steady pressure with frequent interruptions and high degree of public contact by phone or in person. Organize and prioritize work assignments.
- Understand and follow oral and written instructions.
- Type and enter data accurately at a speed necessary for successful job performance.
- Work varied hours including evenings, weekends, and holidays.
- Demonstrate an awareness and appreciation of cultural diversity of the community.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

#### **EDUCATION/EXPERIENCE:**

*Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

- **Education / Training:**  
Possess a high school diploma or GED. Must possess a Basic Academy Certificate from a California P.O.S.T approved academy or possess an Indian Police Academy (IPA) Certificate.
- **Experience:**  
Prior law enforcement experience is desirable. Having prior experience working law enforcement in Indian Country is preferable.
- **Special Requirements:**  
Must be 21 years of age upon completion of police academy; must be a United States citizen or meet citizenship requirements; must be of good moral character with no felony convictions; must be able to pass a comprehensive background check; must comply with Bear River Band Drug and Alcohol Policy.

#### **CERTIFICATES, LICENSES, REGISTRATIONS:**

- Shall possess a valid driver's license and be insurable by agencies insurance.
- Must complete the additional six (6) weeks of wildlife enforcement training within six (6) months of hire.

#### **COMPUTER OPERATIONS**

- Basic personal computer skills including electronic mail, word processing, spreadsheet, graphics, etc.

#### **LANGUAGE SKILLS:**

- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

#### **MATHEMATICAL SKILLS:**

- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

#### **REASONING ABILITY:**

- Ability to define problems, collects data, establishes facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

**OTHER SKILLS AND ABILITIES:**

- Ability to operate standard office equipment (copier, fax, etc.).
- Must be able to work with American Indian people and be sensitive to their culture.
- Comply with all safety policies, practices and procedures. Report all unsafe activities to supervisor and/or Human Resources.
- Participate in proactive team efforts of Bear River Band of the Rohnerville Rancheria.
- Provide leadership to others through example and sharing of knowledge/skill.
- Must be able to work all shifts, weekends, holidays & special events as needed.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**N** (Not Applicable) Activity is not applicable to this occupation.

**O** (Occasionally) Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs/day)

**F** (Frequently) Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)

**C** (Constantly) Occupation requires this activity more than 66% of the time (5.5+ hrs/day)

Physical Abilities		Lift/Carry		Push/Pull	
Stand	F	10 lbs or less	O	12 lbs or less	O
Walk	F	11-20 lbs	O	13-25 lbs	O
Sit	F	21-50 lbs	O	26-40 lbs	O
Hand/Finger Dexterity	O	51-100 lbs	O	41-100 lbs	O
Reach Outward	O	Over 100 lbs	O		
Reach Above Shoulder	O				
Climb	O				
Crawl	O				
Squat or Kneel	O				
Bend	O				

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The noise level in the work environment is usually moderate. Must be able to work in a smoke-filled environment. Although we employ state of the art filtration systems, cigarette smoke is in the work environment.

**ACKNOWLEDGMENT:**

I have read this job description and fully understand the requirements set forth therein. I hereby accept this position and agree to abide by the requirements set forth and will perform all duties and responsibilities to the best of my ability.

Bear River Band of the Rohnerville Rancheria has reviewed this job description to ensure that essential functions and basic duties have been included. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by Bear River employees as deemed appropriate. I further understand that my employment is at-will and thereby understand that my employment can be terminated at-will by the facility or myself, and that such termination can be made with or without notice.

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Employee Signature

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Date