

**DEPARTMENT OF NATURAL RESOURCES
POSITION DESCRIPTION**

Final 03.06.24.RK

Working Title: Recreation Warden
Classification: Safety Specialist Warden
Work Location: Division of Public Safety and Resource Protection, Statewide

Purpose of the Position: This position is located within the Division of Public Safety and Resource Protection (DPSRP), Recreational Safety and Outdoor Skills (RSOS) Bureau, providing leadership and direction for the DPSRP's comprehensive recreational enforcement, recreational incident investigations and specialized training program while ensuring consistency, effectiveness, efficiency and accountability in all program activities.

This position serves as the law enforcement safety specialist with responsibility for coordinating a comprehensive recreational safety, training, and enforcement program within assigned administrative area. "This program consists of specialized areas focused on hunting and off-highway vehicles (ATV, UTV, OHM, snowmobile, boats) as well as other outdoor recreational activities." Provide expertise, training and assistance in hunting and off highway vehicle accident investigations. Train and provide guidance to our field conservation wardens as well as local and county law enforcement patrols on recreational vehicle use, trends, enforcement, tactics and investigations. Assist other units of government in waterway marker adoption and review of local government ordinances related to boating and off highway vehicle regulations. Take the lead in responding to and resolving complaints involving local ordinances that may likely have more than an incidental impact on hunting, fishing and trapping (discharge firearm ordinances). Review stewardship grant applications in reference to nature-based outdoor activities. Develop an informational service to include media relations, preventative enforcement and safety messaging program.

This position is responsible for ensuring consistent application of all laws, department policies, and procedures for recreational vehicles within the DPSRP's law enforcement program. This position requires close working relationships with RSOS program administrators, conservation wardens, warden supervisors, other program staff, recreational patrols, agency managers, and staff from local, state, federal and tribal governments.

Geographic Scope and Travel Requirements: This is a Central Office (CO) based position with statewide responsibilities within the RSOS Bureau. However, each recreation warden position will be assigned an administrative area of primary responsibility. Each RW position may be located in any of the regional headquarters, service center or satellite office within their assigned administrative area. This position requires frequent travel of 100 miles or more. Long distance travel, with overnight stays may be required up to 40+ times per year. Weekend and night work hours will be required.

Scope of Authority: This position works under the supervision of the Recreation Warden (RW) Team Supervisor (Lieutenant) with programmatic supervision by the DPSRP Recreational Safety and Outdoor Skills (RSOS) Bureau Director. This position serves as a member on the following teams: RSOS, serves as the liaison to recreational patrols, outdoor skills/safety programs and other department functions.

Responsibilities and Duties

A. 50% Recreational Vehicle Enforcement, Crash Investigations, Technical Assistance and Training:

- A1. Provide expertise, training, and assistance in hunting, boating, snowmobile, ATV/UTV/OHM (off highway vehicles) accident investigations, including specialized training in accident investigations for field wardens and county/municipal recreational patrols.
- A2. Enforce recreational vehicle regulations (ATV, UTV, OHM, Snowmobile, Boat) with a primary focus to include registration, illegal operation, safety regulations such as intoxicated operation, equipment violations as well as speed and sound enforcement.
- A3. Work with field wardens and county/municipal recreational patrols in high recreational use areas and times. Work details based on complaints, special events, popular destinations that draw in a high volume of activity or requests. Will take the lead, when necessary to organize safety enhancement details and saturated patrols in these complaint areas and special event locations to promote voluntary compliance.
- A4. Provide expertise on fatal recreational vehicle, state lands, and hunting accident investigations. Response based on the level of complexity.
 - A4.1 Lead investigator capability for complex fatal accidents.
 - A4.2 Provide on scene coordination on large scale events as it relates to recreational crashes and collaborate with regional and central office staff as well as assisting agencies.
 - A4.3 Serve as a technical expert in crash and crime scene investigations and provide oversight and assistance to field personnel as needed.
 - A4.4 Work toward comprehensive technical reconstruction of incidents utilizing technology, specialized equipment (total station/UAV), software, and partnership with State Patrol TRU (Technical Reconstruction Unit).
- A5. Provide assistance to field wardens and patrols with any other non-complex crash/hunting incident investigation.
- A6. Active role in use of deployment of advanced electronic search equipment related to boating/hunting/other outdoor recreation incidents or searches in the water or on land. Examples include ROV, underwater camera, side scan sonar, and other search methods.
- A7. Provide expertise and assistance to wardens and agencies in events that involve a missing person in the water, on the trails, or on state properties.
- A8. Lead contact and liaison with county/municipal recreational patrols. Provide training and administrative program direction to recreational patrols, consisting of off-highway vehicles and boating. Training efforts are consisting of enforcement techniques, discretion, new marketing products, and users, trends, etc. In addition to being a resource to the patrols, provide guidance, feedback, and field enforcement assistance by patrolling the waters and trails.
- A9. Maintain certifications and/or instructor status related to expertise for the following:
 - Investigative Photography
 - Basic Evidence Technical Certification
 - Technical Crash Investigations
 - Advanced Technical Crash Investigations
 - SFST (NASBLA Certification)
 - Boat Control (NSBC Certification)- Active role in recruit boat week
 - Level 1 and 2 Boat Accident Investigations
 - Other certifications applicable to the position
- A10. Ensure effective communications and collaboration with warden teams, area

supervisors, department program staff and managers, as well as local, state, federal, and tribal agencies.

- A11. Provide information, training, and technical assistance to department staff as it relates to recreational activities.
- A12. Provide assistance and guidance to local units of government in waterway marker adoption and review local government ordinances related to boating, snowmobile, ATV/UTV/OHM vehicle regulations.
- A13. Take the lead in responding to and resolving complaints involving local ordinances that may likely have more than an incidental impact on hunting, fishing, and trapping as well as firearm discharge ordinances.
- A14. Review stewardship grant applications in reference to nature based outdoor activities.
- A15. Testify at public hearings as required
- A16. Establish and maintain internal and external partnerships.
- A17. Identify compliance trends or concerns related to protecting public health and safety. Work with Department programs to develop education, training, compliance, and enforcement strategies to address recreational use and safety issues.
- A18. Provide recreational vehicle enforcement and safety training to department staff, county/municipal patrols, and other partners.
- A19. Provide warden recruits with specialized training related to recreational equipment, SFST, off-highway vehicles, boats, canoe/kayak, hunting incidents, ice safety and rescue, hunting incident investigations, and other applicable safety related topics
- A20. Play an active role in recruit training related to specialized weeks (fall hunting, duck school, media relations, etc.)
- A21. Work with lake associations, communities, and clubs to improve and promote safe outdoor recreation.
- A22. Work towards establishing new relevancy partnerships with citizens and stakeholder groups.

B. 20% Enforcement of Natural Resource, State Properties and Environmental Protection Laws:

- B1. Respond to resource protection, environmental, and public safety complaints in absence of field warden and/or vacancy coverage. Answer public calls, email inquiries, and in-person questions on law enforcement issues.
- B2. Fish and wildlife enforcement. Assist teams with directed patrol and complaint investigations for violations of all regulations related to regulated species of fish and wildlife (archery deer, gun deer, small game, turkey, waterfowl, geese, bear, night hunting, trapping, non-game species, baiting and feeding of wildlife).
- B3. Sport fishing enforcement. Assist teams with directed patrol and complaint investigation for violations of all sport fishing regulations during open fishing season, or illegal fishing during the closed season.
- B4. Spring/Fall fish runs and sturgeon spearing efforts. Assist teams in providing enforcement coverage for seasonal activity based on pressure and need.
- B5. Assist in emergency rescue or disaster operations and other special enforcement actions as assigned.
- B6. Assist teams with investigation and enforcement of rules and laws in the protection and safe use of our state lands, forests, and parks.
 - o Provide and assist with LE coverage efforts in state parks and forests.
 - o Enforce all Wisconsin State Statutes and Administrative Codes on Department owned or managed properties.
 - o Conduct investigations of crashes or incidents to aid in the enforcement of laws and the promotion of safety on the properties.

- Assist with search and rescue or recovery of persons who are lost, missing, injured/ill or otherwise in danger.
- B7. Initiate enforcement actions for violations occurring in the presence of the officer, in support of department enforcement efforts or to meet DPSRP objectives during times of peak demand.
- B8. Provide assistance and expertise, and work with regional teams and other department functions on integrated programs.

C. 20% DPSRP - RSOS Program Management and Sustainability:

- C1. Establish, coordinate and monitor a training plan to provide technical assistance and respond to customer inquiries, requests or complaints and support a preventative enforcement program.
- C2. Incorporate violation prevention and recreational safety as an essential part of all activities. Represent the program at conferences, civic organizations, sports and user group functions, and with elected officials.
- C3. Routinely provide customer service and support establishment of external partnerships with local government, law enforcement agencies, federal agencies, business, recreational user group, organizations, individuals, and other stakeholders.
- C4. Assist the DPSRP in further developing the overall program and future in the following areas:
 - New hire background checks (Background Investigator)
 - Participate on interview panels
 - Conduct specialized training
 - FTO Certification/Mentor at Warden Recruit Academy.
 - Instruction at the Academy (DOJ Certified Instructor)
- C5. Research and evaluate specific needs as it relates to equipment and development of equipment such as sonars, sound meters, recreational vehicles, cameras, drones, canoe/kayak, etc. Provide this information to committees as appropriately.
- C6. Play an active role on DPSRP committees consisting of but not limited to, Compensation, Training, Equipment, Policy, etc.
- C7. Serve as Acting RW Supervisor (Lt.) or administrator as assigned or requested.
- C8. Provide briefings, updates and recommendations on programmatic issues to team members.
- C9. Assist and participate in regional law enforcement activities.
- C10. Develop and improve systems to allow team members to bring about changes.
- C11. Participate with statewide program management teams to develop and implement policy/guidance.
- C12. Administer training and provide guidance to employees who are required to pass recreational vehicle proficiency per standards established in manual code.
- C13. Involvement with instructing advanced safe recreational vehicle operations techniques to qualified citizens through the expansion of the R3 program.

D. 10% Program Accountability within Administrative Area

- D1. Maintain, complete, and submit required reports and records.
- D2. Provide thorough documentation of complaints, investigations, and follow-up actions.
- D3. Assist the RSOS administrators in analyzing, modifying, and expanding existing programs based on recreational trends, uses and expertise.
- D4. Attend state, regional, and national training to learn new and better techniques in performing job tasks.
- D5. Collaborate with program administrators and PIO regarding messaging and speaking points for media outlets as it relates to recreational uses and safety messaging.

- D6. Respond and facilitate open records requests for recreational accident report inquiries.
- D7. Meet with municipal recreational patrols and provide feedback on annual audit results.
- D8. Ensure effective administration of applicable Department policies and procedures.

Knowledge, Skills, and Abilities

1. Knowledge of law enforcement and its application to recreational vehicles, public safety and natural resources protection (knowledge of ways people recreate and types of equipment used to recreate and harvest natural resources).
2. Knowledge of and skill with computer-based systems for information management and exchange.
3. Knowledge and proficiency with pertinent laws, administrative rules, regulations and case law to effectively conduct investigations.
4. Knowledge of department programs, policies, procedures, and systems.
5. Skill in effective communication including public participation and presentation.
6. Skill and ability to develop, maintain and enhance relationships.
7. Skill in operating boats, ATV/UTV, and snowmobiles.
8. Skill in the use of and knowledge in different types of firearms.

Physical Requirements

- Must meet all of the standards and policies set forth in Wisconsin Law, by the Law Enforcement Standards Board, and by department policy pertaining to the recruitment and selection of Wisconsin Law Enforcement Officers.
- Must maintain skills necessary to upkeep certification as a Wisconsin Law Enforcement Officer.

Physical Surroundings Environmental Factors and Hazards

This position spends approximately 70% or more of time outdoors. The position can be exposed to extreme cold (temperatures below 32 degrees) for periods of more than one hour; can be exposed to extremely hot temperatures (in excess of 90 degrees) and humid conditions during the summer months; exposed to sufficient noise to cause the worker to shout in order to be heard; exposed to vibrating movements of the extremities of whole body, face definite risk of bodily injury, such as proximity to moving mechanical parts and conditions that affect the respiratory system or the skin, such as fumes or odors.

Equipment Used: Office equipment, IT equipment, motorized vehicles to include off highway motor vehicles and boats, electronic equipment/radios, firearms, specialized equipment.

Special Requirements

1. Must meet Wisconsin Law Enforcement Standards Board certification requirements as a law enforcement officer or eligible for certification through the State of Wisconsin Department of Justice reciprocity testing procedures.
2. Ability to pass WI DNR Physical Fitness and Swim Test for LE credentialed employees.
3. Valid WI Driver's License and ability to meet DOA fleet standards.
4. Ability to work nonstandard work hours including holidays and weekends.
5. Ability and willingness to maintain residence within assigned administrative area or duty station.
6. Upon appointment, must possess certification in ATV/UTV, Boating, Snowmobile and Hunter Safety Education.

Competencies:

Relationship & Partnership Building - Builds and effectively utilizes relationships and influences informal networks to achieve goals. Shares knowledge and builds trust with colleagues, superiors and employees. Is discreet when situation demands and is tactful when dealing with sensitive issues and personalities and is aware of own impact. Works through complex situations effectively, diplomatically and with sensitivity without losing credibility or trust. Recognizes sensitive information and keeps it confidential. Builds systems and discipline that democratizes information, and, as necessary, removes control and privilege around information. Promotes and influences others' thinking regarding the organization's standards and positions.

Honors Commitments- Evokes trust from others by keeping commitments, recognizing individual contributors, setting a personal example and building shared goals, values and vision. Known to be honest. Demonstrates personal integrity and high ethical standards in all transactions. Conducts department transactions with honesty and professional ethics. Seeks to achieve results that are in the best interest of the organization. Models and reinforces positive behavior in oneself and others, and demonstrates fairness and respect of others.

Effective Decision Making - Makes timely, well-reasoned decisions by integrating information and perspectives from colleagues. Calculates and evaluates the long-term consequences of decisions. Makes fair decisions on clearly based objective criteria rather than personalities.

Coaching and Mentoring - Establishes formal and informal relationships with others to provide feedback, information, support, and resources to help them develop new or higher levels of skill and ability. Empowers others to reach higher levels of performance through trust, delegation, participation, and coaching.

Demonstrates Respect for Others - Demonstrates respect and appreciation for the ideas and contributions of others. Thoughtfully considers the opinions of others and exercises patience as warranted. Recognizes when to wait for new developments or information. Does not try to force people or results. Treats mistakes as opportunities for learning rather than blame.

Organizational & Planning- Uses well-reasoned judgement in effectively planning and setting of appropriate work priorities and managing over-all workload responsibilities. Prioritizes tasks, sets milestones, sequences activities, divides tasks among others as needed and sets a reasonable pace. Coordinates realistic time frames and delivers products and services in a timely manner.

Takes Action & Shows Initiative- Works well independently and is self-motivated, takes action to meet critical organizational/program/team goals. Sets and monitors own objectives and standards. Initiates appropriate actions and follows through without prompting or close supervision. Demonstrates strong work ethic. When needed, puts in the hours necessary to complete the tasks at the highest level of quality possible. Displays the stamina necessary to work an irregular, demanding schedule.