U.S. DEPARTMENT OF THE INTERIOR
Certification of Position Approval
for Retirement
Under 5 USC § 8336(c) and § 8412(d)

[x] Approved under the Civil Service Retirement System, 5 USC § 8336(c)

[x] Approved under the Federal Employees Retirement System, 5 USC § 8412(d)

Category of Coverage: Primary/Rigorous (Law Enforcement)

Bureau: Any DOI Bureau may use this PD and must use the DOI Standard PD Number

Classification Title: Land Management Law Enforcement Officer

Organization Title:

DOI Standard Position Numbers: DI18015, DI18017, DI18019 Series and Grade: GL-1801-05/07/09

RECOMMENDATION FOR COVERAGE: Primary/Rigorous Law Enforcement coverage is recommended under both CSRS and FERS.

The primary purpose of this position is to serve as a Commissioned Law Enforcement Officer responsible for performing law enforcement duties including investigation, apprehension, arrest, detention, or prosecution of persons violating applicable laws, rules, and regulations enacted to protect and provide for the safe use of lands managed by the Department. Other duties include the detection of violations of applicable laws, rules, and regulations; and the prevention of violations through public education. **A Full Authority Law Enforcement Commission is required, and the incumbent must meet physical fitness standards to maintain commission. The duties of this position are so rigorous that employment is limited to young and physically vigorous individuals who must meet established age and physical qualification requirements.**

ALAN SIZEMORE, Human Resources Specialist, DOI — Date: 05-11-2011

FELICIA PROBERT, Deputy Director, Policy, Programs, and Budget, BLM — Date: 5-12-2011

Chief, National Wildlife Refuge System, FWS — Date: 8-10-11

SARAH DAVIS, Deputy Chief, Law Enforcement, Security & Emergency Services, NPS — Date: 8-15-11

APPROVAL: The position described above is approved for coverage under Firefighter or Law Enforcement (FF/LEO) Retirement retroactive to classification date. Approval is by DOI Secretary's Designee:

Deputy Assistant Secretary, Human Capital, Performance, and Partnerships — Date: 8/25/11

United States Department of the Interior

OFFICE OF THE SECRETARY
Washington, DC 20240

NOV 0 4 2010

PERSONNEL BULLETIN NO. 10-04

SUBJECT: Standard Position Descriptions for Nonsupervisory Land Management Law Enforcement Officer, GL-1801-05/07/09 Positions

1. **Purpose.** This bulletin establishes the Department's policy for the use of Standard Position Descriptions (SPDs) for nonsupervisory Land Management Law Enforcement Officer, GL-1801-05/07/09 positions in bureaus and offices. The use of the SPDs will enhance Department-wide efforts in addressing such human capital management-related issues as classification consistency and uniform recruitment, training, development, and retention of Land Management Law Enforcement Officers.

2. Background. SPDs identify major duties and responsibilities required for similar positions wherever they are located in the Department. This provides greater balance and equity between similar positions in different organizations, and makes it easier for applicants to apply for similar vacancies located in different bureaus and offices.

In 2005, representatives from the Office of Law Enforcement and the Office of Human Resources joined forces with bureau law enforcement representatives to establish these SPDs. The representatives were tasked with developing SPDs that best describe the work involved in land management law enforcement positions in bureaus and offices. The SPDs needed to be comprehensive and accurate, and to adequately represent the needs of all bureaus and offices that have such positions. There was much discussion among the representatives in subsequent years. Necessary revisions were made to the initial drafts, culminating in the attached final SPDs.

3. **Policy.** Effective immediately, bureaus and offices may use the attached SPDs and standard PD numbering system for all covered nonsupervisory positions at the GL-05/07/09 grade levels. Use of these SPDs is not a requirement at this time. However, due to recent hiring reform initiatives, it is expected that the use of SPDs will become more widespread due to an increasing emphasis on standardizing and simplifying the hiring process in general. Therefore, it is highly recommended that these SPDs be used when appropriate as it may be required at some point. The official SPDs with standard PD numbers covered by this Personnel Bulletin are:

- Land Management Law Enforcement Officer, GL-1801-05 (PD No. DOI180)
- Land Management Law Enforcement Officer, GL-1801-07 (PD No. DOI181)
- Land Management Law Enforcement Officer, GL-1801-09 (PD No. DOI182)

Standard PD Numbering System. Bureaus/Offices must implement the DOI standard PD numbering system for newly established positions and when replacing existing PDs with the standard ones. The DOI PD number must be entered into FPPS, in accordance with

bureau procedures, so that it prints on the incumbent's SF-50 (Notification of Personnel Action).
Because some bureaus use Block 1 of the Optional Form 8 (OF-8)/PD cover sheet for payroll-related purposes, note that the PD numbers appear in Block 14 of the attached OF-8s.

Special Retirement Coverage. Use of these SPDs will not impact an employee's retirement coverage if they are currently covered under 6c retirement regulations and are therefore, reassigned to an SPD in this Personnel Bulletin. The Office of Human Resources will not reevaluate the employee's retirement coverage under this circumstance.

Management's Responsibility for PD Accuracy and Position Management. Use of SPDs in no way detracts from management's authority and responsibility to ensure that officially assigned and performed duties and responsibilities accurately match those performed by the employees. Likewise, using SPDs also does not diminish management's responsibility to adhere to basic position management principles. Management officials are urged to contact their respective servicing human resources office for advice and guidance on these subjects.

4. **Point of Contact.** If you have any questions, please contact Linda Erwin on (202) 208-7949, or by email at Linda_Erwin@ios.doi.gov.

Rosemary Downing
Acting Director, Office of Human Resources

Attachments

POSITION DESCRIPTION *(Please Read Instructions on the Back)*

1. Agency Position No.: DI18015

2. Reason for Submission: ☐ Redescription ☐ Reestablishment ☑ New ☐ Other
Explanation *(Show any positions replaced)*

3. Service: ☑ Hdqtrs ☐ Field

4. Employing Office Location:

5. Duty Station:

6. OPM Certification No.:

7. Fair Labor Standards Act: ☐ Exempt ☐ Nonexempt

8. Financial Statements Required: ☐ Executive Personnel Financial Disclosure ☐ Employment and Financial Interest

9. Subject to IA Action: ☑ Yes ☐ No

10. Position Status: ☑ Competitive ☐ Excepted *(Specify in Remarks)* ☐ SES (Gen.) ☐ SES (CR)

11. Position Is: ☐ Supervisory ☐ Managerial ☑ Neither

12. Sensitivity: ☐ 1–Non-Sensitive ☐ 2–Noncritical Sensitive ☐ 3–Critical ☐ 4–Special Sensitive

13. Competitive Level Code:

14. Agency Use:

15. Classified/Graded by	Official Title of Position	Pay Plan	Occupational Code	Grade	Initials	Date
a. Office of Personnel Management						
b. Department, Agency or Establishment	Land Mgmt. Law Enforcement Officer	GL	1801	05	[illegible]	4/28/10
c. Second Level Review	Department of the Interior, FLERT Specialist				[illegible]	
d. First Level Review	This PD has been approved as follows under 5 USC 8336(c) and 8412(d)					
e. Recommended by Supervisor or Initiating Office	___ Firefighter ___X___ Law Enforcement ___X___ Primary ___ Secondary/Administrative ___ Sec/Supvy Approval Date: August 25, 2011					

16. Organizational Title of Position *(if different from official title)*:

17. Name of Employee *(if vacant, specify)*:

18. Department, Agency, or Establishment: U.S. Department of the Interior

a. First Subdivision:

b. Second Subdivision:

c. Third Subdivision:

d. Fourth Subdivision:

e. Fifth Subdivision:

19. Employee Review-This is an accurate description of the major duties and responsibilities of my position.
Signature of Employee *(optional)*:

20. **Supervisory Certification.** *I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.*

a. Typed Name and Title of Immediate Supervisor:
Signature: Date:

b. Typed Name and Title of Higher-Level Supervisor or Manager *(optional)*:
Signature: Date:

21. **Classification/Job Grading Certification.** *I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.*
Typed Name and Title of Official Taking Action: Linda Erwin, Chief, Classification & Pay Policy
Signature: [signature] Date: 4/28/10

22. Position Classification Standards Used in Classifying/Grading Position:
OPM JFS for Administrative Work in the Inspection, Investigation, Enforcement, & Compliance Group; 1801, General Inspection,

Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.

23. Position Review	Initials	Date	Initials	Date	Initials	Date	Initials	Date	Initials	Date
a. Employee *(optional)*										
b. Supervisor										
c. Classifier										

24. Remarks:
Developmental position GL-05/07/09. Full performance level is GL-09.

25. Description of Major Duties and Responsibilities *(See Attached)*

Standard Position Description

Land Management Law Enforcement Officer
GL-1801-05

Introduction

This position is established in the Department of the Interior to be utilized by uniformed law enforcement programs within the Bureau of Land Management, Fish and Wildlife Service, and the National Park Service.

This is the entry-level position of a trainee Federal Land Management Law Enforcement Officer. The purpose of the position is to provide training and experience in the law enforcement work and other assigned duties as reflected in the full-performance level of the GL-1801-09 position description. The incumbent receives intensive formal and on-the-job training assignments which are designed to prepare them for advancement to the full-performance level.

The primary purpose of this position is to serve as a commissioned law enforcement officer (Park Ranger, Ranger, or Refuge Officer) responsible for performing law enforcement duties including investigation, apprehension, arrest, detention, or prosecution of persons violating applicable laws, rules, and regulations enacted to protect and provide for the safe use of lands managed by the Department. Other duties include the detection of violations of applicable laws, rules, and regulations; and the prevention of violations through public education.

The incumbent is required to acquire and maintain the appropriate (full authority) Federal Land Management Law Enforcement Commission as designated by the Bureau. The position is subject to pre-employment drug screening and compliance with physical fitness and medical requirements and satisfactory results on a pre-employment Single Scope Background Investigation.

The uniformed officers of the Department are often the primary, and perhaps the only, points of contact with the visiting public. As such, these employees play an important role in communicating and educating the visiting public on a wide variety of matters dealing with America's public lands and public lands policy. These duties are considered an integral part of a comprehensive law enforcement program that fosters voluntary compliance with laws, regulations, and policy through understanding, education, engineering, and community involvement.

Major Duties and Responsibilities – (must be more than 51%)

The incumbent receives intensive law enforcement training leading to a full authority Federal Land Management Law Enforcement Commission. Additionally, they receive other formal training, broad-based training, on-the-job experience, and closely supervised field-level training assignments in the functions, activities, and responsibilities of the Federal land Management Law Enforcement Officer.

Positions at this level must be closely supervised by a higher level Federal Land Management Law Enforcement Officer. Work is performed in accordance with instructions received from the supervisor, and it is reviewed in progress and upon completion for accuracy and adherence to instructions.

Typical law enforcement training and developmental assignments include:

- Accompanies higher-graded employees and/or supervisors on scheduled and planned road, traffic, boundary, trail, and hunting patrols where the incumbent observes and assists in the performance of law enforcement work and other assigned duties of the position. They gradually assume increasingly independent responsibility for carrying out these and related tasks under supervisory guidance. As greater knowledge and skills are developed, performs assignments that are increasingly more complex and carry greater responsibility.

- Assists in conducting preliminary investigations of felony crimes, misdemeanor crimes, and rules violations. Exercises discretion, within the delegated scope of responsibility, if action is needed to protect visitors or resources. Apprehends and detains violators, and issues warnings or citations, or makes arrests for violations.

- Learns about the natural and cultural resources of their respective agency, and about the laws, regulations, and policies relating to the protection and use of those resources.

The incumbent at this level must begin to develop and gain basic knowledge of their respective agency's mission and how it relates to the performance of their duties. They must begin to develop and gain the basic knowledge and skills needed to perform the law enforcement work and other assigned duties at the full-performance level of the GL-1801-09 position description which are:

The incumbent serves as a commissioned law enforcement officer performing law enforcement duties. These duties include but are not limited to investigating, apprehending, detaining, arresting, or prosecuting and/or include: detection, issuing citations; transporting prisoners to detention facilities, and prosecuting violators of a variety of law enforcement laws, rules, and regulations that have been enacted to insure the protection and safe use of Bureau facilities and resources.

Investigates the occurrence of criminal activities such as homicide; rape; assault; burglary; robbery; fraud; domestic violence; child abuse; vehicle theft; public intoxication; unlawful demonstrations; terrorist activities; arson; breaking and entering; vandalism; pollution of the air and water; destruction of property; illegal hunting of waterfowl; illegal use of aircraft for hunting, possession, use; wildland arson; livestock trespass; archeological resource protection; plant and wildlife poaching; timber theft; illegal use of weapons; illegal commercial or sport fishing or crabbing; trapping or hunting without permits or exceeding catch limits; environmental crimes such as illegal toxic waste disposal, hazardous materials violations, pollution of waterways or lands; vandalism or depredation of ancient or historical structures or gravesites; theft of ancient artifacts or paleontological resources; destruction or theft of rare or endangered plant or animal life; marijuana cultivation, drug lab operations, or drug distribution; illegal firearms possession or transactions; boundary encroachments or trespass; illegal mining or mineral theft; or offenses of

criminal laws and regulations of the United States that apply to Departmental lands and responsibilities.

Conducts investigations that involve locating, securing and protect crime scenes; collecting and/or seizing evidence, including correspondence, maps, historical information, exhibits, and photographs; then preserving and protecting it, and properly disposing of it upon completion of cases. Issues citations and files criminal complaints; prepares U.S. District Court Violation Notices for submission to the Central Violations Bureau. In addition, the incumbent may be charged with controlling vehicular and boating traffic and investigating traffic/boating offenses and accidents involving operating under the influence of alcohol or drugs, fatalities, injuries, or property damage. Testifies and presents evidence to grand juries in cases involving felony violations. Applies for and executes search and arrest warrants.

Secondary Duties and Responsibilities

Recommends sentence, e.g., fines, probation, time in custody, administrative action, and monetary restitution to the government or reclamation of damage to the court. As authority dictates, serves as a technical specialist for the prosecution of cases in U.S. Magistrate Court, State and local courts. Requests and presents justification for arrest warrants for defendants who fail to appear in court.

Participates in ground and air surveillance that may involve flying as a passenger in an aircraft to identify suspects and illegal activity. Must work with other law enforcement agencies and Special Agents to complete special details and investigations.

Familiarizes other law enforcement personnel with Federal and State laws governing management of natural resources, and designs and provides training in law enforcement skills, techniques, and practices to prevent and/or detect illegal activities.

Establishes contact with, and informs public land users of, proper procedures, laws and regulations to gain compliance. Enforces use restrictions, ensures compliance of laws and regulations, and documents findings.

Develops, executes, and evaluates local law enforcement programs, operational plans, practices, and procedures, incorporating resource management objectives and concerns; and coordinates the implementation of ongoing, new, or changed policies and plans. Conducts analyses to assess the existing level and type of resources devoted to the program, including the development and compilation of evaluation reports with recommendations on improvements, and devises solutions to specific problems that interrelate with important issues such as visitor use and safety. The incumbent provides advice and guidance to Bureau supervisors and employees on law enforcement/land management protection issues, including assessments as to the potential impact of potential or proposed activities on the law enforcement program.

Plans and manages special events involving large gatherings requiring specialized law enforcements needs.

Directs and/or participates as a member of search and rescue teams. Directs and/or participates as a member of structural and/or wildland fire suppression teams. Provides and/or obtains

first aid/emergency medical assistance. The incumbent must operate motor vehicles including special purpose law enforcement vehicles. May operate watercraft.

Oversees fee collection activities; conducts fire, health and safety inspections; provides security or otherwise participate in wild land firefighting efforts; or assists in law enforcement activities at other locations.

Prepares and makes interpretive presentations to visitors to explain Bureau mission and law enforcement issues and to encourage voluntary support of natural resource protection.

Special Requirements

Incumbent must safely utilize firearms, non-lethal weapons, and defensive tactics in the conduct of daily activities. Operate motor vehicles, or special purpose law enforcement vehicles of various types including four-wheel drives, all terrain vehicles, motorcycles, and small watercraft. Must have and maintain a valid motor vehicle operator's license.

This position has been identified as Critical-Sensitive. Incumbent must maintain a favorable single scope background investigation.

This position is a drug-testing designated position.

Incumbent must meet the Department of the Interior medical and physical fitness standards for this position.

Position is for young and physically vigorous individuals and is subject to the maximum entry age restrictions.

Incumbent must successfully complete the Land Management Police Training (LMPT) at the Federal Law Enforcement Training Center (or equivalent). Incumbent must successfully complete 40 hours of in-service training annually.

Incumbent must maintain a delegation of law enforcement authority.

Factor 1 – Knowledge Required by the Position – Level 1-5, 750 points

To perform the resource and visitor protection, education, and public use management work of the position and to carry out emergency operations and continuing agency operations, the incumbent must have the following knowledge, skills, and abilities:

Substantial knowledge and skills in the full range of advanced law enforcement techniques and procedures: including patrol operations, law enforcement, and criminal investigations.

Knowledge of Federal, State and local laws, regulations, relevant court decisions that relate to the management of public lands and their natural, cultural, and human resources. Ability to plan and implement law enforcement programs, take necessary actions to detect, prevent, and/or curtail illegal and prohibited activities of a potentially destructive nature to agency lands and their resources.

Knowledge of ecosystem practices for recognition of resource damage violations. Knowledge of the jurisdictional responsibilities of the agency as it relates to the responsibilities of other Federal, State and local agencies.

Knowledge of the laws, rules, and regulations of the other agencies when participating in and/or coordinating with law enforcement activities carried out by those agencies.

Knowledge of legal principles and concepts sufficient to determine what constitutes a crime or violation as defined in Federal and State statutes.

Knowledge of investigative principals and techniques sufficient to perform investigations, identify methods and patterns of criminal operations, use available sources of information, interviewing and interrogation techniques.

Knowledge of the kinds of evidence required to prove that a violation has occurred.

Knowledge of the rules of evidence and methods used to maintain the evidence chain of custody (e.g., Federal Rules of Criminal Procedure). Knowledge of the elements needed to establish probable cause and reasonable suspicion to conduct searches and make arrests and seizures under the various laws and regulations enforced. Ability to make arrests, perform detention and apprehension.

Knowledge of civil law and procedures that protect the Government from litigation and/or recovery of Government monies, property and/or costs (i.e. timber trespass restitution, fire suppression, recovery costs, civil claims, etc.).

Knowledge of and efficiency in the use of firearms, non-lethal weapons, self-defense techniques, prisoner control methods, electronic surveillance, intrusion detection devices, and two-way radios.

Knowledge, skills, and certification in providing cardiopulmonary resuscitation and first aid or emergency medical services (EMS) sufficient to perform duties assigned to provide those services in a visitor use management program. Knowledge of search and rescue (SAR) activities, techniques and procedures including the organization, theory, planning, and operation of various types of land, sea, lake, river, wilderness mountain, and urban searches or rescues as required.

Knowledge of the incident command system (ICS) and knowledge of and skills in carrying out the range of duties involved on all-risk operations teams for such incidents as natural disasters, search and rescue operations, specialized law enforcement operations, and wild land and structural fire fighting.

Substantial knowledge of standard resource management practices, methods, and techniques to: identify resource protection conditions, concerns, and priorities; assess related impacts on ecosystem management; assist in the development, modification, administration, and implementation of enforcement activities that are appropriate on agency lands. This includes performance of work under multiple-use guidelines relative to the evaluation and protection of a wide variety of resource values on public lands. Comprehensive knowledge and understanding of

the individual and collective natural resources (and their inter-relationships) constituting the ecosystem, including basic knowledge of the underlying scientific disciplines, and the specific techniques to successfully interpret the resources to visitors and others.

Ability to communicate orally and in writing to a variety of audiences including agency employees, the public, and other agencies. Skills in working and dealing with people and in establishing and maintaining close working relationships with other agencies and other law enforcement authorities in neighboring jurisdictions. Skill to communicate and interact with others in a professional manner to garner support for law enforcement program objectives from client groups including Federal, State, and local law enforcement officials, Congressional office representatives, property owners, and commercial and environmental interest groups. Ability to serve as the Bureau law enforcement representative in criminal or civil matters before the Court.

Knowledge of common computer equipment and applications with the ability to utilize software including word processing and applications specific to the duties of the position.

Knowledge of instructional methods and techniques to develop training materials and to plan and provide situational and classroom training to agency personnel engaged in law enforcement on an ongoing, collateral, or seasonal basis.

Must successfully complete approved law enforcement training and obtain a commission. Must successfully complete 40 hours of Bureau approved, in-service training to maintain skills and proficiency in defensive equipment, tactics, and firearms.

Factor 2 – Supervisory Controls – Level 2-1, 25 points

The incumbent has or will successfully complete basic career training, maintains appropriate certifications, and is fully competent in carrying out all aspects of the work involved in the position.

The incumbent receives supervision from a supervisory law enforcement officer or management official trained in law enforcement supervision. The supervisor provides detailed instruction and defines program objectives, assigns work (both continuing and special assignments), sets priorities and critical deadlines, and the overall nature of expected results. The incumbent uses their own judgment in setting work priorities within those parameters. The incumbent determines what work needs to be done, plans the work, initiates criminal investigations, resolves most problems as they arise, and coordinates with others as may be required by specific situations encountered. The incumbent interprets and applies laws, rules, regulations, and policies applicable to the work.

Typically, the incumbent performs work as instructed in carrying out day-to-day law enforcement duties and responsibilities. The supervisor provides advice on aspects of the job not having precedents, or having special considerations such as engendering significant controversy. The incumbent may request advice or assistance if they encounter unusual situations not previously encountered or not covered by an established precedent.

The incumbent keeps the supervisor informed about the work performed and about significant problems and issues which arise.

The work is reviewed by the supervisor on an overall basis for technical accuracy and consistency, adherence to regulatory guidelines, effectiveness in meeting goals and objectives, correlation with related activities, programs, and objectives.

Factor 3 – Guidelines – Level 3-1, 25 points

Guidelines pertinent to the work of the incumbent include those pertaining to resource and visitor protection, interpretation, and safety programs; to the various all-risk and emergency activities in which incumbents are involved; and to other agency operations in general. Completed work is reviewed for overall adequacy, consistency, and correlation with related activities, programs, and objectives.

Incumbent works within the available guidelines which include Departmental and agency policies and procedures; Federal, State and local laws and regulations; Federal criminal procedure, agency rules and regulations; Departmental and agency policy statements, orders, manuals, handbooks, and guidelines; and agency plans, texts and publications.

Factor 4 – Complexity – Level 4-2, 75 points

The incumbent uses a variety of established law enforcement procedures and methods (e.g., patrol, surveillance, interviews, interrogations, vehicle searches, record checks, issuance of citations, preparation of written reports and court testimony) in the course of identifying, investigating, apprehending, and aiding in the prosecution governing the public use of agency lands and resources. Enforcement and investigative duties involve a wide range of federal criminal law offenses which range from misdemeanors to felonies. Work is complicated by such factors as conflicting criminal, civil, and administrative rulings; the complexity of natural resource laws, the nature and extent of violators' methods of operation; the nature and extent of impacted activities, difficulty in establishing the interrelationships of facts or evidence; and sometimes poorly established or understood agency land boundaries.

Work assignments involve carrying out the law enforcement program, coordinating the work with other management programs, and coordinating activities with other Federal, State, and local law enforcement agencies. The work involves applying law enforcement procedures quickly and accurately, investigating a variety of criminal activities and violations, questioning suspects, taking sworn statements, evaluating information, and deciding on the best course of action as each situation develops. The incumbent independently plans and conducts investigative assignments on cases where information may be readily available; where there are exchanges of factual information with other law enforcement agencies.

Factor 5 – Scope and Effect – Level 5-2, 75 points

This position protects agency resources and the public through preventive and reactive law enforcement activities performed by the incumbent in office and field settings. Law enforcement work involves the investigation of criminal activity and the apprehension of persons suspected of committing criminal violations of laws, regulations or rules relating to resource protection and public safety, and the development of case information sufficient to charge, try and convict

suspects. In such cases, the incumbent's activities have an impact on the economic well-being and freedom of individuals.

This position also provides resource education to add to the public's understanding of the agency's resources as well as to help prevent the deterioration, destruction, loss, and theft of those resources.

The work includes preparing for and carrying out activities involved in responding to various types of emergency situations by providing emergency medical services in cases of illness and injury, and by leading or participating in all-risk operations teams in such incidents as search and rescue operations, wild land and structural fires, special law enforcement operations, and natural disasters.

The results of the incumbent's activities protect and enhance agency resources and the public, and contribute to the public's understanding and informed use of the agency's resources and facilities.

Factor 6 – Personal Contacts – Level 6-1 (& 7A), 30 points

The incumbent has daily contact with co-workers and other agency counterparts at various organizational levels, agency lands' neighbors, concessionaires and contractors, and visitors. Contacts often occur on a routine basis and may take place in a wide variety of settings in both the office and the field.

The incumbent must work successfully with the public. Contacts can be made with the public as agency lands users, victims, complainants, witnesses, and suspects. The incumbent is often the first-line contact with the public, and they must be able to present the purpose of the agency lands from both a resources and law enforcement perspective.

With respect to visitors and agency lands' neighbors, the incumbent's contacts represent a cross-section of the nation and many other countries of the world. They are of all ages and are from all social, ethnic, and economic groupings.

Factor 7 – Purpose of Contacts – Level 7-A

Contacts with the public are to inform and enhance the understanding of visitors and land users of the cultural and natural resources on agency lands, to inform the public of the laws, regulations, and rules protecting those resources, and to obtain or enforce compliance with the laws and regulations governing the use of agency lands.

Contacts with co-workers are to exchange information and to plan and coordinate work activities. Work assignments with co-workers and other collaborators (including Federal, State, and local law enforcement agencies) may occasionally require special efforts to reconcile different viewpoints and demands.

The purpose of contacts with private organizations, groups, and individuals is to exchange information and to stimulate active support of law enforcement programs and activities.

Factor 8. Physical Demands – Level 8-3, 50 points

Duties involve performing physically rigorous assignments, oftentimes in isolated outdoor environments, frequently while exposed to severe weather conditions. Working conditions may be dangerous, and pose the potential risk of loss of life or serious injury to the Incumbent. Dangerous persons, many of whom are known to be combative and carry weapons, must be physically confronted, subdued, and apprehended, sometimes with no backup, far from assistance or help. Prisoners must be kept under physical restraint during transport and processing.

Incumbent must be capable of engaging in maximum physical exertion without warning, pursuing perpetrators on foot, or responding to life threatening emergencies. Incumbent must possess sufficient aerobic capacity and muscular strength to subdue perpetrators or participate in sustained emergency or rescue efforts.

Criminal investigations often must be conducted without regard to fixed work schedules, days off, or opportunities for proper rest or nutrition. Long hours conducting surveillance, investigations, apprehension, transport of prisoners, etc. are required of the Incumbent. Carrying heavy objects and traversing long distances over difficult or hazardous terrain in extreme weather conditions are normal requirements for the position.

Incumbent is required to participate in the assigned Bureau's mandatory physical fitness program that equips the incumbent to perform all physical aspects of the position. The requirement to maintain a minimum level of physical fitness is a condition of employment and Incumbent will be required to demonstrate his/her physical qualifications on a regular recurring basis.

There is a high-stress component to much of the incumbent's work assignment.

Factor 9. Work Environment – Level 9-3, 50 points

While some work may be performed in an office setting, most of the work is performed outdoors in all kinds of weather and climatic conditions. The work is performed at various hours of the day and night and for prolonged periods during emergency situations. Long periods of surveillance work may be required in cramped or unpleasant locations and under unpleasant conditions during investigations.

The incumbent is frequently exposed to high-risk and potentially dangerous situations in law enforcement and emergency types of situations requiring use of a wide-range of personal protective gear (some of which may be uncomfortable, hot, or inconvenient to wear), adherence to specific safety procedures, and other precautions.

Incumbent is required to operate motor vehicles of various types, may be required to fly in small fixed-wing or rotary-wing aircraft, and may be required to operate and/or ride in/on snowmobiles, and various sizes of watercraft.

TOTAL POINTS: 1080
GRADE CONVERSION: GL-05

POSITION DESCRIPTION *(Please Read Instructions on the Back)*

1. Agency Position No.: DI18017

2. Reason for Submission: ☐ Redescription ☐ Reestablishment ☑ New ☐ Other
Explanation *(Show any positions replaced)*

3. Service: ☑ Hdqtrs ☐ Field

4. Employing Office Location

5. Duty Station

6. OPM Certification No.

7. Fair Labor Standards Act: ☐ Exempt ☐ Nonexempt

8. Financial Statements Required: ☐ Executive Personnel Financial Disclosure ☐ Employment and Financial Interest

9. Subject to IA Action: ☑ Yes ☐ No

10. Position Status: ☑ Competitive ☐ Excepted *(Specify in Remarks)* ☐ SES (Gen.) ☐ SES (CR)

11. Position Is: ☐ Supervisory ☐ Managerial ☑ Neither

12. Sensitivity: ☐ 1–Non-Sensitive ☐ 2–Noncritical Sensitive ☐ 3–Critical ☐ 4–Special Sensitive

13. Competitive Level Code

14. Agency Use

15. Classified/Graded by	Official Title of Position	Pay Plan	Occupational Code	Grade	Initials	Date
a. Office of Personnel Management						
b. Department, Agency or Establishment	Land Mgmt. Law Enforcement Officer	GL	1801	07	TWS	4/28/10
c. Second Level Review						
d. First Level Review						
e. Recommended by Supervisor or Initiating Office						

Department of the Interior, FLERT Specialist
This PD has been approved as follows under 5 USC 8336(c) and 8412(d)
___ Firefighter X Law Enforcement
X Primary ___ Secondary/Administrative ___ Sec/Supvy
Approval Date August 25, 2011

16. Organizational Title of Position *(if different from official title)*

17. Name of Employee *(if vacant, specify)*

18. Department, Agency, or Establishment: U.S. Department of the Interior

a. First Subdivision

b. Second Subdivision

c. Third Subdivision

d. Fourth Subdivision

e. Fifth Subdivision

Signature of Employee *(optional)*

19. Employee Review-This is an accurate description of the major duties and responsibilities of my position.

20. **Supervisory Certification.** *I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.*

a. Typed Name and Title of Immediate Supervisor

Signature | Date

b. Typed Name and Title of Higher-Level Supervisor or Manager *(optional)*

Signature | Date

21. **Classification/Job Grading Certification.** *I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.*

Typed Name and Title of Official Taking Action: Linda Erwin
Chief, Classification & Pay Policy

Signature | Date: 4/28/10

22. Position Classification Standards Used in Classifying/Grading Position

OPM JFS for Administrative Work in the Inspection, Investigation, Enforcement, & Compliance Group; 1801, General Inspection,

Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.

23. Position Review	Initials	Date	Initials	Date	Initials	Date	Initials	Date	Initials	Date
a. Employee *(optional)*										
b. Supervisor										
c. Classifier										

24. Remarks

Developmental position GL-07/09. Full performance level is GL-09.

25. Description of Major Duties and Responsibilities *(See Attached)*

Standard Position Description

Land Management Law Enforcement Officer
GL-1801-07

STATEMENT OF DIFFERENCE

This position was established at less than the full performance level for recruitment and training purposes. Upon successful completion of training, demonstrated ability to perform duties at the higher level, and possible audit verification of the level of work performed, the incumbent may be promoted without further competition to the next higher level. The full performance level (FPL) of this position is GL-1801-09.

The duties and responsibilities of this position are identical to those found at the next higher level, GL-1801-09. However, the incumbent receives closer supervision which affects the guidance received, scope and effect of work performed, and nature and purpose of contacts on a daily basis.

Position Classification Evaluation Adjustments:

Factor 2 – Supervisory Controls – Level 2-2, 125 points
Factor 3 – Guidelines – Level 3-2, 125 points
Factor 5 – Scope and Effect – Level 5-2, 75 points
Factor 6 – Nature of Contacts – Level 6-2 (& 7-A), 45 points
Factor 7 – Purpose of Contacts – Level 7-A

TOTAL POINTS: 1570
GRADE CONVERSION: GL-07

POSITION DESCRIPTION *(Please Read Instructions on the Back)*

1. Agency Position No.: DI18019

2. Reason for Submission: ☐ Redescription ☐ Reestablishment ☑ New ☐ Other
Explanation *(Show any positions replaced)*

3. Service: ☑ Hdqtrs ☐ Field

4. Employing Office Location:

5. Duty Station:

6. OPM Certification No.:

7. Fair Labor Standards Act: ☐ Exempt ☐ Nonexempt

8. Financial Statements Required: ☐ Executive Personnel Financial Disclosure ☐ Employment and Financial Interest

9. Subject to IA Action: ☑ Yes ☐ No

10. Position Status: ☑ Competitive ☐ Excepted *(Specify in Remarks)* ☐ SES (Gen.) ☐ SES (CF)

11. Position Is: ☐ Supervisory ☐ Managerial ☑ Neither

12. Sensitivity: ☐ 1–Non-Sensitive ☐ 3–Critical ☐ 2–Noncritical Sensitive ☐ 4–Special Sensitive

13. Competitive Level Code:

14. Agency Use:

15. Classified/Graded by	Official Title of Position	Pay Plan	Occupational Code	Grade	Initials	Date
a. Office of Personnel Management						
b. Department, Agency or Establishment	Land Mgmt. Law Enforcement Officer	GL	1801	09	TS	4/28/10
c. Second Level Review						
d. First Level Review						
e. Recommended by Supervisor or Initiating Office						

Department of the Interior, FLERT Specialist
This PD has been approved as follows under 5 USC 8336(c) and 8412(d)
____ Firefighter __X__ Law Enforcement
__X__ Primary ____ Secondary/Administrative ____ Sec/Supvy
Approval Date: August 25, 2011

16. Organizational Title of Position *(if different from official title)*:

17. Name of Employee *(if vacant, specify)*:

18. Department, Agency, or Establishment: U.S. Department of the Interior

a. First Subdivision:

b. Second Subdivision:

c. Third Subdivision:

d. Fourth Subdivision:

e. Fifth Subdivision:

19. Employee Review-This is an accurate description of the major duties and responsibilities of my position.
Signature of Employee *(optional)*:

20. **Supervisory Certification.** *I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.*

a. Typed Name and Title of Immediate Supervisor:
Signature: Date:

b. Typed Name and Title of Higher-Level Supervisor or Manager *(optional)*:
Signature: Date:

21. **Classification/Job Grading Certification.** *I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.*
Typed Name and Title of Official Taking Action: Linda Erwin, Chief, Classification & Pay Policy
Signature: Date: 4/28/10

22. Position Classification Standards Used in Classifying/Grading Position:
OPM JFS for Administrative Work in the Inspection, Investigation, Enforcement, & Compliance Group; 1801, General Inspection,

Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.

23. Position Review	Initials	Date	Initials	Date	Initials	Date	Initials	Date	Initials	Date
a. Employee *(optional)*										
b. Supervisor										
c. Classifier										

24. Remarks: Full performance level

25. Description of Major Duties and Responsibilities *(See Attached)*

Standard Position Description

Land Management Law Enforcement Officer
GL-1801-09

Introduction

This position is established in the Department of the Interior to be utilized by uniform law enforcement programs within the Bureau of Land Management, Fish and Wildlife Service, and the National Park Service.

The primary purpose of this position is to serve as a Commissioned Law Enforcement Officer (Park Ranger, Ranger, or Refuge Officer) responsible for performing law enforcement duties including investigation, apprehension, arrest, detention, or prosecution of persons violating applicable laws, rules, and regulations enacted to protect and provide for the safe use of lands managed by the Department. Other duties include the detection of violations of applicable laws, rules, and regulations; and the prevention of violations through public education.

The incumbent is required to maintain the appropriate (full authority) Federal Land Management Law Enforcement Commission as designated by the Bureau. The position is subject to pre-employment drug screening and compliance with physical fitness and medical requirements and satisfactory results on a pre-employment Single Scope Background Investigation.

The uniformed officers of the Department are often the primary, and perhaps the only, points of contact with the visiting public. As such, these employees play an important role in communicating and educating the visiting public on a wide variety of matters dealing with America's public lands and public lands policy. These duties are considered an integral part of a comprehensive law enforcement program that fosters voluntary compliance with laws, regulations, and policy through understanding, education, engineering, and community involvement.

Major Duties and Responsibilities – (must be more than 51%)

The incumbent serves as a commissioned law enforcement officer performing law enforcement duties. These duties include but are not limited to investigating, apprehending, detaining, arresting, or prosecuting and/or include: detection, issuing citations; transporting prisoners to detention facilities, and prosecuting violators of a variety of law enforcement laws, rules, and regulations that have been enacted to insure the protection and safe use of Bureau facilities and resources.

Investigates the occurrence of criminal activities such as homicide; rape; assault; burglary; robbery; fraud; domestic violence; child abuse; vehicle theft; public intoxication; unlawful demonstrations; terrorist activities; arson; breaking and entering; vandalism; pollution of the air and water; destruction of property; illegal hunting of waterfowl; illegal use of aircraft for hunting, possession, use; wildland arson; livestock trespass; archeological resource protection; plant and wildlife poaching; timber theft; illegal use of weapons; illegal commercial or sport fishing or crabbing; trapping or hunting without permits or exceeding catch limits; environmental crimes

such as illegal toxic waste disposal, hazardous materials violations, pollution of waterways or lands; vandalism or depredation of ancient or historical structures or gravesites; theft of ancient artifacts or paleontological resources; destruction or theft of rare or endangered plant or animal life; marijuana cultivation, drug lab operations, or drug distribution; illegal firearms possession or transactions; boundary encroachments or trespass; illegal mining or mineral theft; or offenses of criminal laws and regulations of the United States that apply to Departmental lands and responsibilities.

Conducts investigations that involve locating, securing and protecting crime scenes; collecting and/or seizing evidence, including correspondence, maps, historical information, exhibits, and photographs; then preserving and protecting it, and properly disposing of it upon completion of cases. Issues citations and files criminal complaints; prepares U.S. District Court Violation Notices for submission to the Central Violations Bureau. In addition, the incumbent may be charged with controlling vehicular and boating traffic and investigating traffic/boating offenses and accidents involving operating under the influence of alcohol or drugs, fatalities, injuries, or property damage. Testifies and presents evidence to grand juries in cases involving felony violations. Applies for and executes search and arrest warrants.

Secondary Duties and Responsibilities

Recommends sentence, e.g., fines, probation, time in custody, administrative action, and monetary restitution to the government or reclamation of damage to the court. As authority dictates, serves as a technical specialist for the prosecution of cases in U.S. Magistrate Court, State and local courts. Requests and presents justification for arrest warrants for defendants who fail to appear in court.

Participates in ground and air surveillance that may involve flying as a passenger in an aircraft to identify suspects and illegal activity. Must work with other law enforcement agencies and Special Agents to complete special details and investigations.

Familiarizes other law enforcement personnel with Federal and State laws governing management of natural resources, and designs and provides training in law enforcement skills, techniques, and practices to prevent and/or detect illegal activities.

Establishes contact with, and informs public land users of, proper procedures, laws and regulations to gain compliance. Enforces use restrictions, ensures compliance of laws and regulations, and documents findings.

Develops, executes, and evaluates local law enforcement programs, operational plans, practices, and procedures, incorporating resource management objectives and concerns; and coordinates the implementation of ongoing, new, or changed policies and plans. Conducts analyses to assess the existing level and type of resources devoted to the program, including the development and compilation of evaluation reports with recommendations on improvements, and devises solutions to specific problems that interrelate with important issues such as visitor use and safety. The incumbent provides advice and guidance to Bureau supervisors and employees on law enforcement/land management protection issues, including assessments as to the potential impact of potential or proposed activities on the law enforcement program.

Plans and manages special events involving large gatherings requiring specialized law enforcements needs.

Directs and/or participates as a member of search and rescue teams. Directs and/or participates as a member of structural and/or wildland fire suppression teams. Provides and/or obtains first aid /emergency medical assistance. The incumbent must operate motor vehicles including special purpose law enforcement vehicles. May operate watercraft.

Oversees fee collection activities; conducts fire, health and safety inspections; provides security or otherwise participate in wild land firefighting efforts; or assists in law enforcement activities at other locations.

Prepares and makes interpretive presentations to visitors to explain Bureau mission and law enforcement issues and to encourage voluntary support of natural resource protection.

Special Requirements

Incumbent must safely utilize firearms, non-lethal weapons, and defensive tactics in the conduct of daily activities. Operate motor vehicles, or special purpose law enforcement vehicles of various types including four-wheel drives, all terrain vehicles, motorcycles, and small watercraft. Must have and maintain a valid motor vehicle operator's license.

This position has been identified as Critical-Sensitive. Incumbent must maintain a favorable single scope background investigation.

This position is a drug-testing designated position.

Incumbent must meet the Department of the Interior medical and physical fitness standards for this position.

Position is for young and physically vigorous individuals and is subject to the maximum entry age restrictions.

Incumbent must successfully complete the Land Management Police Training (LMPT) at the Federal Law Enforcement Training Center (or equivalent). Incumbent must successfully complete 40 hours of in-service training annually.

Incumbent must maintain a delegation of law enforcement authority.

Factor 1 – Knowledge Required by the Position - Level 1-6, 950 points

To perform the resource and visitor protection, education, and public use management work of the position and to carry out emergency operations and continuing agency operations, the incumbent must have the following knowledge, skills, and abilities:

Substantial knowledge and skills in the full range of advanced law enforcement techniques and procedures: including patrol operations, law enforcement, and criminal investigations.

Knowledge of Federal, State and local laws, regulations, relevant court decisions that relate to the management of public lands and their natural, cultural, and human resources. Ability to plan and implement law enforcement programs, take necessary actions to detect, prevent, and/or curtail illegal and prohibited activities of a potentially destructive nature to agency lands and their resources.

Knowledge of ecosystem practices for recognition of resource damage violations. Knowledge of the jurisdictional responsibilities of the agency as it relates to the responsibilities of other Federal, State and local agencies.

Knowledge of the laws, rules, and regulations of the other agencies when participating in and/or coordinating with law enforcement activities carried out by those agencies.

Knowledge of legal principles and concepts sufficient to determine what constitutes a crime or violation as defined in Federal and State statutes.

Knowledge of investigative principals and techniques sufficient to perform investigations, identify methods and patterns of criminal operations, use available sources of information, interviewing and interrogation techniques.

Knowledge of the kinds of evidence required to prove that a violation has occurred.

Knowledge of the rules of evidence and methods used to maintain the evidence chain of custody (e.g., Federal Rules of Criminal Procedure). Knowledge of the elements needed to establish probable cause and reasonable suspicion to conduct searches and make arrests and seizures under the various laws and regulations enforced. Ability to make arrests, perform detention and apprehension.

Knowledge of civil law and procedures that protect the Government from litigation and/or recovery of Government monies, property and/or costs (i.e. timber trespass restitution, fire suppression, recovery costs, civil claims, etc.).

Knowledge of and efficiency in the use of firearms, non-lethal weapons, self-defense techniques, prisoner control methods, electronic surveillance, intrusion detection devices, and two-way radios.

Knowledge, skills, and certification in providing cardiopulmonary resuscitation and first aid or emergency medical services (EMS) sufficient to perform duties assigned to provide those services in a visitor use management program. Knowledge of search and rescue (SAR) activities, techniques and procedures including the organization, theory, planning, and operation of various types of land, sea, lake, river, wilderness mountain, and urban searches or rescues as required.

Knowledge of the incident command system (ICS) and knowledge of and skills in carrying out the range of duties involved on all-risk operations teams for such incidents as natural disasters, search and rescue operations, specialized law enforcement operations, and wild land and structural fire fighting.

Substantial knowledge of standard resource management practices, methods, and techniques to: identify resource protection conditions, concerns, and priorities; assess related impacts on ecosystem management; assist in the development, modification, administration, and implementation of enforcement activities that are appropriate on agency lands. This includes performance of work under multiple-use guidelines relative to the evaluation and protection of a wide variety of resource values on public lands. Comprehensive knowledge and understanding of the individual and collective natural resources (and their inter-relationships) constituting the ecosystem, including basic knowledge of the underlying scientific disciplines, and the specific techniques to successfully interpret the resources to visitors and others.

Ability to communicate orally and in writing to a variety of audiences including agency employees, the public, and other agencies. Skills in working and dealing with people and in establishing and maintaining close working relationships with other agencies and other law enforcement authorities in neighboring jurisdictions. Skill to communicate and interact with others in a professional manner to garner support for law enforcement program objectives from client groups including Federal, State, and local law enforcement officials, Congressional office representatives, property owners, and commercial and environmental interest groups. Ability to serve as the Bureau law enforcement representative in criminal or civil matters before the Court.

Knowledge of common computer equipment and applications with the ability to utilize software including word processing and applications specific to the duties of the position.

Knowledge of instructional methods and techniques to develop training materials and to plan and provide situational and classroom training to agency personnel engaged in law enforcement on an ongoing, collateral, or seasonal basis.

Must successfully complete approved law enforcement training and obtain a commission. Must successfully complete 40 hours of Bureau approved, in-service training to maintain skills and proficiency in defensive equipment, tactics, and firearms.

Factor 2 – Supervisory Controls – Level 2-3, 275 points

The incumbent has or will successfully complete basic career training, maintains appropriate certifications, and is fully competent in independently carrying out all aspects of the work involved in the position.

The incumbent receives supervision from a supervisory law enforcement officer or management official trained in law enforcement supervision. The supervisor defines program objectives, assigns work (both continuing and special assignments), sets broad priorities and critical deadlines, and the overall nature of expected results. The incumbent uses their own judgment in setting work priorities within those parameters. The incumbent determines what work needs to be done, plans the work, initiates criminal investigations, resolves most problems as they arise, and coordinates with others as may be required by specific situations encountered. The incumbent interprets and applies laws, rules, regulations, and policies applicable to the work.

Typically, the incumbent works independently in carrying out day-to-day law enforcement duties and responsibilities. Work is accomplished with minimal supervision. The supervisor provides advice on aspects of the job not having precedents, or having special considerations such as

engendering significant controversy. The incumbent may request advice or assistance if they encounter unusual situations not previously encountered or not covered by an established precedent.

The incumbent keeps the supervisor generally informed about the work performed and about significant problems and issues which arise. They also provide information and suggest solutions to enforcement matters of a sensitive nature, to potentially controversial situations, and to conditions warranting departure from established policies.

The work is reviewed by the supervisor on an overall basis for technical accuracy and consistency, adherence to regulatory guidelines, effectiveness in meeting goals and objectives, correlation with related activities, programs, and objectives, and effective practical judgment as they apply to resource protection, resource education, and overall visitor use management programs.

Factor 3 – Guidelines – Level 3-3, 275 points

Guidelines pertinent to the work of the incumbent include those pertaining to resource and visitor protection, interpretation, and safety programs; to the various all-risk and emergency activities in which incumbents are involved; and to other agency operations in general. For program management duties, incumbent uses guidelines that are generally applicable but may not be specific to onsite conditions or problems. The incumbent selects from alternative methods or approaches that appear to be appropriate to the situation at hand, and makes or recommends compromises required to meet objectives. Completed work is reviewed for overall adequacy, consistency, and correlation with related activities, programs, and objectives.

Guidelines include Departmental and agency policies and procedures; Federal, State and local laws and regulations; Federal criminal procedure, agency rules and regulations; Departmental and agency policy statements, orders, manuals, handbooks, and guidelines; and agency plans, texts and publications.

Because of the nature of the incumbent's continuing assignments relating particularly to law enforcement activities, the incumbent cannot refer to the guidelines rapidly in each situation which may be encountered. Additionally, the guidelines have gaps in specificity with regard to what may need to be done in the light of the full circumstances involved in various situations. Accordingly, the incumbent must use judgment in interpreting the guidelines and in adapting and applying them, and, as may be necessary, deviating from them to meet unusual or emergency situations which occur. The incumbent analyzes the results of such adaptations and recommends changes in established methods and procedures.

Factor 4 – Complexity – Level 4-3, 150 points

The work of this position contributes to the overall mission of the agency. The complexity of this position is reflected in its wide-ranging duties and in the need for the incumbent to have and make use of a wide variety of substantive knowledge, skills, and abilities relating to protecting agency resources while providing for their use and enjoyment. More specifically, the work of the incumbent includes different duties requiring the use of different and unrelated knowledge, methods, techniques, and procedures. The incumbent performs specialized law enforcement

duties involving the use of specialized techniques and procedures. In addition, the incumbent serves as an educator in interpreting, explaining, and motivating interest in the agency's resources; is heavily involved in resource conservation work; leads and carries out search and rescue operations; leads and participates in firefighting operations; provides emergency medical services; and performs special assignments relating to many aspects of agency operations and the public use management program.

The incumbent uses a variety of established law enforcement procedures and methods (e.g., patrol, surveillance, interviews, interrogations, vehicle searches, record checks, issuance of citations, preparation of written reports and court testimony) in the course of identifying, investigating, apprehending, and aiding in the prosecution governing the public use of agency lands and resources. Enforcement and investigative duties involve a wide range of federal criminal law offenses which range from misdemeanors to felonies. Work is complicated by such factors as conflicting criminal, civil, and administrative rulings; the complexity of natural resource laws, the nature and extent of violators' methods of operation; the nature and extent of impacted activities, difficulty in establishing the interrelationships of facts or evidence; and sometimes poorly established or understood agency land boundaries.

Work assignments involve carrying out the law enforcement program, coordinating the work with other management programs, and coordinating activities with other Federal, State, and local law enforcement agencies. The work involves applying law enforcement procedures quickly and accurately, investigating a variety of criminal activities and violations, questioning suspects, taking sworn statements, evaluating information, and deciding on the best course of action as each situation develops. The incumbent independently plans and conducts investigative assignments on cases where information may be readily available; where there are exchanges of factual information with other law enforcement agencies; and where the assignments may be complicated by changing conditions or situations where there is a degree of difficulty in establishing facts. The incumbent must identify and analyze the conditions pertinent to each case and discern interrelationships with other cases, known suspects, interest on the part of other law enforcement agencies, and priorities for case resolution within the local workload. The incumbent uses established procedures and methods on most cases, however, requirements of individual assignments may alter established operating procedures.

The incumbent cannot depend on immediate assistance when faced with complex and hazardous situations. Many field duties are performed under stressful conditions requiring quick decision making. The incumbent must choose the appropriate course of action in particular situations based on independent analysis of the situations and of the numerous variables which define the situations.

In performing prevention and detection duties and making the necessary corrective decisions (warning, citing, apprehending), the incumbent will deal with persons known or suspected to be hostile and potentially dangerous. Situations may involve emotionally unstable, agitated, or alcohol / drug influenced persons. Each situation must be carefully assessed before an appropriate action is selected and carried out.

In many situations encountered in carrying out their wide ranging, varied, and highly specialized duties, the incumbent is placed in the position of defending policies and regulations in an atmosphere of challenge, confrontation, and hostility. The incumbent must interact tactfully and

effectively with a broad range of public, some of which are hostile or uncooperative, in identifying and carrying out difficult compliance and/or resolving enforcement problems on agency lands.

Incumbents apply many methods of interpreting and educating the public about the significance and rarity of the agency's resources; take and recommend a wide variety of actions relative to agency resource conservation and resource management; and undertake resource protection and law enforcement measures necessary to protect agency resources.

The incumbent must be able to recognize incidents and independently assess the conditions and variables including their severity and impact on ecosystem management. The incumbent makes on-the-spot decisions, which may vary according to the nature of perceived threats and individual circumstances, in selecting the best course of action from among the various alternative approaches, methods, and techniques available for achieving the three-tiered objectives of resource protection, resource education, and effective public use management.

Factor 5 – Scope and Effect – Level 5-3, 150 points

This position protects agency resources and the public through preventive and reactive law enforcement activities performed by the incumbent in office and field settings. Law enforcement work involves the investigation of criminal activity and the apprehension of persons suspected of committing criminal violations of laws, regulations or rules relating to resource protection and public safety, and the development of case information sufficient to charge, try and convict suspects. In such cases, the incumbent's activities have an impact on the economic well-being and freedom of individuals.

This position also provides resource education to add to the public's understanding of the agency's resources as well as to help prevent the deterioration, destruction, loss, and theft of those resources.

The work includes preparing for and carrying out activities involved in responding to various types of emergency situations by providing emergency medical services in cases of illness and injury, and by leading or participating in all-risk operations teams in such incidents as search and rescue operations, wild land and structural fires, special law enforcement operations, and natural disasters.

The results of the incumbent's activities protect and enhance agency resources and the public, and contribute to the public's understanding and informed use of the agency's resources and facilities.

Factor 6 – Nature of Contacts – Level 6-3 (& 7-B), 110 points

The incumbent has daily contact with co-workers and other agency counterparts at various organizational levels, agency lands' neighbors, concessionaires and contractors, and visitors. Contacts often occur on a non-routine basis and may take place in a wide variety of settings in both the office and the field.

The incumbent must work successfully with a broad spectrum of the public. Contacts can be made with the public as agency lands users, victims, complainants, witnesses, and suspects. The

incumbent is often the first-line contact with the public, and they must be able to present the purpose of the agency lands from both a resources and law enforcement perspective. Persons contacted may be extremely emotional, hostile, belligerent, antagonistic, or dangerous.

With respect to visitors and agency lands' neighbors, the incumbent's contacts represent a cross-section of the nation and many other countries of the world. They are of all ages and are from all social, ethnic, and economic groupings. Most visitors and agency lands' neighbors can be expected to be law-abiding citizens; however, they also include individuals who violate laws, rules, and regulations of the agency. Some individuals may have a history of previous convictions for serious criminal offenses.

The incumbent's contacts may frequently include representatives of special interest groups, media representatives, attorneys, judges, and personnel from other Federal, State, and local government, law enforcement and emergency services. Contacts may include VIPs and visiting dignitaries while providing security and personal protection.

Factor 7 – Purpose of Contacts – Level 7-B

Contacts with the public are to inform and enhance the understanding of visitors and land users of the cultural and natural resources on agency lands, to inform the public of the laws, regulations, and rules protecting those resources, and to obtain or enforce compliance with the laws and regulations governing the use of agency lands.

In active law enforcement situations, the purpose of contacts are to influence and control persons or groups, and to conduct interviews and interrogations during the investigation and apprehension of persons suspected of criminal activity or violations.

Contacts with co-workers are to exchange information and to plan and coordinate work activities. Work assignments with co-workers and other collaborators (including Federal, State, and local law enforcement agencies) may occasionally require special efforts to reconcile different viewpoints and demands.

The purpose of contacts with private organizations, groups, and individuals is to exchange information and to stimulate active support of law enforcement programs and activities.

Factor 8. Physical Demands – Level 8-3, 50 points

Duties involve performing physically rigorous assignments, oftentimes in isolated outdoor environments, frequently while exposed to severe weather conditions. Working conditions may be dangerous, and pose the potential risk of loss of life or serious injury to the Incumbent. Dangerous persons, many of whom are known to be combative and carry weapons, must be physically confronted, subdued, and apprehended, sometimes with no backup, far from assistance or help. Prisoners must be kept under physical restraint during transport and processing.

Incumbent must be capable of engaging in maximum physical exertion without warning, pursuing perpetrators on foot, or responding to life threatening emergencies. Incumbent must possess sufficient aerobic capacity and muscular strength to subdue perpetrators or participate in sustained emergency or rescue efforts.

Criminal investigations often must be conducted without regard to fixed work schedules, days off, or opportunities for proper rest or nutrition. Long hours conducting surveillance, investigations, apprehension, transport of prisoners, etc. are required of the Incumbent. Carrying heavy objects and traversing long distances over difficult or hazardous terrain in extreme weather conditions are normal requirements for the position.

Incumbent is required to participate in the assigned Bureau's mandatory physical fitness program that equips the incumbent to perform all physical aspects of the position. The requirement to maintain a minimum level of physical fitness is a condition of employment and Incumbent will be required to demonstrate his/her physical qualifications on a regular recurring basis.

There is a high-stress component to much of the incumbent's work assignment.

Factor 9. Work Environment – Level 9-3, 50 points

While some work may be performed in an office setting, most of the work is performed outdoors in all kinds of weather and climatic conditions. The work is performed at various hours of the day and night and for prolonged periods during emergency situations. Long periods of surveillance work may be required in cramped or unpleasant locations and under unpleasant conditions during investigations.

The incumbent is frequently exposed to high-risk and potentially dangerous situations in law enforcement and emergency types of situations requiring use of a wide-range of personal protective gear (some of which may be uncomfortable, hot, or inconvenient to wear), adherence to specific safety procedures, and other precautions.

Incumbent is required to operate motor vehicles of various types, may be required to fly in small fixed-wing or rotary-wing aircraft, and may be required to operate and/or ride in/on snowmobiles, and various sizes of watercraft.

TOTAL POINTS: 2010
GRADE CONVERSION: GL-09