

STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION

SPECIAL INVESTIGATIVE WARDEN

I. INTRODUCTION

A. Purpose of This Classification Specification

This classification specification is the basic authority under ER 2.04, Wis. Admin Code, for making classification decisions relative to present and future Investigative Warden positions found in the Department of Natural Resources (DNR). This classification specification is not intended to identify every duty which may be assigned to positions allocated to this classification series but is intended to serve as a framework for classification decision making in this occupational area.

Classification decisions must be based on the “best fit” of the duties within the existing classification structure. The “best fit” is determined by the majority (i.e., more than 50%) of the work assigned to and performed by the position when compared to the class concepts and definition of this specification or through other methods of position analysis. Position analysis defines the nature and character of the work through the use of any or all of the following: definition statements; listing of areas of specialization; representative examples of work performed; allocation patterns of representative positions; job evaluation guide charts, standards or factors; statements of inclusion and exclusion; license or certification requirements; and other such information necessary to facilitate the assignment of positions to the appropriate classification.

B. Inclusions

Positions allocated to this classification are responsible for planning, directing, controlling and conducting investigations into potential criminal or complex civil violations of state environmental protection or state natural resources laws (in particular those associated with commercial activities) for a majority (greater than 50%) of the time.

C. Exclusions

Excluded from this classification are the following types of positions:

1. Supervisory, managerial, or confidential positions as defined in s. 111.81(19), (13), and (7), Wis. Stats., as interpreted and administered by the Wisconsin Employment Relations Commission;
2. Law enforcement positions found in other state agencies;
3. Positions within the DNR that have law enforcement credentials but do not perform the full range of resource and environmental law enforcement activities and do not have the law enforcement authority outside of DNR lands for a majority (greater than 50%) of the time;
4. Positions functioning as Safety Specialist Wardens, for which the majority of duties reflect responsibilities of directing a recreational safety education program with an assigned district;

5. Positions functioning as Conservation Wardens which may assist in covert and overt investigations and/or may be assigned a covert or overt investigation but these activities are not performed the majority of time or as an on-going assignment;
6. All other positions that are more appropriately identified by other classification specifications.

D. Entrance into this Classification

Employees enter this classification by competition.

II. DEFINITIONS

Positions within this classification perform investigatory law enforcement duties related potential criminal or civil violations of environmental or natural resource law. Positions classified within this decision are assigned duties, for a majority of the time, that consist of: Conducting and coordinating investigation of criminal and complex civil violations of natural resources and environmental protection laws; investigating complaints; Interviewing witnesses and suspects and conducting interrogations as appropriate; deploying and maintaining electronic surveillance and tracking equipment; drafting affidavits; obtaining and serving subpoenas; obtaining and executing search warrants and arresting and seizing (equipment or material) with or without warrants; and will develop detailed reports, preserve evidence and assist in the prosecution of individuals, municipalities, corporations, businesses and commercial organizations through the judicial system.

Positions may, for less than a majority of the time (i.e., less than 50%), maintain an effective communications and public relations program; initiate and assist in the program development of natural resources and environmental protection laws by staff; and train conservation warden (field wardens), other enforcement personnel, environmental staff, DNR environmental standards personnel and other government agencies in identifying and handling violations.

Positions may act as investigatory leads for assigned investigations and interface regularly with Chief Executive Officers of multi-state/national corporations, high ranking municipal officials, Assistant Attorney General, state inspectors and other departments; work with other local, state, federal, international agencies and county and municipal attorneys.

Positions will interact and conduct joint investigations with supervisors and agents of the United States Fish & Wildlife Service, United States Environmental Protection Agency, Federal Bureau of Investigation, Internal Revenue Service, Wisconsin Division of Criminal Investigation, Wisconsin Department of Revenue and regulatory officials within other states and Canada when appropriate.

III. QUALIFICATIONS

The qualifications required for these positions will be determined at the time of recruitment. Such determinations will be made based on an analysis of the goals and worker activities performed, and by an identification of the education, training, work, or other life experience which would provide reasonable assurance that the knowledge and skills required upon appointment have been acquired.

IV. ADMINISTRATIVE INFORMATION

This classification was created January 22, 1995, in bulletin CC/SC-36 as a result of the implementation of the Law Enforcement Survey. This classification's creation coincided with the abolishment of the Conservation Warden 1, 2, 3 & 4.

This classification specification was modified effective May 1, 2016 and announced in Bulletin DPM-0423-CC/SC to update the language and format of the specification to reflect current practices, update and add inclusion and exclusion language. The classification specification was also revised and expanded to include positions formerly classified as Environmental Wardens as the knowledge, skills and abilities required and changes in business needs now reflected minimal differences between the classifications.

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