



DISTRICT GAME WARDEN

SCOPE OF WORK:

Work involves providing a variety of services to the recreating public who use public and private areas of North Dakota for leisure activities. Game Wardens enforce state and federal laws, rules, and regulations while performing all duties as listed in the North Dakota Century Code 20.1-02-15. The individuals in these positions are stationed throughout the state in one of four districts and generally patrol the district alone.

DUTIES PERFORMED AT ALL LEVELS:

- Interpret and apply legal knowledge and constitutional law while enforcing state and federal wildlife safety and criminal laws, rules, and regulations.
- Enforce federal and state wildlife and criminal laws by stopping violators; issuing warnings and citations; conducting field sobriety and blood alcohol tests; detaining, arresting, transporting, and booking suspects; and assisting other law enforcement agencies when requested.
- Conduct license and permit checks; enforce the requirements for resident and non-resident hunting, fishing and commercial licensing.
- Conduct boat safety inspections to verify equipment, proper licensing, registration, and safety equipment.
- Conduct inspections of commercial wildlife businesses such as bait vendors, taxidermists, shooting preserves, guides, outfitters, and boat rentals.
- Respond to and investigate all reports of violations of wildlife laws, wildlife diseases, and situations that may put the public at risk.
- Gather, preserve, and maintain evidence.
- Assess needs and request situation specific agency assistance when encountering vehicle, boat, aircraft, and recreational vehicle accidents.
- Apprehend individuals utilizing wildlife areas for the transport of drugs, contraband, and other criminal activities.
- Utilize computers to access information from various databases such as drivers' license, National Criminal Information Center (NCIC), wildlife violator compact files, vehicle registration, and departmental files; correspond with other game wardens, State Radio, and other law enforcement personnel; complete department computerized data reporting.
- Participate in the prosecution of offenders; respond to inquiries by attorneys, prepare courtroom testimony and testify in court and at administrative hearings.
- Prevent wildlife crimes, loss of life, personal injury, and property destruction through patrol, boat patrol, education, and public safety promotion activities.

- Complete written reports on all incidents, arrests, accidents, investigations, assists, and daily activities; reports may be subject to review by supervisors, citizens, insurance adjusters, attorneys, and judges.
- Engage in community and media relations and liaison work in assigned community; promote hunter safety and safe boating education through presentations and involvement with schools, civic groups, and safety committees.
- Represent the Game & Fish Department at school functions, Sportsmen Club meetings, and public forums as requested.
- Support federal, state, and local law enforcement operations and other divisions of the department.

NOTE: The duties listed are not intended to be all-inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.

GAME WARDEN I

6011

GRADE J

LEVEL DEFINITION:

Work at this level is considered a training level. Individuals in these positions must meet ND POST Board requirements for licensing including attending the North Dakota Law Enforcement Academy as required. Individuals must attend the Field Training Program. Individuals are then assigned to a district and receive extensive supervision.

ADDITIONAL DUTIES PERFORMED AT THIS LEVEL:

- None

MINIMUM QUALIFICATIONS:

Requires a bachelor's degree and licensure as a North Dakota Peace Officer or eligibility for licensure. The hiring authority, at the time of recruitment, may specify additional qualifications.

GAME WARDEN II

6012

GRADE L

LEVEL DEFINITION:

Work at this level is considered a fully qualified working level. Individuals in these positions are required to function independently. Duties are performed with minimal direct supervision.

ADDITIONAL DUTIES PERFORMED AT THIS LEVEL:

- Act as the initial on-scene coordinator for boat accidents; analyze crash scenes utilizing a variety of equipment/devices, eyewitness statements, and other means necessary to reconstruct the crash and determine the cause.
- Participate in the training of District Game Wardens and other law enforcement personnel at the Law Enforcement Academy.
- May complete training and assume one or more additional duty specialties: Armorer (weaponry), Firearms Instructor, Department Aircraft Pilot, Field Training Officer, Physical Fitness Coordinator, Use of Force Instructor, and Specialized Equipment Trainers (ATV, Personal Watercraft, etc).

MINIMUM QUALIFICATIONS:

Requires successful completion of the probationary period, which may take up to a year that includes the following: meet requirements for and obtain a North Dakota Peace Officer license, successful completion of the Field Training Program, and satisfactorily complete an initial assignment of a district work station.

Eff. Date: 11/84

Rev: 03/00 – Word Processing conversion

Rev: 08/01 – Updated and separated game warden classes from supervisor (6013) as a series; reviewed factors and grades

Rev: 07/12 – Conversion to Hay System

Rev: 12/14 – Revised minimum qualifications for both levels.

Rev: 05/17 – Revised 1st level scope of work and 2nd level minimum qualifications.