

**Department of Natural Resources**  
**Bureau of Law Enforcement**  
**Investigative Warden**

**POSITION SUMMARY**

This is a Bureau of Law Enforcement position responsible for conducting and coordinating investigations of complex civil and criminal violations of environmental and resource management laws; including responsibility for initiating and assisting in the development of environmental law and resource management investigations that are presented by other department staff. The position works closely with central office staff, regional law enforcement staff, environmental staff, resource management staff, and Conservation Wardens.

As a Case Manager, the investigator directs and conducts investigations, evaluates evidence and, when appropriate, recommends referrals to the Wisconsin Attorney General's office, the United States Attorney's office or various District Attorneys' offices for prosecution. This position's responsibilities also include information analysis and problem identification/solving. The position assists in the investigative training for Conservation Wardens, Environmental Enforcement and other Wisconsin Department of Natural Resources (WDNR) personnel. The position coordinates training between the environmental, resource management and law enforcement staff to further the understanding of the various functional responsibilities. Although this position primarily conducts environmental and resource management investigations in the assigned area of responsibility, the investigator also responds to other regions of the state to conduct (or assist) in investigations requiring the specialized expertise and skills of this position. The Investigator is the lead position in forming teams of departmental personnel who will investigate specific environmental and/or resource management violations.

**Time %**

**GOALS AND WORKER ACTIVITIES**

**60%**

**Investigation and management of complex civil and criminal environmental and resource management cases.**

Develop an investigative plan for alleged violation(s) and determine staffing necessary to carry out the investigation. The Investigator may work independently or as part of a team to achieve completed investigations based upon the needs of the case.

Plan and conduct interviews of suspects, witnesses and complainants to gather evidence for the purpose of determining whether a civil or criminal violation has been committed and proving the elements of the offense.

Plan and conduct interrogations of suspects and defendants to obtain information and evidence for the purpose of determining whether the suspect and/or defendant committed a civil or criminal violation.

Develop and utilize sources of information such as utility companies, school officials, citizen witnesses, individuals in the financial community, government officials, and other informants to obtain evidence to determine that a civil or criminal violation has been committed; use analytical investigation techniques to evaluate data and evidence.

Plan and conduct searches and inspections of places and persons to obtain evidence of a civil or criminal violation.

Collect, protect, and preserve physical evidence to ensure the admissibility of the evidence in court proceedings. Coordinate sample analysis needs with the State of Lab of Hygiene and the State Crime Lab.

Prepare and/or obtain complaints for arrest warrants, search warrants and inspection warrants.

Plan and serve all warrants within the limitations of the warrant and current inspection authority and/or criminal case law and policy. This includes consideration of location and method of entry, potential for use of physical force, time of search, how to secure area to prevent destruction of evidence.

Plan and conduct surveillance of suspects to obtain evidence of civil or criminal violations. This includes surveillance of moving vehicles, observing buildings, and the use of specialized surveillance equipment such as GPS, video and still cameras, night scopes and surveillance vans with electronic audio devices, etc.

Prepare complete, detailed, and accurate narrative investigative and administrative reports according to the standards required. Investigative reports include documentation of interviews, facts relating to collection of evidence, arrests, etc.

Refer the completed case through channels to the State Attorney General's Office, U.S. Attorney's Office or local District Attorneys.

Provide consultation and make recommendations to appropriate prosecutors in support activities necessary to prosecute the case.

Appear as a witness and attest to evidence in court following law enforcement policy and rules of courtroom testimony and demeanor.

As case manager make recommendations to the appropriate Warden Captain concerning requests for law enforcement personnel needed to conduct investigations.

Supervise the collection of evidence by Conservation Wardens and technical staff (assigned to an investigation) to ensure integrity and rules of evidence.

Serve subpoenas and other legal processes as requested by the prosecutor.

Cite and arrest violators of state laws.

10%

**Communicate effectively with all internal and external Stakeholders (team members, other agencies, Department management and program staff, prosecutors, etc.)**

Displays a professional image at all times representative of the warden service.

Actively seeks out and participates in activities with other staff programs.

Develops professional law enforcement relationships with other agencies within the region.

Actively participate in other Department team meetings (i.e. law enforcement, fisheries, wildlife, customer service, waste management, waters, etc.) and embraces the One DNR philosophy.

Shares intelligence, solicits staff, and proactively generates leads and initiates cases based on information collected through communication and networking.

**5% Provide liaison with other local, state and federal law enforcement agencies and prosecutors' offices.**

Establish and maintain cooperative working relationships with local, state and federal law enforcement investigative agencies.

Conduct joint investigations and share information with various governmental agencies that have law enforcement responsibilities.

Provide technical advice, training, and assistance to local, state and federal law enforcement agencies concerning personnel safety, collection and preservation of evidence, obtaining and executing warrants, directing and controlling informants, and preparation of cases for trial including provision of expert witnesses.

Provide training to local, state and federal agencies on the discovery and recognition of environmental and resource management violations. Provide information on how to stabilize the situation until an environmental response can be made.

**5% Provide environmental para-legal interpretation and specialized enforcement guidance and training on behalf of the Bureau of Law Enforcement training officers.**

Conduct training sessions for Conservation Wardens and other Department staff on case identification, proper documentation and interviewing techniques.

Provide technical and investigative counsel upon request to Conservation Wardens and Department staff conducting preliminary environmental and resource management investigations.

Upon request, review, analyze, and evaluate Conservation Warden and other Department staff case progression and completeness to ensure program integrity. This should be conducted in conjunction with the appropriate supervisor.

Analyze investigations to determine specialized law enforcement training needs, and schedule interdisciplinary training through bureau, regional, or team staff as appropriate.

Make informal recommendations to Warden Lieutenants concerning their work plans as they relate to investigative team activities.

**5% Improvement of skills and knowledge in law enforcement and certain**

**investigative and management skills.**

Maintain personal competency by attending training on various aspects of personnel safety, pollution abatement, environmental damage, and other environmental topics related to enforcement. Attend and participate in state, regional, national and international conferences on environmental and resource management enforcement to upgrade skills and legal knowledge.

Develop and maintain proficiency in white-collar crime investigations by taking courses in advanced interviewing, report writing, documentary evidence, financial investigative techniques, analytical investigation techniques and other applicable methods.

Read and interpret state and federal statutes, administrative codes and pertinent case law, Department Manual Codes (or policies and procedures), the Department Law Enforcement Handbook, plus other legal and supervisory materials as necessary to update competency in management, supervisory, and general enforcement skills.

Participate in regularly scheduled law enforcement training at statewide and regional sessions.

Attend and maintain firearms and police defense tactics competency training.

Learn and apply law enforcement human relations skills of a plainclothes investigator to ensure positive image.

**5% Carry out special enforcement assignments as directed or requested.**

As workload permits, assist field conservation wardens during periods of high activity.

Respond to other enforcement requests for police assistance or expanded authority events.

**5% Provision of advice and counsel to the Investigative Supervisors and Deputy Chief Warden.**

Review, analyze, and evaluate environmental and resource management violations or requests for investigative assistance and make recommendations to the Investigative Supervisors and/or Deputy Chief and the Law Enforcement Management Team members for administrative handling of similar cases.

Make recommendations to the Bureau management for developing bureau policy, guidelines, and procedures.

**5% Ensure accurate submission of reports.**

Prepare monthly and annual reports on progress towards long range and strategic enforcement plans.

Prepare time reports, monthly reports, travel vouchers, and vehicle reports.

Prepare annual work and project plans to accomplish the law enforcement goals within time and budget constraints.

**KNOWLEDGE, SKILLS, AND ABILITIES**

This position requires that the applicant maintain skills and abilities to be certifiable as a law enforcement officer in the state of Wisconsin.

1. Skill in interpersonal communication including public participation and presentations.
2. Ability to effectively read and understand legal, technical and complex documents.
3. Ability to work on teams and integrating programs with multiple divisions and bureaus.
4. Ability to write clear, concise documents involving complex issues.
5. Ability to accept new ideas, embraces diverse viewpoints, listen to others and elicit their ideas in a team setting.
6. Skill in making timely, well-reasoned decisions.
7. Skill in interpreting and applying state laws, administrative rules, and case law related to resource management and environmental protection laws.
8. Skill to manage confidential information.
9. Skill in maintaining interagency relations.
10. Knowledge of search and seizure practices.
11. Skill in the use of personal computers and systems for information management and exchange.
12. Knowledge of criminal rules of evidence, search and seizure.
13. Knowledge of common law enforcement practices and their application to resource management and environmental law enforcement investigations.
14. Knowledge of natural resource management and environmental protection laws.
15. Knowledge of Wisconsin Statutes chapters 23, 26, 29, 30, 31, 160, 162, 167, 280, 281, 283, 285, 287, 289, 291, 292, 293, 295, 299, 346, and 947 along with Wisconsin Administrative code series NR 1,100, 200, 300, 400, 500, 600, 700 and 800.
16. Knowledge of department programs, policies, procedures and systems.
17. Skill to manage confidential informants.

**Special Qualification:** This position requires that the Investigator be a certified law enforcement officer by the Wisconsin Department of Justice Training and Standards Board upon completion of their first year of employment.

**Equipment Used:** Office equipment, motorized vehicles, GPS/navigation equipment, boats/boating equipment, electronic equipment/radios, firearms, monitoring and sampling devices, computers, smartphones.

### **Physical Activities/Requirements**

The following activities occur less than 25% of the time: bending at the waist, kneeling, crouching, crawling, climbing, balancing, lifting, carrying, pushing, pulling and standing. These activities occur between 50%-74% of the time: reaching, handling, fingering, sitting and walking. Talking, hearing and seeing occur more than 75% of the time and includes clarity of vision at 20 feet or more, clarity of vision at 20 inches or less and the ability to distinguish colors.

Sedentary Work (exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently) 25% - 49% over a year's time.

Light Work (exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently) less than 25% over a year's time.

Medium Work (exerting 20-50 pounds of force occasionally and/or 25-50 pounds of force frequently) less than 25% over a year's time.

Heavy Work (exerting 50-100 pounds of force occasionally and/or 25-50 pounds of force frequently) less than 25% over a year's time.

Very Heavy Work (exerting in excess of 100 pounds of force occasionally and/or in excess of 50 pounds of force frequently) less than 25% over a year's time.

### **Physical Surroundings and Hazards**

This position spends approximately 75% or more of time indoors. However, 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 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. This position is a law enforcement position and the incumbent may be exposed to high-risk, life-threatening or bodily injury situations.

### **Work Hours**

This position requires the Investigator to work office hours, but it may require the Investigator to work nighttime hours, weekends and or holidays as the needs of the investigation dictates and/or supervisor directs.