



GEORGIA

DEPARTMENT OF NATURAL RESOURCES

LAW ENFORCEMENT DIVISION

MARK WILLIAMS
COMMISSIONER

EDDIE HENDERSON
COLONEL

TO: Conservation Ranger 1 (Game Warden) Applicant
FROM: DNR Law Enforcement Division
RE: Application Process

Thank you for considering a position in the DNR Law Enforcement Division as a Conservation Ranger 1 (Game Warden). Prior to submitting the DNR P.O.S.T. Certified Position Application for Employment, please look over the attached information consisting of the following:

- Conservation Ranger 1 (Game Warden) Advertisement
- DNR Law Enforcement Employment Standards
- Conservation Ranger (Game Warden) Duties
- DNR Law Enforcement Testing Information
- DNR P.O.S.T. Certified Position Application for Employment

Once you have reviewed this information, please complete the attached DNR P.O.S.T. Certified Position Application for Employment and submit it **along with** your current P.O.S.T. Certification Certificate (if applicable) or a copy of your POST Entrance Exam results to the following address:

DNR Training Academy
ATTN: Conservation Ranger Employment
1000 Indian Springs Drive
Forsyth, GA 31029

DNR will be accepting applications from May 1, 2017 through June 15, 2017.

NOTE: Applications must be postmarked on or before June 15, 2017. Applications postmarked after June 15, 2017 will not be considered.

Conservation Ranger 1 (Game Warden)

The **DNR Law Enforcement Division** is looking for self-motivated men and women with a good work ethic and a desire to protect Georgia's beautiful natural resources and to provide a positive public safety presence for all of our citizens.

Are you looking for a challenging and exciting career, where you can enjoy the outdoors, serve the public and work on a team where you are valued and appreciated? Have you ever considered becoming a Conservation Ranger?

A Conservation Ranger (more commonly known as a Game Warden) is a peace officer certified by the Georgia Peace Officer Standards and Training (P.O.S.T.) Council and is employed by the Georgia Department of Natural Resources to enforce wildlife, environmental, boating and other State and Federal laws, rules and regulations.

Patrols are made by boat, aircraft, ATV and on foot. Conservation Rangers conduct hunter and boater education classes and informative presentations for interested groups concerning hunting, fishing, boating, anti-littering and environmental laws.

Job Title: Conservation Ranger 1

Job Code: PSP040

Entry Salary: \$41,236.08

JOB DESCRIPTION

Under supervision, interprets and enforces the state laws, rules and regulations provided for the conservation and protection of natural resources. This is the entry/training level of the Conservation job series.

MINIMUM QUALIFICATIONS

Associates / Technical degree from an accredited college or university.

OR

Completion of equivalent coursework (90 quarter hours or 60 semester hours) from an accredited college or university.

NOTE: Certificates and/or accumulated hours from a technical college, without an associate's degree, do not qualify.

NOTE: Applicants must be at least 21 years of age and meet all requirements for P.O.S.T. Certification.

In addition to the above minimum qualifications:

Applicants who are not P.O.S.T. Certified must pass the P.O.S.T. Entrance Exam to be considered for a Conservation Ranger position. A copy of the test scores must be included with the application when applying for a Conservation Ranger position.

NOTE: P.O.S.T. Entrance Exam Information is located on the Careers page of the DNR website at <http://www.gadnr.org/careers> in the Important Notices section.

Applicants who are P.O.S.T. Certified must provide a copy of their P.O.S.T. Certification Certificate when applying for a Conservation Ranger position.

LEGAL REQUIREMENTS

Applicants must:

- Be at least 21 years of age
- Be a citizen of the United States
- Be eligible to obtain a valid Georgia Driver's License at the time of appointment

MEDICAL STANDARDS

Vision

Minimum distant vision of 20/60 correctable to 20/40 in each eye.

Hearing

Hearing loss not greater than 24dBA average of 500, 1000 and 2000 frequencies in the better ear.

PREFERRED QUALIFICATIONS

Preference may be given to:

- Applicants who are currently P.O.S.T. Certified.
- Applicants who already possess experience and knowledge in the areas of hunting, fishing, boating and other related outdoor activities.
- Applicants with an Associate's degree, or higher, with a major in a related field such as Wildlife Management, Criminal Justice, Natural Science or Forestry.

Applicants must complete the DNR P.O.S.T. Certified Position Application for Employment and submit it along with their current P.O.S.T. Certification Certificate (if applicable) or a copy of their P.O.S.T. Entrance Exam results to the following address:

DNR Training Academy
ATTN: Conservation Ranger Employment
1000 Indian Springs Drive
Forsyth, GA 31029

Or you may send your documents electronically to [***DNR.Training.Academy@dnr.ga.gov***](mailto:DNR.Training.Academy@dnr.ga.gov)

DNR will be accepting applications from May 1, 2017 through June 15, 2017.

NOTE: Applications must be postmarked on or before June 15, 2017. Applications postmarked after June 15, 2017 will not be considered.

Additional information regarding the Law Enforcement Division can be found at [*www.gadnrle.org***](http://www.gadnrle.org)**

DNR Law Enforcement Division

Law Enforcement Employment Standards

Employment in a state law enforcement agency involves public trust. The Department of Natural Resources, Law Enforcement Division will employ only those persons whose conduct, character, and behavior does not discredit them or the Department of Natural Resources, Law Enforcement Division. We employ the following standards for the hiring of candidates for POST Certified positions.

Any of the following will disqualify persons from employment in a POST Certified position with the DNR, LED:

A. GENERAL

1. Deliberate misrepresentation, falsification or omission on any application, polygraph, work history, or background documents.
2. Deliberately making inaccurate, misleading, false, or fraudulent statements during the employment process
3. Conduct or activity which reflects a disregard for local, state, or federal laws or which conflicts with the standards of behavior or ethical principles of the DNR, LED
4. Delinquency on education or government loans unless the applicant is on an approved payment plan
5. Personal state or federal tax liability unless the applicant is on an approved payment plan
6. Failure to meet required educational or professional licensing or certification.

B. CRIMINAL HISTORY

Candidates will be removed from consideration for employment upon discovery of:

1. Sufficient misdemeanor convictions to establish a pattern of disregard for the law
2. Any felony conviction
3. Any outstanding criminal charge pending adjudication
4. Current criminal probationary status
5. Admission to, or discover of, involvement in any crime of a serious or aggravated nature

C. FINANCIAL HISTORY STANDARDS

Candidates for employment will be removed from consideration for employment upon discovery of:

1. Poor management of personal finances within the past five years. Debts, pending civil suits, garnishments, dispossessory warrants, bankruptcies, etc., will be investigated to determine a candidate's suitability for employment
2. Failure to provide requested financial documentation of bankruptcies, tax liens, delinquent loans, etc., within the time limit specified by the background investigator

D. DRIVER'S HISTORY

1. Any number of traffic offense convictions and/or pleas of *nolo contendere* sufficient to establish a pattern of disregard for the law. When a pattern is demonstrated, a candidate must not have any violations within three (3) years of the application date
2. Any conviction or plea of *nolo contendere* to Driving Under the Influence of Drugs or Alcohol (DUI) within the past five (5) years
3. Any conviction or plea of *nolo contendere* within the past five (5) years for any serious traffic offense, including, but not limited to:
 - a. Fleeing or Attempting to Elude a Police Officer
 - b. Vehicular Homicide (misdemeanor)
 - c. Failure to Stop, Render Aid, or Leave Information
 - d. Racing
4. Five or more convictions and/or pleas of *nolo contendere* within the past two (2) years for any moving violations
5. Applicants must possess a valid driver's license with no restrictions other than corrective lenses
6. Outstanding traffic charges pending adjudication may delay processing of application for employment

E. ALCOHOL

1. Apparent intoxication or the odor of alcoholic beverage about the breath or person of an applicant at any pre-employment appointment
2. Any pattern of use that suggests unrehabilitated alcohol abuse

F. ILLEGAL DRUG USE

1. Any of the following will disqualify a person from employment in a sworn position with the DNR, LED:
 - a. Current illegal drug use
 - b. Deliberate misrepresentation of illegal drug history in connection with the application and employment process
 - c. Illegal sale, distribution, transporting, possession, or manufacturing (to include growing) of any drug
 - d. Illegal use of any drug while employed in any law enforcement or criminal justice position or while employed in any position which carries a high level of responsibility or public trust
 - e. Deliberate association of a personal nature within the past one (1) year with persons who use or possess illegal drugs in the presence of the applicant. Deliberate association will be determined by:
 1. Number of instances
 2. Circumstances of incident(s)
 3. Applicant's response or lack of response to the incident(s)
 - f. Use of illegal possession of marijuana or any cannabis derivative within three (3) years of the application date
 - g. Any pattern of marijuana, or any cannabis derivative, use or illegal possession that suggests unrehabilitated substance abuse

- h. Use of illegal possession of any illegal drug or combination of illegal drugs, other than marijuana or any cannabis derivative, within ten years of the application date
 - i. Use or illegal possession of any illegal drug or combination of illegal drugs, other than marijuana or any cannabis derivative, more than five (5) times
 - j. Any pattern of drug use that suggests unrehabilitated substance abuse
2. In addition, the following will disqualify persons from employment in sworn positions with the DNR, LED:
- a. Use or illegal possession of any Schedule I Drugs defined and enumerated in O.C.G.A. 16-13-24 and 16-13-25 (includes heroin, LSD, PCP, most hallucinogens)

G. WORK HISTORY

Applicants may be disqualified from employment based upon a review of records and related suitability as determined by the DNR, LED Director or other authorized personnel for any of the following:

1. Failure to provide complete employment history, including complete addresses, phone numbers, and accurate dates of employment
2. Discharge from previous employment(s)
3. Unsatisfactory job performance in previous employment(s)
4. Resignation from previous employment with pending criminal or administrative charges or while under investigation
5. Suspension or revocation of professional certification or license
6. Discipline or citation for a breach of professional ethics or unprofessional conduct
7. Arrest for a felony or misdemeanor when such an incident has a job related impact
8. Any combination of incidents that demonstrates an unstable work history, including, but not limited to:
 - a. Frequent job changes
 - b. Negative recommendation by previous employer(s)
 - c. Excessive absenteeism and/or tardiness
 - d. Negative attitude toward supervision
 - e. Poor job performance based upon lack of willingness or inability to accept responsibility, follow instructions, or fulfill obligations
 - f. Excessive disciplinary actions
 - g. Poor relationships with fellow employees and/or supervisors
 - h. Complaints or reports of workplace violence, harassment or discrimination against another

H. MILITARY HISTORY STANDARDS

Any of the following will disqualify persons from employment with the DNR, LED:

1. Any discharge from military service with less than honorable conditions. General discharges will be investigated to determine candidate's suitability for employment
2. Any disciplinary actions initiated while serving in the military that are determined to impact upon the applicant's suitability for employment

Conservation Ranger (Game Warden) Duties

The following information is provided to give you a realistic understanding of the duties and responsibilities of a Conservation Ranger (Game Warden). Under Georgia law, Conservation Rangers (Game Wardens) may exercise the full authority of Peace Officers while in the performance of their duties. To insure that you understand what you are applying for please read the following carefully.

In the event you are successful and offered a position as a Conservation Ranger (Game Warden) that your duties and assignments could include the following:

- Working alone at night in isolated parts of a county without back-up.
- Operating vessels in hazardous waters that include rivers, impoundments, and coastal waters often alone in inclement weather during the hours of darkness.
- Work most Holidays and weekends.
- Be able to present interviews for TV, radio, and other media outlets concerning DNR functions and operations.
- Providing oral presentations to large groups on DNR programs and activities.
- Providing information & education classes to students on hunter education and boating safety issues.
- Detached from your assigned duty station to assist in other parts of the state for extended periods of time for specialized details and operations that may be dangerous.
- Sometimes having to make repairs to assigned equipment in inclement weather without any assistance or aid.
- Provide assistance to other Law Enforcement agencies with traffic accidents, fatalities, domestic violence, search warrants, drug violations, civil disturbances, stakeouts, and environmental disasters, including floods, tornadoes and hurricanes for extended time frames. (Hurricane Katrina)
- Coordinate search and rescue operations on land and the recovery of drowning victims on the water. Must be able to deal with deceased victims.
- Sometimes execute "high risk" arrest and search warrants.
- Remain vigilant and prepared at all times to execute the use of "deadly force" in the event a perpetrator has the ability, opportunity, and places you or a third person in immediate jeopardy of receiving serious bodily harm or death.
- Remain in an "on call" duty status when scheduled in service.
- Maintain proficiency in the use of firearms and defensive tactics.
- Deal with landowner disputes who sometimes criticize you and the department.
- You will be held accountable to a "higher standard" by external customers, the general public, and the Department.
- Enforce laws and regulations dealing specifically with the general public's leisure time.
- Your Captain and Sergeant will receive complaints on you with regard to enforcement decisions and statements that may or may not be made at the time of arrest or encounter that you will be required to file written and oral reports as to actual events and comments.
- You will be required to operate 4X4 trucks in hazardous conditions and area's launching boats, sometimes having to physically remove a 25 HP out board from the bed of the truck and attach to the transom of the boat.
- You will also be required to operate ATV's in isolated areas.

- You will be required to fly areas in a fixed wing aircraft as an observer for the pilot.
- Sometimes detached to a region office for office duty which may include cutting grass, operating a weed eater, edger, blower, forklift, etc. In addition you may have to assist with electrical and carpentry tasks, minor vehicle & boat repairs, answering telephones, and selling licenses to walk-in customers.
- During basic training you will be exposed to intense defensive tactics training and expected to be sprayed with pepper spray.
- During basic training you will be exposed to intense physical exercise, which normally occurs at 5:00 a.m.
- Does your spouse and/or family understand that this is a statewide organization and you will not be given a choice of location assignment? The command staff based on the needs of the organization and the protection of the resource makes these assignments
- You will be required to move and establish a residence in your assigned area.

DNR LAW ENFORCEMENT TESTING INFORMATION

Applicants who are POST Certified must provide a copy of their POST Certification Certificate when applying for a Law Enforcement position with the Georgia Department of Natural Resources.

P.O.S.T. ENTRANCE EXAM INFORMATION

Applicants who are not POST Certified must pass the POST Entrance Exam to be considered for Law Enforcement positions within DNR. As of January 1, 2009 the **ASSET** and **COMPASS** exams are the official POST Entrance Exams for law enforcement candidates. The **ASSET** and **COMPASS** exams are administered through the Technical College System of Georgia at various Technical Colleges throughout Georgia.

Effective September 1, 2016 the **ACCUPLACER** test will become the official POST Entrance Exam for law enforcement candidates. The **ACCUPLACER** test is administered through the Technical College System of Georgia at various Technical Colleges throughout Georgia. The **ACCUPLACER** test is a computer-based exam that provides immediate results. This test measure reading, writing and numerical skills.

Also scores from the ASSET exam, COMPASS exam, SAT, ACT and CPE are accepted. Below are the minimum scores required for satisfying OCGA 35-8-8 regarding completion of the POST Entrance Examination:

TEST PORTION	ACCUPLACER	ASSET	COMPASS	SAT	ACT	CPE
Reading	55	38	70			
Writing	60	35	32			
* Numerical	34	35	26			
Verbal or Critical Reading / Reading				430		75
Verbal or English and Reading					18	
Math				400	16	75
English						75

* - This score is used for evaluation purposes only and does not determine whether a candidate successfully passes the exam. Persons attending the Basic Law Enforcement Training Course (BLETC) at one of the Technical Colleges in Georgia are required to achieve this minimum score.

Applicants who are not POST Certified are required to provide a copy of their test results when applying for a Conservation Ranger position with DNR.

POST Entrance Exam Information, including testing locations, can be found on the Careers page of the DNR website at www.gadnr.org/careers.

Applicants taking the POST Entrance Exam are required to take a completed **POST Entrance Examination Access Form** to the test site. This form is found on the Careers page of the DNR website at www.gadnr.org/careers.

There is a \$15 - \$25 fee to take either of these exams. This fee is payable at the exam location.

POST Entrance Examination Access Form

POST Entrance Exam applicants must take a completed copy of the **POST Entrance Exam Access Form** to the testing location when taking the exam. This form can be found on the Careers page of the Georgia Department of Natural Resources website at www.gadnr.org/careers.

POST Entrance Examination Testing Locations

The POST Entrance Exam Technical College Location Listing can be found on the Careers page of the DNR website at www.gadnr.org/careers.

Testing varies by location, please contact the test site directly to get testing information, directions, etc...

REMINDER: Applicants must take the POST Entrance Exam Access Form with them to the test location.

ACCUPLACER Exam Sample Questions and Information

An **ACCUPLACER** test sample questions for students is available by visiting

<https://secure-media.collegeboard.org/digitalServices/pdf/accuplacer/accuplacer-sample-questions-for-students.pdf>



GEORGIA DEPARTMENT OF NATURAL RESOURCES
P.O.S.T. CERTIFIED POSITION APPLICATION FOR EMPLOYMENT
An Equal Opportunity Employer

Daytime Telephone Number () -		E-Mail Address	
Last Name		First Name	Middle Initial
Mailing Address			Apartment #
City	State	Zip Code	County

EMPLOYMENT ELIGIBILITY:

- To be employed by the State of Georgia you must meet certain State and Federal employment eligibility requirements.
- These include (but are not limited to) United States citizenship or authorization to work in this country, positive rehire status if previously employed by the State, and no disqualifying criminal convictions (for some jobs).
- Please answer the following questions.

1. Are you 21 years of age or older? <input type="checkbox"/> Yes <input type="checkbox"/> No	2. Are you a current State of Georgia Employee? <input type="checkbox"/> Yes <input type="checkbox"/> No	3. Have you been dismissed from a State of Georgia government position? <input type="checkbox"/> Yes <input type="checkbox"/> No	4. Have you ever been convicted of a felony? <input type="checkbox"/> Yes <input type="checkbox"/> No
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TYPE OF WORK:

Specific Job Title Sought	Position # or Job #

SOURCE:

Please indicate how you heard about this job:

- Agency Website
- Broadcast
- Career Fair
- Direct Mail
- Job Board
- Magazine & Trade Publications
- Newspapers
- Other
- Professional Association
- Referral
- Social Network Service
- Talent Exchange
- Team Georgia Careers
- University / Campus Recruiting
- Unsolicited



GEORGIA DEPARTMENT OF NATURAL RESOURCES
P.O.S.T. CERTIFIED POSITION APPLICATION FOR EMPLOYMENT
An Equal Opportunity Employer

EDUCATION:

High School Graduate or Equivalent (GED)? <input type="checkbox"/> Yes <input type="checkbox"/> No							
College / Technical School					Program		
Institution	City/State	Major	Hours	Minor	Hours	Type of Degree	Date Degree Completed
							/
							/
							/
							/

LICENSES AND CERTIFICATIONS:

Type of License/Certificate	License/Certificate Number	Expiration (Mo/Yr)	Specialization/Endorsements
		/	
		/	
		/	
		/	

COMPUTER EXPERIENCE:

- Describe your computer skills (ex. Microsoft Word, Excel, PeopleSoft, Internet, etc...)

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WORK HISTORY:

- Describe your work history below beginning with your current or most recent job.
- If you need more space, print out the supplemental work history page and attach it to the application.
- You may attach a resume to supplement your work history information.

Current or Last Employer		Job Title	
Start Date / /	End Date / /	Hours per Week	
Supervisor's Name	Supervisor's Title	Your Salary \$.	
Supervisor's Phone Number () -	May we contact the Supervisor?		
Reason for Leaving	# and types of employees you supervised (if applicable)		
Describe in detail your job duties			



GEORGIA DEPARTMENT OF NATURAL RESOURCES
P.O.S.T. CERTIFIED POSITION APPLICATION FOR EMPLOYMENT
An Equal Opportunity Employer

Employer		Job Title	
Start Date / /	End Date / /	Hours per Week	
Supervisor's Name	Supervisor's Title	Your Salary \$.	
Supervisor's Phone Number () -		May we contact the Supervisor?	
Reason for Leaving		# and types of employees you supervised (if applicable)	
Describe in detail your job duties			

Employer		Job Title	
Start Date / /	End Date / /	Hours per Week	
Supervisor's Name	Supervisor's Title	Your Salary \$.	
Supervisor's Phone Number () -		May we contact the Supervisor?	
Reason for Leaving		# and types of employees you supervised (if applicable)	
Describe in detail your job duties			

CERTIFICATION: Read carefully before signing and dating. Unsigned applications will not be processed.

By signing below, I certify/confirm that my application, resume, and any document enclosed as part of submission for the job is accurate and complete to the best of my knowledge. I understand that state employers will verify the information provided. I also understand that applications submitted electronically, via e-mail or similar media, are not valid unless I enter my name in the signature field below and such action shall constitute an electronic signature. I further understand that omitting or providing false information on this form, or any other subsequent application materials, will be sufficient reason to disqualify me from consideration for employment, or immediate dismissal if I am employed.

Signature: **Date:** / /

**EQUAL EMPLOYMENT OPPORTUNITY
SELF IDENTIFICATION FORM**

The State of Georgia provides equal employment opportunities (EEO) to all employees and applicants for employment without regards to race, color, religion, sex, national origin, age, disability, or genetics. In addition to federal law requirements, the State of Georgia complies with applicable state laws governing nondiscrimination in employment in every location in which the State of Georgia has facilities. This applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

The information you provide in this section is optional. The information will be used by state agencies to comply with Federal guidelines for monitoring the equal opportunity efforts of the State of Georgia and for no other reason. Your answers will not be used against you in any way.

Race/Ethnicity

- American Indian or Alaska Native
- Asian
- Black or African American
- Hispanic or Latino
- Multiracial
- Native Hawaiian or Other pacific Islander
- White
- I do not wish to provide this information

Gender

- Male
- Female
- I do not wish to provide this information

Veteran

The laws of the State of Georgia afford some degree of preference to veterans in certain initial employment decisions. If you believe you belong to any of the categories of veterans listed below and have not been dishonorably discharged, please indicate by checking the appropriate box below. A DD214 and/or other supporting documents will be required.

- US Armed Forces Veteran
- Disabled Veteran (at least 10% disability)
- Disabled Veteran's Spouse
- Deceased Veteran's Widow/Widower

For Agency Use