

Senior Park Ranger (1967)  
Task List (2023)

Provides the public with law enforcement and emergency services at city parks, beaches, and other facilities, and supervises a program and staff that presents information on the local plants, animals, geology and history.

**I. Public Relations**

1. Makes and delivers oral presentations to schools, businesses, homeowner groups, special interest groups, community organizations, and organizations such as the City Council, Recreation and Parks Commission, City Attorney's Office and public safety agencies at scheduled meetings in order to inform the public, solicit their support, and report on issues such as the status of programs, incidents (e.g., gang involvement in parks), ordinance changes, services offered, and limit of authority.
2. Interacts with members of the press and with political, community, and department representatives by delivering talks, answering questions, and participating in press conferences regarding issues such as crime trends, level of service, or particular events in order to improve department community relations, identify safety hazards, and recommend potential solutions.
3. Delivers oral presentations, answers questions, and distributes recruitment literature to students and job seekers at job fairs and schools regarding the job of Park Rangers in order to aid recruitment of new Rangers.

**II. Management**

4. Oversees Division operations by monitoring radio calls, assigning frequencies to department's radio users, providing communications staff with work schedules, and remaining current on law enforcement policies and procedures (e.g., Peace Officer Standard of Training, Department of Motor Vehicles, Department of Justice) in order to ensure safety and proper communication flow across the Division.
5. Conducts roll call meetings, orders equipment and supplies, talks with department and divisional managers, and coordinates expenditures in order to manage the operations of a regional substation.
6. Reviews local substation operating policies and procedures in order to ensure that they are consistent with department-wide policies, procedures, goals, and directives.
7. Meets with staff from the regional substation, Department of Recreation and Parks, the Los Angeles Police Department, the Los Angeles Fire Department, other criminal and governmental agencies, and park users in order to discuss ongoing problems and develop strategies to solve problems identified in the parks.

### **III. Administrative Duties**

8. Conducts peace officer and civilian background investigations that include reviewing financial, criminal, and driving histories of candidates, as well as contacting neighbors, family members, and employers in person, by mail, or over the telephone, for all Department's security officer candidates in order to determine whether candidates have met department's background standards.
9. Investigates citizen complaints against park personnel by interviewing all parties who were present when the incident occurred, reviewing the available information, ensuring the protection of the rights of the involved parties in order to write a comprehensive investigative report, make a fair decision, and notify the citizen of the conclusion of the investigation.
10. Makes oral and written recommendations to management in order to facilitate changes or improvements in areas such as procedures, staffing, and equipment.
11. Researches and reviews information regarding personnel, equipment, training, and anticipated travel in order to formulate and submit a budget.

### **IV. Report Writing**

12. Uses a city computer to enter and retrieve data such as crime statistics, frequency of patrol, work assignments, and narrative reports on facilities emergencies in order to store data and produce reports.
13. Compiles a monthly report of statistics and a summary of Park Ranger activities including citations issued, arrests made, interpretive programming delivered, and a listing of special events, to inform City Council Members and division and department management.
14. Writes internal departmental incident reports on topics such as misuse of department facilities, property encroachment, boundary disputes, fire lane clearances, toxic waste dumping, and threats to public safety in order to make conclusions and recommendations.
15. Drafts job descriptions of subordinate positions for Personnel Department review in order to justify or create a new position, or revise an existing position.
16. Provides written or verbal status reports, board reports, and intradepartmental memos regarding staffing, grants, budget recommendations, and legal issues to management in order to inform them of activities, concerns, and suggestions.
17. Writes recommendations for new policies or for revisions to existing policies or procedures that reflect changes in the law, emergency operations, upgraded

equipment, and changes in service provided in order to advise subordinates and ensure that new policies or changes are consistent with State and local ordinances.

## **V. Enforcement**

18. Assists various divisions within the Department with incidents involving workplace violence by appearing at the scene, escorting individuals from the premises when needed, and escorting individuals to hearings and/or counseling sessions.
19. Supervises field Park Rangers by ensuring the use of proper arrest procedures, including suspect contact, interview techniques, arrest, and control tactics, handcuffing techniques, and prisoner transportation and booking.
20. Conducts internal security surveillance or investigation on department employees as directed by management in order to investigate criminal or disciplinary matters.

## **VI. Supervision Duties**

21. Patrols Department of Recreation and Parks property including beaches, camp grounds, lakes, recreation centers, playgrounds, bridle trails, and other department facilities on foot, horseback, or in a vehicle (e.g., ATVs) in order to ensure the safety of park patrons and park property.
22. Reviews Park Ranger assignments and presentations (e.g., reports of felony and misdemeanor arrests, citations, nature hikes, conservation projects, workshops, and classes related to flora and fauna) in order to ensure proper procedures were followed and quality of material is accurate.
23. Answers questions from subordinates regarding their work assignments, policies, procedures, and legal issues in order to provide information and direction.
24. Suggests patrol procedures and safety techniques such as whether to approach on foot or by car, when to initiate action, and what equipment to use, to subordinates in order to increase the safety and efficiency of subordinates.
25. Interprets City and Department MOUs for subordinates upon request in order to resolve problems or answer questions.
26. Interviews prospective Park Rangers for positions by developing and asking job-related questions, and evaluating responses in accordance with Department certification interview procedures in order to ensure adequate hiring of Park Ranger staff.

27. Applies Equal Employment Opportunity (EEO) principles when making supervisory/management decisions such as assigning work and conducting performance appraisals in order to ensure fair treatment of employees.
28. Listens to subordinates' grievances, and complaints, and based on an analysis of the facts, application of the rules, and consultation with human resources, makes a recommendation or effects an appropriate solution.
29. Provides written or oral information or testimony to the Department Personnel Officer (DPO) in matters of grievance, Skelly, and EEO hearings in order to assist in resolving issues.
30. Makes oral or written recommendations on proposed grievance or disciplinary actions such as suspensions, terminations, work assignments, and application of MOU provisions in order to support, overrule, or change proposed actions.
31. Provides technical guidance to Park Rangers regarding testimony and maintaining professionalism and coaches them on their appearance and demeanor both on-the-job and in pending court appearances, in order to enhance their effectiveness.
32. Writes and enforces guidelines for subordinates regarding access to automated and written records and communications in order to ensure department record keeping policies are followed.
33. Interprets Federal Government, State, County, City, Department, and Division rules, regulations, policies, and procedures for subordinates in order to answer questions and ensure compliance.
34. Reviews employee injury reports in order to ensure that they conform to workers' compensation policies and procedures.
35. Investigates instances of employee misconduct by interviewing the persons involved, reviewing the available information, making a fair decision, and forwarding the findings of the investigation to the Chief Park Ranger.
36. Documents and discusses performance standards and evaluations with subordinates in order to recognize good performance, provide constructive feedback, ensure awareness of department expectations, and have information available for disciplinary procedures.
37. Addresses employee performance issues by issuing verbal and written warnings (e.g., Notices to Correct Deficiencies) and counseling in order to modify employee's behavior.

## **VII. Scheduling/Deployment**

38. Writes unit work plans in order to ensure priority assignments are handled first and that workload is distributed appropriately.
39. Develops deployment schedules, approves or disapproves employee requests for time off such as sick time and vacation time, and schedules employee work hours based on work load, including overtime, in order to ensure completion of assigned activities and ensure that personnel are available for regular or emergency activities.
40. Explains assignments to Park Rangers including factors such as responsibility, method, procedures, time frame, and expected results in order to ensure employees are properly informed about what is expected.
41. Keeps written records of assignments and updates their status as activities are completed in order to keep track of work performed by subordinates.

## **VIII. Training**

42. Provides training to Park Rangers by researching various training opportunities, requesting funding, and assigning rangers to training in the three primary areas of (a) law enforcement, (b) firefighting and rescue, and (c) interpretive education programs, in order to ensure an adequate level of training among Park Ranger staff.

## **IX. Miscellaneous**

43. Operates various emergency vehicles and equipment including automobiles, trucks, fire engines, and two-way radios under both normal and stressful conditions in order to carry out assigned duties.
44. Offers assistance to agencies such as fire departments, animal regulation, law enforcement, or health departments in order to coordinate joint efforts.
45. Performs the function of the Chief Park Ranger in his/her absence including directing the City wide operations, signing required documents, answering subordinate's questions, informing department management of major incidents, and directing department involvement in emergency operations including those involving the central City Emergency Operations Center (EOC) in order to continue operations.