

## STATE OF SOUTH DAKOTA CLASS SPECIFICATION

**Class Title: Highway Patrol Lieutenant**

**Class Code: 666656**

**Pay Grade: L6**

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### **A. Purpose:**

Coordinates field operations for a Highway Patrol district or assists in carrying out the programs of the division by supervising administrative programs or special activities to provide necessary enforcement action or carry out special administrative functions.

### **B. Distinguishing Feature:**

Highway Patrol Lieutenants direct district field operations to include supervision of squad sergeants or motor carrier sergeants, or direct special enforcement or administrative activities within division headquarters.

Highway Patrol Captains direct a Highway Patrol District which includes responsibility for all uniformed and civilian staff assigned to that district; monitoring enforcement activity within the district; and ensuring goals, objectives, and the mission of the Highway Patrol are carried out.

Highway Patrol Sergeants supervise a squad of troopers, motor carrier enforcement personnel, or carry out administrative or training functions for a Highway Patrol district squad office or division headquarters.

Highway Patrol Troopers patrol an assigned area to ensure compliance with traffic and criminal laws and to assist other law enforcement agencies.

### **C. Functions:**

*(These are examples only; any one position may not include all of the listed examples nor do the listed examples include all functions which may be found in positions of this class.)*

1. Oversees troopers, squad sergeants, motor carrier sergeants, or inspectors assigned to a district to ensure compliance with division rules, policies, and standards.
  - a. Reviews and monitors paperwork on felony arrests and accident reports.
  - b. Reviews monthly updates from sergeants on enforcement activity to ensure they are meeting standards and to look for problems.
  - c. Meets with sergeants to discuss enforcement activity.
  - d. Compiles data from sergeants on enforcement activity and prepares a report for the district commander.
  - e. Identifies performance or procedural problems that sergeants may overlook.
  - f. Conducts line inspections.
  - g. Maintains an inventory of equipment and supplies for the district.
  - h. Reviews training activity and recommends training needs for staff.
  - i. Checks the number and type of contacts, traffic check results, and safety talk hours for troopers, sergeants, and/or inspectors in the district.
  - j. Reviews the results of special enforcement activity.
2. Administrative lieutenants are responsible for the day to day administrative activities of a district office to assist the district commander.
  - a. Supervises office procedures and activities and is responsible for data collection, filing systems, inventory, supplies, and research and planning activities.
  - b. Supervises clerical support staff and is responsible for evaluating their performance.
  - c. Coordinates district training efforts with the field lieutenant and division training officer.
  - d. Supports the field lieutenant in providing an efficient and effective enforcement program, providing reports, data, studies, and other materials.
  - e. Acts as a liaison with Division Headquarters on all matters involving fleet and equipment maintenance and supply.
  - f. Conducts the periodic physical fitness testing of all uniformed members assigned to the district.
  - g. Conducts inspections of equipment used by district staff and recommends necessary repairs, replacements, and alterations.

- h. Maintains knowledge in the areas of motor carrier and traffic law, motor carrier rules and regulations, and other applicable laws to provide accurate information and support as requested.
  - i. Supervises and evaluates the district computer program and needs, coordinates efforts with district and division staff, and supervises office staff in the entry and retrieval of data.
  - j. Reviews and verifies the timeliness and accuracy of data entered into the computer system and ensures compliance with procedures.
  - k. Assumes full command and authority for the district in the absence of the commander and field lieutenant.
  - l. Handles general inquiries for information relating to motor carrier transportation and provides inter-governmental liaison.
3. Reviews and approves duty schedules prepared by the sergeants to ensure they comply with manpower requirements.
    - a. Checks schedules to see that they include required activities, squad meetings, and special enforcement activities.
    - b. Discusses questions with sergeants and may direct them to change schedules as needed.
  4. Investigates personnel problems to ensure that issues are dealt with and performance meets Highway Patrol standards.
    - a. Investigates allegations and discusses situations with the sergeant.
    - b. Meets with troopers or inspectors and their assigned sergeant to determine and/or discuss problems or complaints.
      - i. Contacts complainant to discuss issues.
      - ii. Determines if patrol policy has been violated.
    - c. Prepares written reports of incidents.
    - d. Consults with the district commander and offers solutions and/or recommends the need for disciplinary actions.
    - e. Initiates disciplinary actions.
    - f. Issues letters of reprimand.
    - g. Maintains awareness of staff activities to determine if recommended actions are being carried out.
  5. Directs tactical operations, as the senior officer in charge, to ensure emergency or special enforcement situations are carried out according to division policies and procedures.
    - a. Plans responses with manpower and resources.
    - b. Responds to emergency or special enforcement situations by traveling to the scene.
    - c. Takes command at the scene and directs enforcement actions.
  6. Conducts or attends meetings to establish, discuss, and maintain uniformity in day-to-day operations.
    - a. Reviews and discusses directives or memos from division headquarters with staff.
    - b. Provides technical assistance and information on division operations and policies.
    - c. Answers questions from the public and staff.
  7. Maintains special enforcement or administrative activities for division headquarters to ensure required functions of the division are carried out.
    - a. Coordinates activities.
    - b. Oversees and directs division programs.
    - c. Completes administrative duties relative to assigned duties.
    - d. Responds to requests for information and/or the interpretation of laws.
    - e. Directs division enforcement activities.
  8. Supervises subordinate staff to ensure the goals and objectives of the work unit are met.
    - a. Interviews and recommends the selection of staff.
    - b. Provides training and work directions.
    - c. Approves leave requests.
    - d. Addresses staff problems and recommends disciplinary actions.
    - e. Conducts performance reviews and completes performance documents.
    - f. Completes background investigations for trooper recruit applicants.
  9. Performs other work as assigned.

**D. Reporting Relationships:**

Position reports to a Highway Patrol Captain, Highway Patrol Major, or Highway Patrol Colonel (Superintendent). Subordinates include sergeants, inspectors, and/or support staff.

**E. Challenges and Problems:**

Challenged to schedule manpower and resources to cover unexpected duties. This is challenging due to budget and/or manpower restrictions placed upon the district or division.

Typical problems include scheduling, staff shortages, personnel problems, public complaints, coordinating various interrelated activities, responding to additional or special requests for enforcement activity, spending time investigating public complaints that are often unfounded, and ensuring staff receive sufficient training.

**F. Decision-making Authority:**

Decisions made include how to prepare work schedules, whether additional staff should be assigned to an area or event, when and where safety check points will be set up, how to enforce policies and procedures, authorization of overtime, and what needs to be done to carry out administrative or special enforcement activities.

Decisions referred include interpretation of division policies and procedures for all staff, final approval on personnel actions, final approval of training program, enforcement program content, how or whether to investigate complaints, interpretation of patrol standards, and whether to authorize the repair of equipment.

**G. Contact with Others:**

Daily contact with troopers or motor carrier enforcement staff to answer questions or give direction; daily contact with the public to give and receive information; weekly contact with county sheriffs, Division of Criminal Investigation agents, and states attorneys to give and receive information or to coordinate activities; and weekly contact with other state and federal agencies to give or receive information;

**H. Working Conditions:**

Typical office environment. While operating an assigned patrol vehicle they may be subject to the same potential hazards experienced by a trooper.

**I. Knowledge, Skills, and Abilities:**

Knowledge of:

- division polices and standards;
- law enforcement civil service and career service rules;
- applicable state criminal and traffic laws;
- search and seizure laws;
- accident investigation procedures;
- motor carrier laws, polices, and procedures;
- tactical operation procedures;
- effective methods of supervision.

Ability to:

- deal tactfully with others;
- communicate clearly and concisely;
- conduct meetings;
- utilize good judgement and make decisions;
- organize and schedule.

**J. Qualifications for Appointment:**

*(Used for announcement purposes only.)*

Graduation from high school or possession of a GED certificate and six years of Highway Patrol experience, one of which must have been as a Highway Patrol Sergeant.

**K. Licensure and certification:**

Possession of a valid South Dakota driver's license. Must be a certified law enforcement officer in the state of South Dakota.