

STATE OF SOUTH DAKOTA CLASS SPECIFICATION

Class Title: Highway Patrol Trooper

Class Code: 666651

Pay Grade: L3

A. Purpose:

Enforces state laws in the areas of traffic, DUI detection and apprehension, drug interdiction, traffic safety education, and accident investigation; and assists other law enforcement agencies to ensure compliance with applicable state laws.

B. Distinguishing Feature:

Highway Patrol Troopers patrol an assigned area to ensure compliance with traffic and criminal laws and to assist other law enforcement agencies or are assigned responsibilities for Capitol Security.

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

Highway Patrol Lieutenants direct field district operations to include supervision of squad 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.

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. Patrols an assigned area to detect and apprehend individuals violating traffic and criminal laws in the state.
 - a. Provides assistance to motorists.
 - b. Observes the flow of traffic.
 - c. Investigates abandoned vehicles.
 - d. Remains alert for traffic hazards or violations.
 - e. Pursues and stops motorists violating traffic laws.
 - f. Stops vehicles with equipment violations.
 - g. Issues citations and warnings or makes arrests.
 - h. Conducts sobriety and safety checks.
 - i. Responds to medical emergencies.
 - j. Stops, conducts checks of, and weighs motor carriers.
 - k. Maintains good professional relations with other law enforcement agencies and assists them when possible.

2. Responds to and investigates motor vehicle accidents to aid those involved in the accident and to determine the cause of the accident.
 - a. Aids injured motorists.
 - b. Controls the flow of traffic at accident scenes.
 - c. Determines possible causes of accidents.
 - d. Photographs accident scenes.
 - e. Takes measurements at the accident scene.
 - f. Completes and submits accident report forms.
 - g. Issues citations when necessary.

3. Enforces criminal laws to detect, apprehend, and assist in the prosecution of violators.
 - a. Pursues, arrests, and aids in the prosecution of violators.
 - b. Searches vehicles.
 - c. Serves or assists in serving warrants.
 - d. Gathers evidence and completes required reports.
 - e. Testifies in court as required.
 - f. Provides assistance in the location and capture of criminals or suspected criminals.
4. Promotes and conducts traffic and safety education to improve the public's awareness of public safety issues.
 - a. Makes presentations.
 - b. Conducts safety training for schools, clubs, and civic groups.
 - c. Maintains good public relations.
5. Completes all required duties of a Trooper to comply with division policies and state laws.
 - a. Completes required reports and records.
 - b. Maintains assigned vehicle and equipment.
 - c. Escorts and/or transports dignitaries and provides security.
 - d. Inspects school buses for equipment and mechanical problems.
 - e. Transports blood, eyes, or organs for emergencies.
6. Performs other work as assigned.

D. Reporting Relationships:

Reports to a Highway Patrol Sergeant and may provide work direction to less experienced Troopers.

E. Challenges and Problems:

Challenged to respond to and deal with tragic or traumatic accidents. This is difficult because of the need to contend with the death of a person(s) and inform the next of kin of the death of a family member. It is also challenging to aid stranded motorists during severe weather. This is difficult because the Trooper must travel during severe weather conditions in order to locate and aid stranded motorists.

Typical problems include coping with negative and tragic situations on a regular basis, making decisions that will later be subjected to legal scrutiny, dealing with irate and intoxicated individuals, patrolling an assigned area alone late at night, arresting and taking violators into custody, traffic controls at accident scenes, dealing with domestic disputes, and responding to emergency situations.

F. Decision-making Authority:

Decisions made include whether to make an arrest, whether to issue a citation or a warning, where to patrol within an assigned area, how to accomplish assigned tasks during a shift, and when to use their sidearm.

Decisions referred include when and where sobriety and safety checks will be conducted, whether to terminate a pursuit, special enforcement activities, work schedules, approval of overtime, if the trooper will assist other agencies, and interpretation of patrol policy.

G. Contact with Others:

Daily contact with motorists/the public to give and receive information and to enforce state traffic and criminal laws; daily contact with other law enforcement agencies to give and receive information, provide assistance, and coordinate enforcement activities; weekly contact with medical personnel to gather information relevant to arrests and accident investigations; frequent contact with states attorneys to give and receive information; and frequent contact with clerks of court and judges to discuss court-related activities.

H. Working Conditions:

The majority of their duties are performed with an assigned patrol vehicle. Occasionally a trooper may work in an office to complete required forms and reports. Troopers must respond to traffic and criminal situations often not knowing what to expect. Troopers are subject to hazards including high speed and foot chases in all kinds of weather and road conditions, approaching traffic while citing or assisting motorists, approaching and dealing with known or suspected felons, searching suspects and vehicles for drugs and/or weapons, responding to traffic accidents and being faced with injuries and/or death, responding to motorists or accidents in all types of weather conditions, the potential for being assaulted by individuals attempting to avoid arrest, and working alone in remote areas of the state and at night.

I. Knowledge, Skills, and Abilities:

Knowledge of:

- basic mathematics
- English language to include grammar and spelling.

Ability to:

- deal tactfully with others;
- communicate clearly and concisely;
- operate and maintain an assigned patrol vehicle and other equipment;
- maintain proficiency with assigned weapons;
- make decisions during emergency situations;
- exercise good judgement;
- administer basic first-aid to injured motorists;
- observe and recall details;
- testify in court;
- complete required forms and records.

J. Qualifications for Appointment:

(Used for announcement purposes only.)

Graduation from high school or possession of a GED certificate. Competitive examinations for initial appointment are open to applicants who meet the minimum qualifications for the position with regard to education, experience, and other job-related factors pertinent to the duties of the position.

The requirements include the following:

- (1) United State citizenship; and
- (2) Attainment of at least 21 years of age at time of appointment.
- (3) Possession of or ability to obtain a South Dakota driver's license; and
- (4) Has not been convicted of a felony.

K. Licensure and Certification:

Possession of or ability to obtain a valid South Dakota Driver's license.