

STATE OF SOUTH DAKOTA CLASS SPECIFICATION

Class Title: Highway Patrol Captain

Class Code: 666657

Pay Grade: L7

A. Purpose:

Directs a Highway Patrol District ensuring all goals, objectives, standards, and legal obligations of the Highway Patrol are met and to ensure effective and continuous enforcement activity.

B. Distinguishing Feature:

Highway Patrol Captains direct a Highway Patrol District operation 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 Lieutenants direct district field operations to include supervision of squad sergeants, or direct special enforcement or administrative activities within division headquarters. Highway Patrol Sergeants supervise a squad of troopers, motor carrier enforcement personnel, or carry out administrative or training functions for a Highway Patrol district 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. Maintains responsibility for the operation and administration of the district which includes planning, organizing, implementing, directing, and evaluating district operations.
 - a. Develops and maintains positive working relationships with district personnel, other law enforcement agencies, and the public to enhance the effectiveness of the district.
 - b. Maintains responsibility for the accomplishment of all missions, goals, objectives, and obligations of the division.
 - c. Supervises and promotes public relations within the district.
 - d. Maintains knowledge of traffic and enforcement problems within the assigned enforcement area.
 - e. Reviews and revises or offers input in the revision of enforcement and/or operations manuals.
2. Supervises, evaluates, counsels, and trains subordinates to ensure the goals and objectives of the division are carried out.
 - a. Promotes the development of district personnel's knowledge, ability, and skills in order to enhance their effectiveness and expertise.
 - b. Sets and enforces standards, performance, and conduct for district personnel and conducts periodic inspections to ensure compliance.
 - c. Documents and reports any disciplinary action taken.
 - d. Maintains open lines of communication within the chain of command.
 - e. Maintains proper morale and attitude among district personnel.
 - f. Ensures all assignments of duty are made as equitable as possible.
 - g. Conducts or directs investigations pertaining to complaints or misconduct concerning district personnel and recommends disciplinary actions.

- h. Reviews work schedules and enforcement activity.
 - i. Coordinates and directs district enforcement activity.
 - j. Reviews all overtime.
3. Establishes a liaison with the courts and prosecutors to enhance the working relationships between them and district personnel.
 - a. Identifies and corrects causes of weak court or prosecutor support of enforcement actions.
 - b. Reports problems that cannot be resolved through the chain of command.
 4. Directs and oversees the duties of an administrative sergeant to ensure the security of the district office, record keeping system, and issued equipment is maintained.
 - a. Assigns duties and responsibilities of civilian staff in the district office.
 - b. Establishes office procedures for handling office matters to include the proper channeling of reports, correspondence, telephone calls, and other communications.
 - c. Requires an accurate inventory be maintained of all district equipment and supplies.
 - d. Monitors expenses and requires records necessary for the preparation and presentation of the districts budget proposal.
 5. The Motor Carrier Commander directs the Motor Carrier Enforcement Program, provides suggestions and recommendations for improving the program, and prepares annual reports to document and maintain operation of the program.
 - a. Directs and oversees the operations of the fixed ports-of-entry and mobile inspection crews in the state.
 - b. Acts as a liaison to other departments, the motor carrier industry, and the public in matters affecting motor carrier enforcement.
 - c. Provides an ongoing program for the calibration, certification, and maintenance of all scales utilized by the division.
 6. Performs other work as assigned.

D. Reporting Relationships:

Reports to the Highway Patrol Major and/or Highway Patrol Colonel (Superintendent).
Supervises Highway Patrol Lieutenants, Highway Patrol Sergeants, and clerical support staff.

E. Challenges and Problems:

Challenged to operate and maintain a Highway Patrol District. This is challenging because of the variety of activity taking place in the district and the number of personnel involved. The district commander has to ensure everyone is taking appropriate enforcement action based upon state laws and operating policies.

Typical problems include dealing with prosecutors in an attempt to get effective prosecution of cases, dealing with complaints from the public, maintaining adequate enforcement activity within the district, weather conditions that affect operations, and working around budgetary restraints.

F. Decision-making Authority:

Decisions made include approval of disciplinary actions, whether to investigate complaints against staff, interpretation of standards and policies for the district, what information will be given to the media, scheduling special enforcement activities, and whether to authorize the repair of equipment.

Decisions referred include approval of disciplinary actions which involve terminations or reassignments, policy changes, final approval of district budget, and the content of the Highway Patrol Operations Manual.

G. Contact with Others:

Daily contact with the public and other state and federal agencies to discuss issues and to give or receive information; weekly contact with other law enforcement agencies to give and receive information and to coordinate special enforcement activity; weekly contact with the media to provide information; weekly contact with state's attorneys to discuss cases and case activity; and monthly contact with judges to discuss enforcement and prosecution issues.

H. Working Conditions:

Typical office environment.

I. Knowledge, Skills, and Abilities:

Knowledge of:

- state and federal traffic, criminal, and applicable case laws;
- state and federal motor carrier laws and policies;
- Highway Patrol policies, goals, and standards;
- law enforcement civil service and career service rules;
- state, federal, and local judicial systems;
- counseling and disciplining procedures;
- interviewing techniques;
- search and seizure laws;
- accident investigation procedures.

Ability to:

- deal tactfully with others;
- communicate clearly and concisely;
- conduct investigations;
- utilize good judgement;
- make decisions;
- coordinate enforcement activities.

J. Qualifications for Appointment:

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

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.