

STATE OF SOUTH DAKOTA CLASS SPECIFICATION

Class Title: Highway Patrol Headquarters Specialist

Class Code: 666674
Pay Grade: L4

A. Purpose:

Performs specialized duties in an area assigned by the Highway Patrol which may include, but is not limited to, auto theft investigation, accident reconstruction, drug recognition, drug investigator, SWAT, canine handler, motor carrier enforcement, or the functions of the aviation officer to carry out special enforcement activities.

B. Distinguishing Feature:

Highway Patrol Headquarters Specialists perform specialized law enforcement duties in the areas of accident reconstruction, drug recognition expert (DRE) state coordinator drug investigator, SWAT, as a police service dog handler, executive protection, Fusion Center Liaison Program Manager, motor carrier enforcement, or the aviation program for Highway Patrol or may be assigned to the Colonel or Major in order to perform planning or research and development functions.

Highway Patrol Sergeants supervise a squad of troopers or 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. Cares for, trains, and deploys a police service canine to support Highway Patrol operations.
 - a. Conducts canine searches of vehicles, buildings, luggage, packages, lockers, and other areas.
 - b. Meets with drug detection/apprehension units to plan the use of the canine in carrying out search warrants.
 - c. Cares for and grooms an assigned canine.
 - d. Provides food and water for the canine.
 - e. Maintains a kennel and patrol vehicle canine compartment.
 - f. Exercises the canine.
 - g. Sets up and implements daily training scenarios for the canine.
 - h. Maintains a log of each event where the canine was used in a search.
2. Investigates traffic accident scenes to determine how and why an accident occurred.
 - a. Secures accident scene to ensure safety of accident victims, witnesses, bystanders, and emergency personnel.
 - b. Uses investigative skills to determine causes and factors pertinent to the accident.
 - c. Collects evidence relevant to accident.
 - d. Reconstructs the accident scene to aid in finding the root cause of the accident.
 - e. Works as a drug investigator with emphasis on criminal drug investigations and drug interdiction.

- f. Investigations and provides evidence to convict suspects involved in felony criminal activities or drug offenses.
 - g. Assists and organizes criminal investigations with other local, state, tribal, and federal agencies.
 - h. Develops and maintains positive working relationships between the drug task force and state, county, and tribal agencies.
4. Performs duties assigned to the Special Weapons and Tactics force (SWAT).
 - a. Provides the SD Highway Patrol with the means of dealing with high risk law enforcement needs, emergency disaster situations where the use of specialty trained law enforcement personnel is desirable.
 - b. Trains and deploys to high risk situations that cannot be resolved with normal law enforcement tactics, personnel, or equipment.
 5. Manage the activities of the Fusion Center Liaison Officers program by providing administrative support services and oversee identified liaison officers who will function as the principle points of contact in matters dealing with major criminal or terrorist information and activities.
 - a. Provide training in the intelligence cycle, privacy and civil liberties, and legal foundations to include the concepts of "reasonable suspicion" and "reasonably indicative."
 - b. Assist in the design, implementation and growth of Fusion Center Liaison Officer program.
 - c. Provide suspicious activity report training in a comprehensive manner to all first responders within the state.
 - d. Analysis of incoming suspicious activity report documents and delegate proper dissemination for timely information sharing.
 - e. Educate liaison officers as to the function and goal of sustaining a comprehensive criminal intelligence database as well as the difference between Law Enforcement Intelligence Network (LEIN) and Connect South Dakota (CSD).
 6. Ensures motor carrier laws and regulations are enforced.
 - a. Enforces hazardous material laws and regulations.
 - b. Issues citations and other forms of remedial action for offenders of carrier laws.
 - c. Inspects vehicles for weights and measurement of vehicles and loads.
 - d. Conducts credential inspections to ensure requirements are met.
 - e. Offloads commodities that exceed limitations.
 7. Operates Highway Patrol aircraft to transport personnel and supplies, assist in traffic enforcement, and locates missing people or escapees.
 - a. Files all required flight plans and reports in accordance with FAA regulations.
 - b. Maintains aircraft operational records and reports of activities and maintenance.
 - c. Ensures all aircraft and related equipment are properly stored and maintained.
 8. Coordinate Drug Recognition Expert Program throughout the state
 - a. Conduct initial DRE training for multiple law enforcement agencies.
 - b. Coordinate DRE recertification as well as decertification for inactive DRE's throughout the state.
 - c. Coordinate statewide advanced roadside impaired driving enforcement classes
 - d. Review reports and information
 - e. Disseminate information and communication to other law enforcement agencies about drug trends.

- f. Ensure the drug recognition experts within the state are accurately reporting data and entering it into the website.
- 9. Provide protective services to the Governor, Governor's immediate family, and other dignitaries designated as protectees.
 - a. Provide threat assessment service for the Governor, members of the Governor's immediate family, and other persons identified as protectees of the South Dakota Highway Patrol.
- 10. Performs standard Highway Patrol Trooper duties, when necessary, to enforce state and federal criminal and traffic laws.
- 11. Performs other work as assigned.

D. Reporting Relationships:

Reports to either a Highway Patrol Colonel, Major, Captain, Lieutenant, or Sergeant. May provide work direction to others during special enforcement activities.

E. Challenges and Problems:

Challenged to deal with negative situations on a regular basis. This is difficult because of the need to make quick decisions that will later be subject to legal scrutiny.

Typical problems include dealing with irate, drug, or alcohol impaired individuals; arresting violators who become argumentative, dealing in stolen vehicles, or trying to manipulate or circumvent the laws; scheduling the use of the canine and training for the canine; detection of narcotics when they are masked or hidden, utilizing suitable techniques when searching for suspects, or tracking for missing persons, evaluating the canines performance for deficiencies, staying abreast of court decisions regarding search and seizure, weather conditions affecting the scheduling or causing the cancellation of flights, and equipment malfunctions.

F. Decision-making Authority:

Decisions made include application of case and statutory law while on duty; scheduling; degree of investigation needed; whether a search is necessary; whether to make an arrest; whether the canine will be used or not; whether a flight will be cancelled; amount and type of nutrition, exercise, grooming, and veterinarian care the canine receives; and methods of training and frequency for the canine.

Decisions referred include requests from and coordination with other agencies for the use of the canine; approval of purchases; special assignments; patrol policies and standards; approval of overtime; and whether to make major repairs to vehicles, equipment, or aircraft.

G. Contact with Others:

Daily contact with the public in the enforcement of laws or to offer assistance; daily contact with other law enforcement agencies to give or receive information and to coordinate activities; and as needed with other state and federal agencies to give or receive information and coordinate activities.

H. Working Conditions:

Perform duties from a patrol vehicle, an office, or an aircraft. While in a patrol vehicle they 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. While operating aircraft the position is exposed to all hazards associated with flying.

I. Knowledge, Skills, and Abilities:

Knowledge of:

- division policies, standards, and procedures;
- criminal and traffic laws;
- investigative techniques;
- motor vehicle, licensing, and titling laws;
- search and seizure procedures;
- techniques for the use of, care, and training of a canine;
- aircraft operation and maintenance.

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 and two to five years of experience as a Highway Patrol Trooper with the state of South Dakota.

K. Licensure and Certification:

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