

STATE PATROL LIEUTENANT

KIND OF WORK

Professional supervisory work in traffic law enforcement.

NATURE AND PURPOSE

An employee in this classification provides first line supervision and work direction to State Patrol uniformed and civilian staff in the operation of a State Patrol District (Road Lieutenant), Flight Section (Flight Lieutenant), or Commercial Vehicle Enforcement District (Administrative Lieutenant); performs other duties as required.

This classification differs from State Patrol Trooper, State Patrol Trooper 1 and State Patrol Corporal in that a State Patrol Lieutenant has first line supervisory responsibilities within a State Patrol District.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Evaluates the performance of subordinates; completes performance review reports, taking actions necessary to improve performance if necessary; and completes promotional ratings for Trooper 1, Corporal, Lieutenant, and Commercial Vehicle Inspector III examinations.

Conducts field inspections at regular intervals.

Coordinates enforcement activity with other agencies such as local and county police department.

Contacts, as necessary, prosecutors, judges and other officials in the criminal justice system to solicit feedback on the performance and quality of the work of State Patrol employees.

Provides on-the-job training as needed.

Reviews results of Trooper and/or Commercial Vehicle Inspector investigations.

Reviews district statistics for appropriate area assignments and scheduling.

Responds to a variety of general correspondence from the public, other state agencies, legislators and others, which includes requests from other law enforcement.

Speaks at local civic group meetings upon request.

Recommends changes in policy and procedure and design approved policy statements.

Inspects and evaluates bids for repairs and maintenance services.

Monitors the expenditure of resources so that District budget authority is not exceeded.

Ensures a safe work environment and safe employee practices so the risk of accidents and resulting injury is minimized.

Flies airborne traffic enforcement and/or transportation missions (Flight Lieutenant only).

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Federal and state laws; policies, directives and procedures as written in the General Orders and Operating Procedures of the State Patrol.

Department of Administration purchasing rules.

Appropriate human relations and supervisory practices.

Timekeeping and payroll procedures.

Ability to:

Interpret management policy and objectives for field staff.

Act as a training officer in areas of first aid, weapons used by all Troopers, new types of equipment, laws, policies and procedures.

Determine how performance problems can be most appropriately addressed and handled.

Est.:
Rev.:

T.C.:
Former Title(s):