

STATE PATROL CAPTAIN

KIND OF WORK

Professional supervisory work in traffic law enforcement.

NATURE AND PURPOSE

Under general direction, an employee in this classification supervises all State Patrol District administrative and enforcement programs including all laws, rules, regulations, policies and procedures; coordinates activities with all other state, federal and local agencies and departments as well as with the general public to achieve an effective and efficient traffic law enforcement program; performs other duties as required.

This classification differs from State Patrol Major in that a Major has program and supervisory responsibilities within a State Patrol Region, which consists of five or six districts. A State Patrol Captain supervises State Patrol administrative and enforcement programs within a district.

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

Develops an annual traffic law enforcement plan including district goals and objectives.

Reviews and approves all station and district work schedules to insure all resources are being managed effectively.

Summarizes all major district activities and submits a narrative report to the Regional Major.

Schedules monthly district meetings with all supervisors; distributes monthly summaries of activities and evaluations; and explains any new or modified State Patrol policies or administrative procedures.

Coordinates the Safety Education and Commercial Vehicle activities within the district.

Administers all terms and conditions of employment contracts.

Maintains an effective, coordinated traffic law enforcement awareness program throughout the district.

Plans, allocates, delegates and reviews major areas of administrative responsibility within the district.

Takes part in community involvement activities related to public safety.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

All State Patrol and Driver and Vehicle services policies, procedures and programs.

Terms of all labor agreements in force and policies and procedures of the Department of Employee Relations in order to effectively manage personnel functions.

Appropriate supervisory and human relations practices.

Ability to:

Communicate effectively with employees, outside agencies, civic groups and the general public.

Plan and organize district activities and evaluate progress towards stated goals.

Maintain a close working relationship with the Judiciary and civic groups to insure support for all State Patrol activities.

Est.:

Rev.:

T.C.:

Former Title(s):