

STATE OF OHIO (DAS) CLASSIFICATION SPECIFICATION	<b><u>CLASSIFICATION SERIES:</u></b> Highway Patrol Officer	<b><u>SERIES NO.:</u></b> 2671
	<b><u>MAJOR AGENCIES:</u></b> Public Safety – State Highway Patrol only	<b><u>EFFECTIVE DATE:</u></b> 01/09/2005

**SERIES PURPOSE:**

The purpose of the highway patrol officer occupation is to enforce traffic laws and investigate criminal incidents and violations of certain laws within statutory jurisdiction.

At the lower level, incumbents enforce traffic laws and investigate accidents and criminal incidents within statutory jurisdiction and/or perform one technical or specialized function related to law enforcement operations as assigned.

At the supervisory levels, incumbents supervise lower-level law enforcement officers and/or perform or coordinate and oversee technical or specialized functions related to law enforcement operations. At the management levels, incumbents plan, manage, direct and/or coordinate activities of section, bureau or division.

At the highest level, incumbent serves as superintendent of state highway patrol, assists director of Department of Public Safety in development of agency goals and objectives, directs operations of division of state highway patrol and supervises lower-level management personnel.

Glossary: The following terminology is defined as follows:

Staff/administration (logistics) = (e.g., fleet management; uniform management; building management, maintenance, construction & renovation; post, district or headquarters payroll; warehousing, storage, procurement & distribution of equipment, supplies, vehicles, uniforms, gasoline, bullets &/or body armor)

Line/operations (law enforcement) = (e.g., law enforcement to include traffic enforcement from patrol vehicles &/or in conjunction with airborne patrol; criminal or administrative (internal) investigations; crash investigations; Driving Under the Influence (DUI) enforcement; training; special details; governor &/or dignitary protection; salvage)

PSI = Problem Site identification

PBI = Problem Behavior identification

Note: Staff Lieutenants located at District Headquarters rotate responsibility for line & staff operations every six (6) months so that both positions (typically there are only two [2]), learn the responsibility of the captain each year.

<b><u>CLASS TITLE</u></b>	<b><u>CLASS NUMBER</u></b>	<b><u>PAY RANGE</u></b>	<b><u>EFFECTIVE</u></b>
Highway Patrol Trooper	26711	11	01/09/2005

**CLASS CONCEPT:**

The full performance level class works under direction & requires considerable knowledge of law enforcement methods & procedures & traffic safety practices in order to enforce traffic laws, promote traffic safety & investigate accidents & criminal incidents within statutory jurisdiction &/or perform one technical or specialized function related to law enforcement operations as assigned (e. g. criminal investigations; pilot/aviation; K-9 trainer; executive protection/body guard; salvage; protection of state property to include statehouse, senate, Rhodes Tower, Capital Square Review & Advisory Board, governor's residence, Alum Creek Facility &/or related state property).

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>PAY RANGE</u>	<u>EFFECTIVE</u>
Highway Patrol Sergeant	26713	13	07/01/2001

**CLASS CONCEPT:**

The supervisory level class works under general direction & requires thorough knowledge of law enforcement methods & procedures & traffic safety practices in order to supervise (i.e., including, but not limited to, evaluating troopers, recommending discipline of troopers, accessing trooper files, & conducting internal investigations) highway patrol troopers & support staff in law enforcement activities on one assigned shift, &/or perform or coordinate & oversee technical or specialized function related to law enforcement operations.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>PAY RANGE</u>	<u>EFFECTIVE</u>
Highway Patrol Lieutenant	26714	14	01/09/2005

**CLASS CONCEPT:**

The second supervisory level class works under general direction & requires thorough knowledge of law enforcement methods & procedures & traffic safety practices in order to, at Highway Patrol Post, act as post commander & manage over-all line & staff operations of highway patrol post (e.g., enforcement operations to include traffic law enforcement, DUI enforcement; crash & fatal crash investigations, criminal & administrative/internal investigations; investigations of local prisons & state building; rules of evidence; manpower planning; payroll; building/grounds maintenance &/or renovation; procurement, storage & distribution of equipment & supplies; driver's license examination stations; salvage & platform scales operations) & supervise sergeants & related support staff (e.g., troopers, cadet candidates, maintenance & repair workers, administrative &/or clerical support staff, driver's licensure &/or platform scales workers);

OR

at General Headquarters Location, act as administrative assistant to staff lieutenant, captain or higher ranking uniform officer & participate in formulation & implementation of statewide highway patrol program policies & procedures &/or coordinate technical/specialty area (e.g., motor vehicle inspection; motor carrier enforcement; highway patrol academy logistics; criminal patrol program; canine teams & drug intelligence; photo lab; layout & design; computer crimes; asset forfeiture; licensing & testing; accreditation program; central records) & supervise assigned staff.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>PAY RANGE</u>	<u>EFFECTIVE</u>
Highway Patrol Staff Lieutenant	26715	15	01/09/2005

**CLASS CONCEPT:**

The third supervisory level class works under general direction & requires thorough knowledge of law enforcement methods & procedures & traffic safety practices in order to, at District Headquarters location, supervise sergeants, troopers & assigned lower-level clerical, administrative, maintenance &/or communications staff in district headquarters operations, provide district-wide administrative oversight & technical assistance to post commanders, sergeants, troopers, lower-level supervisors & support staff at district-wide post sites & in absence of captain act as district commander;

OR

at General Headquarters location, act as assistant section commander in technical or specialty area (e.g., administrative investigations; accounting; finance/logistical services; human resource management; investigative services; Law Enforcement Automated Data System (LEADS); technology & communications services; public relations, public education & media relations), participate in formulation & implementation of state-wide highway patrol policies & procedures & supervise assigned staff;

OR

at General Headquarters location, provide complex administrative assistance to higher-level administrator on statewide highway patrol programs & programmatic operations (e.g., provides in depth assessment of administration, operations & support services functions of all highway patrol posts, all district head quarters, two special operations facilities & all administrative offices & assess efficiency of managerial staff; administer

three (3) day biennial inspection process at each of division's sixty-eight (68) facilities; coordinate state-wide field operations with district commanders to include participation in planning & coordinating all enforcement programs, prepares & analyzes operational results of all inspections & makes recommendations regarding short-term & long term divisional goals) & supervise assigned staff.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>PAY RANGE</u>	<u>EFFECTIVE</u>
Highway Patrol Captain	26716	16	01/09/2005

**CLASS CONCEPT:**

The management level class works under general direction & requires thorough knowledge of law enforcement methods & procedures, traffic safety practices, investigation methods & practices & considerable knowledge of supervisory/management principles & techniques in order to, at General Headquarters location, direct & coordinate day-to-day activities of assigned office (e.g., recruitment & training; finance & logistical services; investigative services; licensing & commercial standards; planning & information services; technology & communication services; human resource management, field operations), assist Highway Patrol Major, 26717 or other higher-level manager with office programs, supervise staff lieutenants, lieutenants &/or related uniform or non-uniform staff & participate in formulation & implementation of statewide office policies & procedures;

OR

at District Headquarters location, act as district commander of highway patrol district & administer overall district-wide activities of district-wide highway patrol post operations (e.g., salvage vehicle inspections, driver's license examinations, school bus, church bus & ambulance inspections, motor carrier enforcement & inspections; commercial vehicle weight enforcement; commercial driver training school inspections & investigations & off-duty oversize load escorts, plain-clothes investigations, criminal polygraph function; auto larceny/title fraud investigation; auxiliary highway patrol program; fiscal &/or logistical operations), administer, manage & coordinate overall activities/operations of district headquarters operation & supervise staff lieutenants, troopers & related lower-level uniform & non-uniform staff.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>PAY RANGE</u>	<u>EFFECTIVE</u>
Highway Patrol Major	26717	17	01/09/2005

**CLASS CONCEPT:**

The second management level class works under administrative direction & requires extensive knowledge of law enforcement methods & procedures, investigation methods & practices, traffic safety principles & practices & supervisory/management principles & techniques in order to, at General Headquarters location, plan, direct & coordinate activities of one highway patrol office (e.g. recruitment & training; finance & logistical services; investigative services; licensing & commercial standards; planning & information services; technology & communication services; human resource management, field operations), supervise lower-level supervisors & support personnel, act as management hearing officer for grievance hearings & pre-disciplinary hearings & formulate & implement statewide policies & procedures to ensure compliance with provisions of Ohio Revised Code, Ohio Administrative Code & local, state & federal criminal regulations.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>PAY RANGE</u>	<u>EFFECTIVE</u>
Highway Patrol Lieutenant Colonel	26718	18	01/09/2005

**CLASS CONCEPT:**

The third management level class works under administrative direction & requires extensive knowledge of law enforcement methods & procedures, investigation methods & practices, traffic safety principles & practices & supervisory/management/administrative principles & techniques in order to:

act as assistant superintendent, administer & coordinate staff/administration side of highway patrol division (i.e., overall responsibility for office of human resource management, office of technology & communication

services, office of financial & logistical services & planning & information services);

OR

act as assistant superintendent, administer & coordinate line/operational side of highway patrol division (i.e., overall responsibility for office of licensing & commercial standards, office of investigative services, office of field operations & office of training & recruitment)

&

in both options, supervise lower-level supervisory personnel to include highway patrol majors, captains &/or staff lieutenants), formulate & implement statewide highway patrol division program policies & plan, direct & coordinate division's legislative, budgetary & financial programs & assume duties of Highway Patrol Colonel, 26719 in their absence.

**CLASS TITLE**

Highway Patrol Colonel

**CLASS NUMBER**

26719

**PAY RANGE**

47

**EFFECTIVE**

09/22/2002

**CLASS CONCEPT:**

The managerial level class works under administrative direction from director of Public Safety & requires extensive knowledge of law enforcement methods & procedures, investigation methods & practices & traffic safety principles, management & supervisory principles & techniques in order to serve as superintendent of State Highway Patrol, administer overall operations of Division of State Highway Patrol per Sections 5503.01-5503.33 of Ohio Revised Code to include human resource management, technology & communications, finance & logistical services, planning & information services, licensing & commercial standards, investigative services, field operations & recruitment & training, direct all operational & administration programs of all highway patrol offices, sections, units, districts & posts, administer budget & financial programs, assist director of Public Safety in development of agency-wide goals & objectives & supervise lower-level management personnel to include highway patrol lieutenant colonels & highway patrol majors & related support staff.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Highway Patrol Trooper	26711	01	01/09/2005	11

**JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)**

Patrols highway to enforce traffic laws in order to prevent traffic accidents (i.e., enforces traffic laws relating to use, movement, operation, registration & licensing of all vehicles & size, weight & operation of commercial vehicles), conducts traffic stops & issues citations based on determination of probable cause of traffic violation (e.g., records all events on video &/or audio tape, processes vehicle registration, determines safe location to initiate traffic stop, activates overhead lights to pull vehicle over, conducts high speed chases of non-complaint vehicles/occupants, positions vehicle to ensure safety of violator, approaches vehicle & issues written warning or traffic citation & ensures vehicle pulls back out onto road safely; recognizes unusual or threatening conditions in cases of vehicles operated by persons under influence of alcohol &/or drugs & pulls vehicles off road; administers breath analysis to DUI suspects &/or makes DUI arrests per guidelines), ensures compliance with applicable sections of Ohio Revised Code (e.g., child seat safety restraint requirements per Section 4511.81; speed limit requirements per Section 4511.21; proper lane usage per Sections 4522.25 & 4511.33; rules for turning per Sections 4511.36-4511.39; registration requirements per Section 4503), provides assistance to motoring public (e.g., advises patrol post dispatcher of road conditions in order to notify Ohio Department of Transportation District Garage of need for snow removal &/or salt application), assists disabled vehicles/motorists (e.g., changes tires; jump starts malfunctioning batteries; lifts &/or positions injured motorists; transports motorists to safe locations &/or transports motorists for fuel; sets fuses as warning for potential hazards; positions patrol car to ensure safety of motorists, self, vehicles & traffic flow; arranges tow truck assistance for disabled vehicles), operates equipment (e.g., radar & laser) to enforce speeding laws, & removes debris from road (e.g., dead deer; dead cats &/or dogs; trees &/or branches; vehicle parts &/or fallen attachments);

&/OR

performs one of following technical or specialized function related to law enforcement operations as assigned:

performs criminal investigations (e.g., conducts plain clothes criminal investigations such as misdemeanor &/or felony drug usage; stolen property; domestic violence; weapons cases; fraud; receiving stolen property; felony warrants &/or apprehension of felonious persons; investigates criminal activity on state owned or leased property/buildings; collects, preserves & logs physical evidence & documents those who have come in contact with physical evidence on chain of custody report; operates word processing equipment/data entry equipment in order to complete HP25 Case Reports; conducts surveillance to include installation of &/or operation of audio/visual recording devices, cameras, &/or binoculars to monitor potential criminal activity; files criminal charges or turns evidence &/or case report over to appropriate prosecuting authority for review);

OR

provides executive protection services to governor, governor's family, designated dignitaries &/or protectees (e.g., provides/coordinates safe transport to & from events/office for governor, governor's family, designated dignitaries &/or protectees; responds to potential threats to life, health &/or safety of governor, governor's family, designated dignitaries &/or protectees by removal of person(s) from threat, stopping &/or neutralizing threat & provides personal protection at close proximity), performs advance planning for events to include determination of main driving routes/alternative driving routes/emergency exits &/or entrances, coordinates with event planners regarding emergency exits, secure rooms, telephone access, notifies local law enforcement agencies in cases of emergencies, locates medical facilities in close proximity & accompanies governor, governor's family, designated dignitaries &/or protectee on designated air flights &/or vehicular travel in or out of state / country);

OR

operates State Highway Patrol airplanes &/or helicopters for variety of assignments (e.g., traffic enforcement; aerial surveillance; photo flights; drug eradication; emergency blood &/or organ transport/relays; searches & manhunts to include operation of spot light to locate &/or track fleeing suspects &/or vehicles; transports equipment &/or personnel), refuels aircraft, conducts pre-flight equipment checks, communicates with air traffic controllers, & attends pilot weather briefings;

OR

patrols statehouse, senate &/or related grounds, Rhodes Tower, Capital Square Review Board (e.g., checks all floors to ensure security of doors & windows; checks all levels of underground garage to ensure cars are not stolen &/or vandalized; removes &/or arrests trespassers; provides security for governor & legislators; provides security at Alum Creek Facility & makes arrest of any individual brought to reinstatement office with an active arrest warrant, completes forms related to arrest, incarcerates subject & transports to Franklin County Jail);

OR

provides K-9 training (e.g., trains dogs in bomb detection skills; provides K-9 grooming, feeding &/or arranges for veterinary medical care; administers K-9 behavior modification training with reinforcement techniques; uses training aids to instruct dogs in behavior modification: provides K-9 obedience training, trains dogs in detection of explosive components);

OR

acts as salvage administrator/Blue Title Trooper (e.g., oversees operation of all salvage scheduling, salvage inspections & related bookkeeping; answers technical/legal questions related to auto titling &/or salvage operations);

OR

inspects motor vehicles, emergency medical service vehicles, school buses &/or church buses (e.g., conducts complete mechanical inspection of exterior, interior &/or engine components; checks load limits; stops vehicles at motor vehicle inspection sites to confirm operators licensure & checks lights, steering, exhaust, horn &/or wipers; ensures motor vehicles are in compliance with vehicle equipment laws, registration laws & driver licensure laws; notifies operators of defects &/or needed repairs; fills out, files & operates key board to enter inspection reports into system);

OR

performs crash reconstruction (e.g., travels to patrol post, makes onsite analysis & maps crash site using Total Station Equipment; takes crash site measurements of all vehicles involved in crash; collects & analyzes crash site data to develop complete crash reconstruction report in order to explain crash as technical expert in court proceedings to determine individuals compensation for vehicular crashes; under cross examination, instructs/explains to jury how crash occurred in non-technical terminology; provides crash reconstruction training at Highway Patrol Academy).

Investigates motor vehicle crashes, aircraft accidents, & criminal incidents (e.g., misdemeanor & felony drug sale &/ use, weapons cases, domestic violence, fraud, damaging property, recovery of stolen vehicles, receiving stolen property) & violations of related laws within statutory jurisdiction (e.g., collects & preserves evidence for statistical & court use; collects blood, body fluids &/or human tissue samples; analyzes evidence & determines criminal acts or negligence; completes case forms to include narrative explanation & action taken; collates evidence package, seals & sends to crime labs; enters case information onto computer system to include LEADS, NCIC &/or BCIC; contacts crime victims; completes stolen vehicular reports; makes field sketches of crime/crash scene; positions patrol car in order to protect crash sites, motorists &/or injured persons, distributes flares & maintains traffic control; photographs &/or video tapes crash sites &/or crime scenes; completes damage analysis & witness statements for vehicular accidents); serves warrants; testifies in court, as expert witness, on all contested charges & related arrests (e.g., arrests assisted in &/or witnessed); travels to home of next of kin to give death notification to family member(s) of deceased in cases of vehicular fatality; locates & secures at-large suspects with outstanding warrants & advises of charges & procedures &/or arrests/incarcerates suspects with outstanding warrants to include chasing fleeing &/or combative suspects.

Performs duties related to patrol & law enforcement (e.g., trains & mentors new troopers & support staff; participates in security details to include crowd control, severe weather situations, & natural disasters; investigates & reports violations of Public Utilities regulations; visits local schools/community groups to promote highway safety; provides field orientation to new staff; conducts employment background investigations; acts as driving instructor).

Performs administrative tasks related to law enforcement activities (e.g., answers requests for information & assistance; dispatches personnel & equipment); ensures care of patrol cars (e.g., washing; cleaning; checks fluid levels), operational efficiency of related equipment (e.g., camera; film; flares, flashlight; radar & laser calibration checks) & delivers patrol car to service stations.

### **MAJOR WORKER CHARACTERISTICS:**

Knowledge of motor vehicle enforcement safety practices; law enforcement methods & procedures; state & federal traffic & criminal laws & regulations; public relations; employee training & development \*; rules of evidence & interviewing\*; office practices & procedures\*; technical or specialized area assigned (e.g., criminal investigation, background investigation, technical accident investigation, police training, aviation, telecommunications)\*; addition, subtraction, multiplication, division of whole numbers, fractions & basic algebra; laws regulating transportation of hazardous materials & proper procedures to follow in handling hazardous materials spilled\*. Skill in operating motor vehicle; police equipment\*; telecommunications equipment\*; equipment required for assigned technical or specialized areas (e.g., crash reconstruction equipment/Total Station Equipment; aviation; crime scene equipment; camera; K-9; personal computer)\*. Ability to apply principles to solve practical problems; handle sensitive contacts with public; define problems, collect data, establish facts & draw valid conclusions; prepare & deliver speeches before general public; detect violations of laws concerning hazardous materials; recognize unusual or threatening conditions & take appropriate action in cases requiring crowd control, severe weather situations &/or natural disasters; recognize unusual or threatening conditions while approaching vehicles in traffic stops; make split second decisions in cases requiring of use of deadly force &/or high speed vehicular chases; demonstrate physical fitness in order to chase, secure &/or over power fleeing suspects or suspects resisting arrest; demonstrate sensitivity in providing death notification to family members in cases of fatal car crashes; uses research methods in gathering data pertaining to investigations, case testimony &/or related reports; prepares meaningful, concise & accurate reports.

(\*) Developed after employment.

### **MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

28 weeks State Highway Academy training as Highway Patrol Cadet; must pass civil service examination; possess high school diploma or GED; valid driver's license.

### **TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:**

60 days State Highway Patrol practicum; must maintain physical requirements as established by division & pass periodic medical examinations; semi-annual qualification in use of firearms and associated equipment; semi annual qualification for health department for use & care of breath testing equipment used for prosecution of intoxicated drivers; successful completion of periodic in-service training schools at patrol academy; semi-annual qualification of written & practical demonstration of radar & laser equipment; monthly demonstration of shotgun & speed loader equipment; if position is in one of following specialty areas, must satisfy requirements for specialty area to be assigned; crime laboratory applicants must obtain training/course work in crime laboratory techniques, criminalistics, chemistry or toxicology; aviation employees must have private pilot's license & second class federal aviation administration medical certificate; computer service & LEADS applicants must obtain coursework or training in computer programming & computer operation; identification & interrogation techniques; patrol training academy employees must obtain police instructor certificate.

**UNUSUAL WORKING CONDITIONS:**

Work involves personal exposure to serious traffic accidents, firearms, hazardous materials & inclement weather; exposed to blood, body fluids &/or human tissue at crash sites; exposed to injury &/or attack from fleeing suspects &/or suspects resisting arrest; exposed to conducting surveillance for extended periods of time in confined spaces; exposed to injury in cases of crowd control; requires split second decision making in application of deadly force &/or during high speed vehicular chases; exposed to danger/accidents during high speed vehicular chases for fleeing subjects/felons driving at excessive speed; required to apprehend & arrest dangerous felons; may be required to work rotating shifts & travel overnight; spends high percentage of time in auto; on-call 24-hours per day.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Highway Patrol Sergeant	26713	15	07/01/2001	13

**JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)**

Supervises (i.e., including, but not limited to, evaluating troopers, recommending discipline of troopers, accessing trooper files, & conducting internal investigations) highway patrol troopers & support personnel (e.g., evaluates performance; determines work priorities; assigns special projects; implements disciplinary measures; approves leave requests) under immediate command engaged in law enforcement activities to include reviewing staff reports to ensure quality control, conducting meetings to inform staff of new policies & methods of operations & general orders & procedures, enforcing code of ethics, observing patrol officers on road patrol duties & making recommendations for improved performance & inspecting post vehicles & equipment;

&/OR

performs or coordinates & oversees technical or specialized function related to law enforcement operations (e.g., crime laboratory, planning & analysis, executive protection, human resource management/collective bargaining agreement, recruitment &/or minority relations, procurement, fiscal management, operations, criminal & other investigations to include use of force, patrol car crashes, administrative investigations & citizen complaints, computer analysis, telecommunications, aviation, training & producing training materials at patrol training academy, LEADS security, LEADS auditing & training, motor carrier enforcement, state facility security, driver training & testing, crash reconstruction & analysis, building construction & maintenance, commercial enforcement, court liaison).

Performs variety of personnel, patrol-related & administrative duties (e.g., testifies in court; provides information to public & others; trains highway patrol officers; maintains liaison between other police agencies, news media & public officials; handles complaints from general public or court officials; serves as primary evidence custodian; provides computerized statistical & other patrol-related reports to include reports for problem behavior enforcement sites; acts in absence of section or post commander; prepares &/or responds to correspondence; explains policy to assigned staff & ensures compliance with applicable laws, rules & regulations; develops & implements operational goals for assigned post; investigates & reports violations of division rules & regulations; processes invoices; requisitions supplies; speaks before groups; dispatches personnel; resolves unexpected problems immediately; serves as field armorer; assists as court liaison); instructs specialized courses & conducts training (e.g., roll call, weapon retention, in-service, defensive driving &/or firearms; K-9); prepares, reviews, maintains &/or monitors required reports (e.g., criminal case investigations; internal administrative investigations; crash scene reports to include sketches & statements; arrest recaps; vehicle custody; recovered property; evidence; traffic complaints; gasoline usage; inventory); maintains records of certifications (e.g., radar & laser operators; LEADS operators; breath alcohol calibrations operators); notifies next of kin of deaths resulting from traffic crashes or other situations which fall under Highway Patrol jurisdiction; operates LEADS; calibrates breath alcohol/testing machine; operates personal computer to generate reports &/or to edit, enter, &/or verify data; prioritizes work in conjunction with deadlines.

Performs duties of highway patrol trooper (e.g., responds to traffic crashes, administers first aid, collects & preserves evidence, photographs scenes/vehicles & comforts injured individuals; enforces traffic laws & issues citations for violations; issues driving under influence citations & makes arrests; serves as visual deterrent against crime; makes physical arrests for violations of Ohio Revised Code; patrols hazardous areas; patrols in extreme weather conditions) & riot control duties & any other law enforcement functions as necessary (e.g., assesses situations & makes split second decisions to include high speed chases and use of force; investigates citizens complaints); provides assistance to disabled motorists (e.g., changes tires; calls for roadside assistance; transports to safe location); performs all facets of dispatcher's job duties as required during absences.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of employee training & development\*; supervisory principles/techniques\*; public relations;

state/federal/agency laws, regulations, rules & procedures regarding law enforcement; police methods & procedures; technical or specialized area assigned (e.g., criminalistics, police training, computer programming, aviation, investigation, fiscal management, telecommunications); addition, subtraction, multiplication & division of whole numbers. Skill in operating police equipment (e.g., radar, laser, firearms, breath testing equipment, in-car video/audio equipment, in-car computer) &/or equipment required for assigned technical area; personal computers; LEADS. Ability to define problems, collect data, establish facts & draw valid conclusions; prepare meaningful & accurate reports; gather, collate & classify information about data, people or things according to established method; handle sensitive & controversial matters with public & government officials; administer applicable collective bargaining contracts; demonstrate dexterity.

(\*)Developed after employment.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

Completion of training as Highway Patrol Cadet at Patrol Training Academy & four years service as Highway Patrol Trooper, 26711. Selection process will adhere to procedures outlined by Section 4501:2-6-04 of Ohio Administrative Code. If assigned to operate vehicles regulated by Section 4506.01 of Revised Code, applicants must also have commercial driver's license.

**TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:**

Must maintain physical requirements as established by division & pass periodic medical examinations; must qualify semi-annually with firearms & related equipment.

**UNUSUAL WORKING CONDITIONS:**

Work involves personal exposure to serious traffic accidents, firearms, hazardous materials & inclement weather; exposed to blood at traffic crash scenes; collects bodily fluids for testing; lifts injured people or animals; exposed to traffic hazards; required to apprehend & arrest dangerous felons; may physically subdue violators; may be required to work rotating shifts & travel overnight; on-call 24-hours per day.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Highway Patrol Lieutenant	26714	EX	01/09/2005	14

**JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)**

At Highway Patrol Post, acts as post commander & manages over-all line & staff operations of highway patrol post (e.g., enforcement operations to include traffic law enforcement, DUI enforcement; crash & fatal crash investigations, criminal & administrative/internal investigations; investigations of local prisons & state building; rules of evidence; manpower planning; payroll; building/grounds maintenance &/or renovation; procurement, storage & distribution of equipment & supplies; driver's license examination stations; salvage & platform scales operations) & supervises lower-level Highway Patrol Sergeants, 26713 & related support staff (e.g., troopers, cadet candidates, maintenance & repair workers, administrative &/or clerical support staff, driver's licensure &/or platform scales workers);

OR

at General Headquarters Location, acts as administrative assistant to Highway Patrol Staff Lieutenant, 26715, Highway Patrol Captain, 26726 or higher rank uniform officer & participates in formulation & implementation of statewide highway patrol program policies & procedures &/or directs activities of technical/specialty area unit (e.g., motor vehicle inspection; motor carrier enforcement; highway patrol academy logistics; criminal patrol program; canine teams & drug intelligence; photo lab; layout & design; computer crimes; asset forfeiture; licensing & testing; accreditation program; central records) & supervises assigned staff.

Oversees & reviews collection of evidence, collation of reports (e.g., crashes &/or fatalities) & all background investigations completed by troopers assigned to post for quality, content & completeness; maintains spot map to identify/track crash trends; monitors use of federal over time hours (STEP – Special Traffic Enforcement Program) assigned to post on an annual basis; oversees proper collection & storage of all evidence seized by facility employees to include maintenance of post evidence locker & monthly quality control checks of locker; operates personal computer in order to document & summarize overall effectiveness & efficiency of posts in all areas of operations to include issues affecting local community, traffic safety concerns, enforcement efforts & impact on crash prevention, provides statistical data to higher level district headquarters &/or general headquarters uniform officers to aid in decisions concerning manpower allocations & special detail enforcement efforts, recruitment, court issues & issues related to public safety; monitors fiscal, purchasing & payroll records, radio &/or phone logs.

Coordinates joint law enforcement operations/activities with area law enforcement agencies; acts as liaison with judges, prosecutors, local police departments, county sheriff's departments, news media, public officials traffic safety organizations & related community groups within post's designated area pertaining to community relations & crime prevention programs; coordinates juvenile programs & victim/witness assistance programs; audits bi-weekly payroll to ensure payroll records are in compliance with established state & division payroll policies & procedures.

Patrols highway to enforce traffic laws in order to prevent traffic accidents (i.e., enforces traffic laws relating to use, movement, operation, registration & licensing of all vehicles & size, weight & operation of commercial vehicles), conducts traffic stops & issues citations based on determination of probable cause of traffic violation (e.g., records all events on video &/or audio tape, processes vehicle registration, determines safe location to initiate traffic stop, activates overhead lights to pull vehicle over, conducts high speed chases of non-compliant vehicles/occupants, positions vehicle to ensure safety of violator, approaches vehicle & issues written warning or traffic citation & ensures vehicle pulls back out onto road safely; recognizes unusual or threatening conditions in cases of vehicles operated by persons under influence of alcohol &/or drugs & pulls vehicles off road; administers breath analysis to DUI suspects &/or makes DUI arrests per guidelines), ensures compliance with applicable sections of Ohio Revised Code.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of employee training & development; administration of applicable collective bargaining contracts;

supervisory principles/techniques; police methods & procedures; management\*; public relations; state/federal/agency laws, rules, regulations & procedures regarding law enforcement. Skill in operating police equipment; personal computer. Ability to define problems, collect data, establish facts & draw valid conclusions; write meaningful, concise & accurate reports; prepare & deliver speeches, lectures & seminars for specialized audiences or general public; handle sensitive & controversial matters with public & government officials; demonstrate dexterity.

(\*)Developed after employment.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

Completion of training as Highway Patrol Cadet at Patrol Training Academy, four years service as Highway Patrol Trooper, 26711 & two years as Highway Patrol Sergeant, 26713. Selection process will adhere to procedures outlined by Section 4501:2-6-04 of Ohio Administrative Code.

**TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:**

Must maintain physical requirements as established by division & pass periodic medical examinations; must qualify semi-annually with firearms & related equipment.

**UNUSUAL WORKING CONDITIONS:**

Work involves personal exposure to serious traffic accidents, firearms, hazardous materials & inclement weather; required to apprehend & arrest dangerous felons; may be required to work rotating shifts & travel overnight; on call 24-hours per day.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Highway Patrol Staff Lieutenant	26715	EX	01/09/2005	15

**JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)**

At District Headquarters location, supervises sergeants, troopers & assigned lower-level clerical, administrative, maintenance &/or communications staff in district headquarters operations, provides district-wide administrative oversight & technical assistance to post commanders, sergeants, troopers, lower-level supervisors & support staff at district-wide post sites & in absence of captain acts as district commander & rotates the following options:

oversees line/administrative side of district to include requisition, use & maintenance of all district equipment, supplies & facility maintenance; reviews all invoices, cost reports & requests for replacement of equipment; monitors cost associated with district motor vehicle fleet; ensures quality control standards for all uniform equipment (e.g., radio; speed measuring devices; breath testing);

&/OR

coordinates staff/operational side of district to include traffic law enforcement operations between highway patrol posts (e.g., coordinates enforcement programs & evaluate effectiveness; initiate speed tactical enforcement programs designed to reduce traffic crashes; develops operational objectives for all posts within district & assess progression towards goals; oversees driver's licensing operations.

OR

at General Headquarters Location, acts as assistant section commander in a technical or specialty area (e.g., administrative investigations; accounting; finance/logistical services; human resource management; investigative services; Law Enforcement Automated Data System (LEADS); Technology & Communications Services; Public Relations, Public Education & Media Relations, Criminal Investigations, Technology & Information Communications Services; Public Information & Fiscal Management), participates in formulation & implementation of statewide highway patrol policies & procedures & supervises assigned staff,

OR

at General Headquarters location, provides complex administrative assistance to higher-level administrator on statewide highway patrol programs & programmatic operations (e.g., provides in depth assessment of administration, operations & support services functions of all highway patrol posts, all district headquarters, two (2) special operations facilities & all administrative offices & assesses efficiency of managerial staff; coordinates three (3) day biennial inspection process at each of the division's sixty eight (68) facilities; coordinates state-wide field operations with district commanders to include participation in planning & coordinating all enforcement programs; prepares & analyzes operational results/findings & makes recommendations regarding short-term & long term divisional goals/solutions) & supervises assigned staff.

Assists District Commander in annual formulation of goals for each district post & monitors progress towards goal attainment (e.g., ensures semi-annual update toward goal progress is completed by all district facilities & writes final report on district's goal achievement; monitors use of federal &/or state money pertaining to law enforcement; monitors all PSI/PBI sites in district; reviews all fatal crash reports in district; views tapes from video cameras placed in trooper's patrol cars to ensure compliance with highway patrol standards, guidelines & policies); participates in special details to include presidential escorts, state house deployment for demonstrations, Ohio State University football games, governor's residence coverage, road patrol; riot control; criminal investigations.

Performs administrative tasks related to operations of assigned area (e.g., develops & analyzes policies & procedures & recommends changes; prepares reports, manuals & forms; compiles statistics; investigates complaints & resolves problems; prepares & presents court & legislative testimony; maintains good relations with other agencies & local public officials; attends &/or conducts meetings; acts as liaison between general headquarters & field staff; prepares & presents speeches; provides data & information regarding division activities & personnel to news media & general public; conducts training programs; maintains records & files; handles correspondence; administers specialized personnel performance evaluation programs for law enforcement officers; selects standard sub-routines & other programming aids & tests programs; monitors

equipment needs & recommends capital improvement projects; assumes duties in absence of district commander).

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of employee training & development; supervisory principles/techniques; police methods & procedures; technical &/or specialized area assigned (e.g., district commander, OSHA safety, licensing & commercial standards, human resource management, aviation, investigation, crime laboratory); management; public relations; state/federal/agency laws, rules, regulations & procedures regarding law enforcement; administration of applicable collective bargaining contracts. Skill in operating police equipment. Ability to define problems, collect data, establish facts & draw valid conclusions; write meaningful, concise & accurate reports; prepare & deliver speeches, lectures & seminars for specialized audiences or general public; handle sensitive & controversial matters with public & government officials; demonstrate dexterity.

(\*)Developed after employment.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

Completion of training as Highway Patrol Cadet at Patrol Training Academy, four years service as Highway Patrol Trooper, two years as Highway Patrol Sergeant, 26713 & one year as Highway Patrol Lieutenant, 26714. Selection process will adhere to procedures outlined by Section 4501:2-6-04 of Ohio Administrative Code.

**TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:**

Must maintain physical requirements as established by division & pass periodic medical examinations; must qualify semi-annually with firearms and related equipment.

**UNUSUAL WORKING CONDITIONS:**

Work involves personal exposure to serious traffic accidents, firearms, hazardous materials & inclement weather; required to apprehend & arrest dangerous felons; may be required to work rotating shifts & travel overnight; on-call 24-hours per day.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Highway Patrol Captain	26716	EX	01/09/2005	16

**JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)**

At General Headquarters location, directs & coordinates day-to-day activities of assigned office (e.g., recruitment & training; finance & logistical services; investigative services; licensing & commercial standards; planning & information services; technology & communication services; human resource management; field operations) & assists Highway Patrol Major, 26717 or other higher-level manager with office programs, supervises Highway Patrol Staff Lieutenant, 26715, Highway Patrol Lieutenant, 26714 &/or related uniform or non-uniform staff & participates in formulation & implementation of statewide office policies & procedures;

OR

at District Headquarters location, acts as district commander of highway patrol district & administers overall district-wide activities of six highway patrol posts (e.g., salvage vehicle inspections, driver's license examinations, school bus, church bus & ambulance inspections, motor carrier enforcement & inspections; commercial vehicle weight enforcement; commercial driver training school inspections & investigations & off-duty oversize load escorts, plain-clothes investigations & criminal polygraph function; auto larceny/title fraud investigation; auxiliary highway patrol program; fiscal &/or logistical operations), administers, manages & coordinates overall activities/operations of district headquarters operation & supervises Highway Patrol Staff Lieutenants, 26715s & lower-level uniform & non uniform staff.

Coordinates & oversees all activities related to personnel, operations, equipment, facilities &/or supplies; formulates & implements policies & procedures to include goal setting, evaluation, audit & inspection procedures to ensure compliance for all operations/programs (e.g., criminal patrol team; commercial enforcement unit; auto title fraud unit; dignitary protection; civil unrest); coordinates enforcement activities with local prisons (e.g., monitors contraband); coordinates all field activities with General Headquarters (e.g., salvage vehicle inspections, driver's license examinations, school bus, church bus & ambulance inspections, motor carrier enforcement & inspections; commercial vehicle weight enforcement; commercial driver training school inspections & investigations & off-duty oversize load escorts, plain-clothes investigations, criminal polygraph function; auto larceny/title fraud investigation; auxiliary highway patrol program; fiscal &/or logistical operations).

Administers, manages & coordinates activities of section (e.g., processing of invoices, statewide payroll, fiscal records & reports; forecasting of funds; resolves vendor problems; processes travel expense reports; serves on statewide contract negotiation/labor relation/arbitration &/or human resource committees; ensures compliance with labor relations agreements & union contracts; coordinates operations/activities of aviation law enforcement operations; coordinates training academy & recruitment operations; coordinates statewide facility management, procurement, distribution services & contract administration; coordinates statewide motor carrier enforcement, motor vehicle inspection & licensing operations; coordinates statewide communications systems network, radio, telephone & computer systems & traffic information systems).

Monitors all activities & performance of personnel to include daily operation performance, evaluations, administrative investigations, discipline, scheduling, use of leave, monitoring on/off duty activities/ injuries & hiring for vacant positions; reviews &/or prepares operational reports (e.g., annual goals evaluations; problem site &/or behavioral; traffic enforcement programs; crash investigations; shift reports; radio logs; driver's exam reports; statistical data; LEADS; NCIC); critiques & approves review of force investigations & patrol car crash investigations for adherence to division standards & make recommendations for remedial training); directs &/or conducts criminal investigations of employees who are in violation of criminal &/or civil statutes.

Serves as agency contact person for ongoing interaction with outside agencies (e.g., Office of Budget & Management, Legislative Services Commission, Auditor of State); attends, participates in & testifies at budget hearings; responds to legislators & legislative aides regarding fiscal issues; provides guidance/technical assistance to fiscal staff on funding issues & purchases on statewide basis; solicits input from post commanders on statewide basis for input in development of operating budget.

Formulates & implements highway patrol program policies & procedures (e.g., traffic safety; law enforcement; crash prevention; DUI enforcement; MVI inspections; criminal investigations; special enforcement initiated operations; scale operations; critical incidents); recommends training for employees in need of improvement; selects officers to serve as instructors in specialized training programs for division/district; administers field officer training program for new officers assigned to district; monitors monthly employee roll-call training program in district; conducts & directs annual district sergeants in-service training program).

Schedules & conducts meetings with post commanders in order to distribute information, gather information, provide direction & guidance & discuss/implement programs (e.g., traffic safety; community betterment; operational improvement); handles Step 2 level grievances filed by bargaining unit employees; acts as division hearing officer in order to determine just cause for discipline in cases of suspension &/or removal.

Acts as liaison with community groups, police agencies, public officials, criminal justice agencies (e.g., Federal Bureau of Investigation; Drug Enforcement Agency; Alcohol, Tobacco & Firearms; U.S. Secret Service; Immigration & Naturalization Services); coordinates community relations programs (e.g., victim-witness assistance; juvenile operations).

Oversees maintenance, remodeling &/or upkeep of facilities & grounds of property owned or leased by division in district; assesses & manages equipment & supply needs to include electronic technician maintenance & repair of communications & electronic equipment; reviews bids & contracts for service & recommends approval; manages & monitors district fleet of motor vehicles relative to vehicle cost, crash repair & service contracts; inspects or reviews inspections of facilities for condition, safety & energy conservation.

Reviews, monitors & ensures documentation & accountability of payroll records in district; review, report & submit records & consults with human resource section concerning employee disabilities, illnesses & benefits.

Performs various administrative tasks (e.g., acts in absence of office commander; acts as management hearing officer for grievance hearings; participates in development of agency-wide policy; evaluates & resolves complaints; serves as member of special board or committee; acts as liaison with outside agencies at various government jurisdictional levels; initiates special studies & research; handles correspondence; attends & conducts meetings; provides guidelines on procedural issues, speaks before groups; interviews applicants; trains employees; maintains records & files; writes administrative reports; plans & coordinates traffic safety programs; provides information to government agencies, general public & news media).

Performs law enforcement duties (e.g., takes command at emergencies; demonstrations, disturbances & major investigations; coordinates dignitary protection & special events; acts as liaison with federal agents; works with institutional officials to resolve problems).

### **MAJOR WORKER CHARACTERISTICS:**

Knowledge of employee training & development; supervisory principles/techniques; police methods & procedures; technical &/or specialized area assigned (e.g., investigation, human resource management, fiscal management, LEADS, telecommunications); management; public relations; state/federal/agency laws, rules, regulations & procedures regarding law enforcement. Skill in operating police equipment &/or equipment required for specialized or technical area. Ability to define problems, collect data, establish facts & draw valid conclusions; write meaningful, concise & accurate reports; prepare & deliver speeches, lectures & seminars for specialized audiences or general public; handle sensitive & controversial matters with public & government officials; demonstrate dexterity.

(\*)Developed after employment.

### **MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

Completion of training as Highway Patrol Cadet at Patrol Training Academy, minimum of four years as Highway Patrol Trooper, 26711, two years as Highway Patrol Sergeant, 26713, one year as Highway Patrol Lieutenant, 26714 & one year as Highway Patrol Staff Lieutenant, 26715. Selection process will adhere to

**TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:**

Must maintain physical requirements as established by division & pass periodic medical examinations; must qualify semi-annually with firearms & related equipment.

**UNUSUAL WORKING CONDITIONS:**

Work involves personal exposure to serious traffic accidents, firearms, hazardous materials & inclement weather; required to apprehend & arrest dangerous felons; may be required to work rotating shifts & travel overnight; on-call 24-hours per day.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Highway Patrol Major	26717	EX	01/09/2005	17

**JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)**

At General Headquarters location, plans, directs & coordinates activities of one highway patrol office (e.g., recruitment & training; finance & logistical services; investigative services; licensing & commercial standards; planning & information services; technology & communication services; human resource management; field operations), supervises lower-level supervisors & support personnel & acts as management hearing officer for grievance hearings & pre-disciplinary hearings.

Administers statewide activities of office (e.g., plans, directs & manages activities of office of human resource management, administers entire personnel program to include collective bargaining, labor relations; office of investigative services to include all investigations statewide, crime lab, polygraph unit, Governor's security, Governor's residence, computer crimes unit; auto larceny unit, salvage vehicle inspection program, statewide building security coordination, background investigation process; office of technology & communications services to include management of all agency computer & radio communications operations; office of recruitment & training activities to include training of recruit, uniform & civilian personnel conducted at training academy or by academy staff, office of licensing & commercial standards to include administration of motor carrier enforcement programs, driver's licensing programs, motor vehicle inspection program; office of finance & logistical services to include facility management & fleet management; office of field operations to include aviation, inspections, special response team, criminal patrol, crash reconstruction).

Formulates & implements statewide policies & procedures to ensure compliance with provisions of Ohio Revised Code, Criminal & Administrative Code, multiple collective bargaining agreements, Ohio Public Records Law, state, federal & agency rules, regulations & procedures regarding law enforcement; establishes enforcement goals & evaluates progress of districts; administers training & auditing function of law enforcement automated data system (LEADS); analyzes & researches existing legislation & advises colonel in development division's position on pending legislation, assists colonel in developing division policies & general administration of division.

Provides technical assistance to Highway Patrol Colonel & other offices within division; represents office at staff meetings & seminars; serves as hearing officer on disciplinary matters; testifies before state controlling board &/or Ohio Legislature; attends national/local meetings to discuss best practices of traffic safety initiatives; oversees patrol post biennial inspection process for each patrol post; represents division or colonel at state/national meetings, conferences & seminars; serves as member of boards/committee's (e.g., applicant review, promotion, training) instructs classes at training academy; acts as chair person of LEADS steering committee; acts as liaison with Federal Communications Commission regarding LEADS; acts as liaison with private interest groups.

Prepares complex administrative reports, arbitration briefs, interpretations of employment & collective bargaining law; directs preparation of division budget to include operating capital & special funds; writes directives & correspondence on traffic safety issues, disseminates information to employees regarding agency work rules, policies & procedures, health & safety issues, exempt employee clarifications; reviews & prioritizes daily correspondence received & assigns duties to lower level supervisors.

Serves as member of general headquarters staff (e.g., participates in developing & implementing division-wide policies & procedures; represents division &/or deputy director at various meetings, conferences & seminars at local, state & national level; instructs classes at training academy or other agencies in & out of state; speaks before groups; acts as liaison with other law enforcement agencies, government officials & general public; serves as chairperson &/or member of special in-house board or committee; performs law enforcement duties as necessary).

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of employee training & development; supervisory principles/techniques; police methods & procedures; accounting, budgeting or finance\*; technical &/or specialized area assigned (e.g., patrol training academy, human resource management, technical services, operations, planning & analysis); management; public relations; state/federal/agency laws, rules, regulations & procedures regarding law enforcement. Skill in operating police equipment &/or equipment required for specialized or technical area. Ability to define problems, gather data, establish facts & draw valid conclusions; write complex reports, prepare & deliver speeches, lectures & seminars for specialized audiences & general public; resolve sensitive & controversial matters with public & government officials; demonstrate dexterity.

(\*)Developed after employment.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

Completion of training as Highway Patrol Cadet at Patrol Training Academy, four years as Highway Patrol Trooper, 26711, two years experience as Highway Patrol Sergeant, 26713 & one year experience in each of following classes: Highway Patrol Lieutenant, 26714, Highway Patrol Staff Lieutenant, 26715 & Highway Patrol Captain, 26716.

**TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:**

Must maintain physical requirements as established by division & pass periodic medical examinations; must qualify semi-annually with firearms & related equipment.

**UNUSUAL WORKING CONDITIONS:**

Work involves personal exposure to serious traffic accidents, firearms, hazardous materials & inclement weather; may be required to work rotating shifts & travel overnight; on-call 24-hours per day.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Highway Patrol Lieutenant Colonel	26718	EX	01/09/2005	18

**JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)**

Acts as assistant superintendent, administers & coordinates staff/administration side of highway patrol division (i.e., overall responsibility for office of human resource management, office of technology & communication services, office of financial & logistical services & planning & information services), supervises lower-level supervisory personnel to include highway patrol majors, captains &/or staff lieutenants, formulates & implements statewide highway patrol division program policies & plans, directs & coordinates division's legislative, budgetary & financial programs & assumes duties of Highway Patrol Colonel, 26719 in their absence;

OR

Acts as assistant superintendent, administers & coordinates line/operational side of highway patrol division (i.e., overall responsibility for office of licensing & commercial standards, office of investigative services, office of field operations & office of training & recruitment), supervises lower-level supervisory personnel to include highway patrol majors, captains &/or staff lieutenants), formulates & implements statewide highway patrol division program policies & plans, directs & coordinates division's legislative, budgetary & financial programs & assumes duties of Highway Patrol Colonel, 26719 in their absence.

Serves as chief of General Headquarters staff (i.e., supervises lower-level supervisory personnel to include highway patrol majors, captains &/or staff lieutenants), formulates & implements statewide long term & short term highway patrol division program policies & plans, directs & coordinates division's legislative, budgetary & financial programs, coordinates, monitors & maintains effectiveness of division's programs for traffic safety & services & assumes duties of highway patrol division deputy director in his/her absence; participates in preparation of division biennial budget.

Represents highway patrol division &/or deputy director at meetings, conferences & hearings at state, local & national level, maintains working relationship with legislators, government officials, other state & local agencies & general public; acts as chair person for & participates on boards/committees (e.g., promotion; standards; screening; use of force; patrol vehicle crash review; training); acts as commissioned officer per Section 5502 of Ohio Revised Code.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of management; supervisory principles/ techniques; police methods & procedures; public relations; accounting, budgeting or finance; state/federal/agency laws, rules, regulations & procedures regarding law enforcement & operations of State Highway Patrol Division; administer applicable collective bargaining contracts. Skill in operating police equipment. Ability to deal with large number of variables & determine specific course of action; write complex reports; prepare & deliver speeches before specialized audiences & general public; resolve sensitive & controversial matters.

(\*)Developed after employment.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

Completion of training as Highway Patrol Cadet at Patrol Training Academy, four years as Highway Patrol Trooper, 26711, two years exp. as Highway Patrol Sergeant & one year exp. in each of following classes, Highway Patrol Lieutenant, 26714, Highway Patrol Staff Lieutenant, 26715, Highway Patrol Captain, 26716 & Highway Patrol Major, 26717.

**TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:**

Must maintain physical requirements as established by division & pass periodic medical examinations; must qualify semi-annually with firearms and related equipment.

**UNUSUAL WORKING CONDITIONS:**

Work involves personal exposure to serious traffic accidents, firearms, hazardous materials & inclement weather; required to apprehend & arrest dangerous felons; may be required to work rotating shifts & travel overnight; on-call 24-hours per day.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Highway Patrol Colonel	26719	EX	09/22/2002	47

**JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)**

Serves as superintendent of State Highway Patrol, administers overall operations of Division of State Highway Patrol per Sections 5503.01-5503.33 of Ohio Revised Code to include human resource management, technology & communications, finance & logistical services, planning & information services, licensing & commercial standards, investigative services, field operations & recruitment & training, directs all operational & administration programs of all highway patrol offices, sections, units, districts & posts, administers budget & financial programs, designs & schedules programs for traffic safety & services of highway patrol, directs department's accident reduction, impartial enforcement, motor vehicle safety, law enforcement methods & procedures, investigation methods & practices & traffic safety principles pursuant to Chapter 3305. of Ohio Revised Code, directs public assistance programs & establishes & maintains division employee relations program & assists director of Public Safety in development of agency goals & objectives & supervises lower-level management personnel to include highway patrol lieutenant colonels & highway patrol majors.

Represents division of highway patrol to carry out provisions pursuant to Chapter 5503. of Ohio Revised Code on law enforcement activities & highway safety related committees &/or commissions at state, local & national levels; serves as director in absence of director or assistant director as assigned; maintains working relationship with legislators, government officials & other state & local agencies & general public.

Serves as liaison between Division of State Highway Patrol & other state agencies, law enforcement agencies & state legislature; provides information & services as requested; testifies in legislative hearings on proposed legislation on highway patrol programs or policies.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of management; supervisory principles/techniques; public relations; budgeting; state/federal/agency laws, rules regulations & procedures regarding law enforcement & operations of State Highway Patrol Division Pursuant to 5503. Ohio Revised Code; collective bargaining contracts. Skill in operating police equipment. Ability to deal with many variables & determine specific action; write complex concise reports; prepare & deliver speeches before specialized audiences & general public; handle sensitive inquires from officials & general public; demonstrate physical fitness.

(\*)Developed after employment.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

1 yr. exp. as Highway Patrol Lieutenant Colonel, 26718.

-Or 2 yrs. exp. as Highway Patrol Major, 26717.

-Or 3 yrs. exp. as Highway Patrol Captain, 26716.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

**TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:**

Must maintain physical requirements as established by division & pass periodic medical examinations; must qualify semi-annually with firearms and related equipment.

**UNUSUAL WORKING CONDITIONS:**

Work involves personal exposure to serious traffic accidents, firearms, hazardous materials & inclement weather; required to apprehend & arrest dangerous felons; may be required to work rotating shifts & travel overnight; on-call 24-hours per day.