

Highway Patrol Troopers

Job Code	Job Title	Pay Grade
1011L1	Highway Patrol Trooper Trainee	29
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CONCEPT:

Provides law enforcement on roads and highways in an assigned area or district to enforce motor vehicle, criminal, and other laws and safeguard citizens and property, apprehend violators and provide assistance to the general public.

TASKS:

HP Trooper Trainee

- Attends formal training sessions to develop knowledge of Kansas statutes and the practices and methods of basic law enforcement.
- Participates in on-the-job training in the performance of the following basic law enforcement activities.
- Maintains care and control of authorized equipment, vehicles and firearms. Decides when an emergency response is necessary.
- Collects, analyzes and verifies information from conversations with persons during patrol activity, emergency situations, and criminal offenses, and assesses the internal consistency and value of the information received. Completes written reports in compliance with departmental procedures, and makes oral reports as needed.
- Uses a variety of communication skills and special techniques to interact formally and informally with community groups. Provides information about police policies, procedures and techniques as they affect the public. Maintains good public relations with other law enforcement agencies.
- Considers circumstances of an observed or suspected violation of law and determines whether to initiate an investigation or to stop and frisk an individual, or whether probable cause exists to arrest and search an individual incident to arrest without a warrant, and make arrest or search.
- Directs and controls traffic flow. Patrols highways and related areas and enforces observed traffic violations. Issues moving traffic violations into municipal or district courts.
- Directs traffic flow at the accident scene, conduct an investigation as to its cause, photographs and sketches diagrams of accidents, and takes appropriate enforcement action.
- Performs surveillance operations. Locates, collects, handles and preserves physical evidence. Interviews complainants, witnesses and suspects.

HP Trooper

- Patrols highways operating motor vehicle or may be assigned to aircraft patrol to observe and investigate movement of motor vehicles, enforcing the statutes of the State of Kansas and the political subdivisions in order to ensure the safety of its citizens and the public.
- Issues citations and warnings; arrests violators. Inspects vehicles; aids disabled motorists by providing emergency medical services or calling wrecker or repair service; reports weather and road conditions to ensure safe travel.
- Investigates citizen complaints, assesses storm damage reports, motor carrier violations, criminal activities, driver license and vehicle registration violations, and employment background verifications.
- Prepares appropriate reports on highway fatalities, apprehension of violators and fugitives, stolen vehicles, and patrol car expenses and maintenance; testifies and presents evidence in court as required.
- Investigates accidents which may include performing first aid for victims, summoning ambulances, interviewing witnesses and taking signed statements; collecting evidence by taking measurements, making diagrams, and photographing roadways and vehicles.

- Presents safety talks and demonstrations to schools, clubs, local police and other groups; provides general information on vehicular laws, rules, regulations and road and weather conditions as requested by the public; conducts classes as special instructor in schools, colleges and other educational groups on driving, safety, and traffic and vehicular laws, rules and regulations.
- Performs related work as required.

HP Master/Technical Trooper:

- Patrols highways operating a motor vehicle or may be assigned to aircraft patrol to observe and investigate movement of motor vehicles, enforcing the statutes of the state of Kansas and the political subdivisions in order to ensure the safety of the public.
- Issues citations and warnings; arrests violators. Inspects vehicles; aids disabled motorists by providing emergency medical services or calling wrecker or repair service; reports weather and road conditions to ensure safe travel.
- Independently investigates citizen complaints, assesses storm damage reports, motor carrier violations, criminal activities, driver license and vehicle registration violations; verifies employment background.
- Prepares appropriate reports on highway fatalities, apprehension of violators and fugitives, stolen vehicles, and patrol car expenses; testifies and presents evidence in court.
- Investigates accidents which may include performing first aid for victims, summoning ambulances, interviewing witnesses and taking signed statements; collecting evidence by taking measurements, making diagrams, and photographing roadways and vehicles. Will assist others in these duties because of advanced training and knowledge.
- Presents safety talks and demonstrations to schools, clubs, local police and other groups; provides general information on vehicle laws and road and weather conditions as requested by the public; conducts classes as special instructor for schools, colleges and other educational groups on driving safety and traffic laws.
- Serves as a counselor or classroom instructor at Patrol Training Center.
- Coordinates law enforcement activities with employees from other agencies.
- Training of recruit troopers; provides guidance to field troopers in the areas of arrest procedures, report writing, accident investigation, court room appearance, demeanor and testimony, forms preparation, conduct and investigative techniques.
- Analyzes breath samples to determine alcohol concentration by using the headspace analysis procedure.
- Verifies vehicle identification numbers to determine validity by performing on-site inspections and reviewing titles for authenticity.
- Researches State statutes to ensure agreement with agency policies and procedures; gathers statistical data for research projects.
- Performs detailed inspections of motor carriers to ensure compliance with the laws and regulations of the state of Kansas and the Kansas Corporation Commission in regard to vehicle safety and hazardous materials.
- Acts as the field supervisor for limited purposes in the absence of the Lieutenant.

HP Lieutenant

- Carries out the orders and directives of a superior; reviews written reports submitted by Troopers to determine that necessary corrections and revisions are made.
- Supervises troopers and civilians by reviewing with them work standards in preparation for completion of performance evaluations; counsels and advises on strengths and weaknesses of operations and programs; schedules and assigns personnel and equipment in order to ensure that duties are carried out.
- Administers agency public information program in order to promote public understanding of agency objectives, policies or programs by disseminating information through news releases.
- May provide security for the Governor and family or other designated persons by serving as liaison to the Governor's office and staff regarding transportation and security matters to ensure their safety.
- Directs specialty units. May develop budgetary, procurement, and personnel functions and recommendations within a program.
- Recommends the development of procedures and policies, and oversees implementation.
- Audits professional standards and conduct of agency employees. In this roll, may report directly to the Appointing Authority on priority projects.
- Investigates accidents which may include performing first aid for victims, summoning ambulances, interviewing witnesses and taking signed statements; collecting evidence by taking measurements, making diagrams, and photographing roadways and vehicles.

- Patrols highways operating a motor vehicle to enforce the statutes and laws to ensure public safety.
- Issues citations and warnings; arrests violators. Inspects vehicles; aids disabled motorists by providing emergency medical services or calling wrecker or repair service; reports weather and road conditions to ensure safe travel.
- Investigates accidents by interviewing witnesses, collecting evidence, making diagrams and photographing the accident scene.
- Actively participates in law enforcement work to ensure public safety and to maintain their law enforcement skills.

HP Captain

- Administers troop level programs in order to carry out agency operations, policies and procedures by directly supervising and evaluating subordinate law enforcement staff; executes directives and assignments issued by the immediate supervisor; monitors field operations; communicates with regional management staff on troop's performance and items or happenings of interest; initiates and reviews correspondence; studies and disseminates information to subordinate law enforcement staff; monitors support services; and attends and instructs at in-service schools.
- Supervises law enforcement staff assigned to Executive Branch (Governors) Security detail.
- Plans course of action to accomplish the objectives and goals of the troop by researching staffing needs and allocations; develops and establishes office policies and procedures; prepares troop budget requests; insures troop equipment and supplies are maintained.
- Identifies and reconciles personnel needs and problems within a troop; counsels and disciplines in order to assure uniformity and the health and safety of all employees.
- Confers with the public, news media and other law enforcement agencies in order to establish good working relations; provides accurate and timely information regarding laws; makes appearances on behalf of the agency.
- Actively participates in law enforcement work to ensure public safety and to maintain their law enforcement skills.

HP Major

- Administers logistics, personnel and programs by advising supervisors, managing the requisition, inventory control and maintenance of vehicles, equipment and supplies within a region or as multi-troop administrative support staff to the superintendent and assistant superintendent.
- Advises budget and records managers by providing administrative support in fiscal matters and in the custody of records and files.
- Acts as regional major coordinating activities and organizational programs between headquarters and the field by identifying and presenting field needs and problems, representing divisional staff, and coordinating activities with the Assistant Superintendent.
- Promotes good working relations, conferring daily with other law enforcement and state agencies in order to maintain those relations between headquarters, field personnel and the general public.
- Actively participates in law enforcement work to ensure public safety and to maintain their law enforcement skills.

LEVELS OF WORK

- Class Group consists of six classes.

Highway Patrol Trooper Trainee: Employees in this class become certified Kansas Highway Patrol Troopers through completion of the required basic Kansas Highway Patrol training program and upon completion of field training. Recruits will be trained in providing police protection on Kansas highways. Training will focus on work operating a patrol vehicle on state and interstate highways for the purpose of enforcing Kansas traffic and vehicle laws. Formal and on-the-job training will also involve serving warrants, investigating crimes, and assisting other law enforcement agencies in the enforcement of all applicable laws, rules and regulations of the State of Kansas and political subdivisions. Patrols an assigned area, exercises full law enforcement powers, conducts criminal investigations, collects evidence and prepares appropriate reports. Work also involves attending formal training in basic law enforcement.

Minimum Requirements: High school diploma or equivalent and a valid driver's license.

Necessary Special Requirements: Must be a United States citizen and at least 21 years of age. Must complete a basic law enforcement training program recognized by the Kansas Law Enforcement Training Commission and obtain certification as a law enforcement officer from the Kansas Law Enforcement Training

Commission before being given permanent status. At time of appointment, candidate must take and pass a drug screening test approved by the Division of Personnel Services and be required to pass a physical exam administered by the hiring agency. This class requires the use of a firearm for law enforcement duties and therefore, candidates cannot have been convicted of, and must be free of any diversions from, a felony or misdemeanor domestic violence crime as set forth in 18 U.S.C. § 922 (d) (9) and (g) (9).

Highway Patrol Trooper: This is full performance professional work operating a patrol vehicle on state and interstate highways for the purpose of enforcing Kansas traffic and vehicle laws. Work also involves serving warrants, investigating crimes, and assisting other law enforcement agencies in the enforcement of all applicable laws, rules and regulations of the State of Kansas and political subdivisions. Minimum Requirements: High school diploma or equivalent, a valid driver's license and successful completion of basic law enforcement training program offered by the Kansas Highway Patrol.

Necessary Special Requirements: This class requires the use of a firearm for law enforcement duties and therefore, candidates cannot have been convicted of, and must be free of any diversions from, a felony or misdemeanor domestic violence crime as set forth in 18 U.S.C. § 922 (d) (9) and (g) (9). Some positions require an approved drug test unless the incumbent is moving from one safety-sensitive position to another safety-sensitive position within the same agency performing substantially similar duties.

Highway Patrol Master/Technical Trooper: This is advanced professional or technical law enforcement work providing police services to the public and assisting other law enforcement agencies. Incumbents within the advanced professional law enforcement work, MASTER TROOPER, will be operating a patrol vehicle on state and interstate highways for the purpose of enforcing Kansas traffic and vehicle laws. Work also involves serving as a lead worker in a district, an instructor for in-service training and providing varied support to a higher ranking supervisor. Incumbents main focus will be advanced work in patrolling state highways, serving warrants, investigating crimes, serving as a training officer and assisting other law enforcement agencies in enforcing all applicable laws and regulations of the state of Kansas and political subdivisions. Incumbents within the TECHNICAL classification aspect of this class have mastered one of the following technical areas: Aircraft Patrol, Motor Vehicle Enforcement, Motor Carrier Safety Assistance Program, or Research and Planning. Also included as a technical area is safety education training or formal classroom instruction on as a full-time duty assignment, examples include canine training, Motor Carrier Safety Assistance Program training, Breath Alcohol Unit training and full assignment to the training academy.

Minimum Requirements: Five years as a Highway Patrol Trooper and have advanced training in collision investigation, criminal interdiction, radio procedure, use of force, police ethics, communication skills and development, pursuits, and commercial vehicle alliance (CVSA) Level II. To be eligible for reallocation to a Technical Trooper, selected candidates shall have served five years as a Highway Patrol Trooper and have maintained certification in the area of specialization.

Necessary Special Requirements: This class requires the use of a firearm for law enforcement duties and therefore, candidates cannot have been convicted of, and must be free of any diversions from, a felony or misdemeanor domestic violence crime as set forth in 18 U.S.C. § 922 (d) (9) and (g) (9). Some positions in this class may require specialized training or certification. Some positions require an approved drug test unless the incumbent is moving from one safety-sensitive position to another safety-sensitive position within the same agency performing substantially similar duties.

Highway Patrol Lieutenant: This is supervisory and administrative law enforcement work and direction of field operations at a zone, troop or statewide level; or public relations work at Highway Patrol headquarters or troop headquarters' or Protective Services for the Executive Branch.

Minimum Requirements: Kansas Certification as a Law Enforcement Officer and five years' experience as a Highway Patrol Trooper.

Necessary Special Requirements: This class requires the use of a firearm for law enforcement duties and therefore, candidates cannot have been convicted of, and must be free of any diversions from, a felony or misdemeanor domestic violence crime as set forth in 18 U.S.C. § 922 (d) (9) and (g) (9). For positions in this class which require piloting a particular aircraft, all FAA requirements for piloting that type of aircraft must be met. Some positions require an approved drug test unless the incumbent is moving from one safety-sensitive position to another safety-sensitive position within the same agency performing substantially similar duties.

Highway Patrol Captain: This is managerial work in charge of a troop of the Kansas Highway Patrol. Work involves planning, assigning, evaluating and counseling subordinate patrol and civilian personnel as well as participating in patrol work activities in a troop or unit of Highway Patrol headquarters.

Minimum Requirements: Kansas Certification as a Law Enforcement Officer and two years' experience as a Highway Patrol Lieutenant.

Necessary Special Requirements: This class requires the use of a firearm for law enforcement duties and therefore, candidates cannot have been convicted of, and must be free of any diversions from, a felony or misdemeanor domestic violence crime as set forth in 18 U.S.C. § 922 (d) (9) and (g) (9). For positions in this class which require piloting a particular aircraft, all FAA requirements for piloting that type of aircraft must be met. Some positions require an approved drug test unless the incumbent is moving from one safety-sensitive position to another safety-sensitive position within the same agency performing substantially similar duties.

Highway Patrol Major: This is administrative and managerial highway safety and law enforcement work in Highway Patrol either as manager of a region or as multi-troop administrative support staff to the assistant superintendent and the superintendent at General Headquarters. Work involves managing a regional area, coordinating programs and organizational policies between headquarters and the field, or administratively assisting and advising section supervisors at central headquarters in regard to personnel matters, logistics, and fiscal/budget compliance. An incumbent in this class assists in developing agency policies and procedures.

Minimum Requirements: Kansas Certification as a Law Enforcement Officer and two years' experience as a Highway Patrol Captain.

Necessary Special Requirements: This class requires the use of a firearm for law enforcement duties and therefore, candidates cannot have been convicted of, and must be free of any diversions from, a felony or misdemeanor domestic violence crime as set forth in 18 U.S.C. § 922 (d) (9) and (g) (9). Some positions require an approved drug test unless the incumbent is moving from one safety-sensitive position to another safety-sensitive position within the same agency performing substantially similar duties.

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