

HIGHWAY PATROL CAPTAIN

NATURE OF WORK

This is administrative work in directing highway patrol activities in an assigned area of the state. Employees serve as troop commanders with responsibility for planning, organizing, and reviewing the work of patrol personnel in one of the major troop areas of the state. Employees act with considerable independence except in those cases which require change in policies and procedures and maintain good working relationships with the public and other law enforcement agencies. Work is performed independently under the administrative supervision of the patrol commander through a review of activity reports, personal observation of law enforcement activity, and acceptance by the public within the troop area.

ILLUSTRATIVE EXAMPLES OF WORK

Formulates policies, in conference with the patrol commander, for administration of a troop area; determines work assignments; and devises specific work methods which best accomplish patrol objectives.

Coordinates troop activities with the work of other troops.

Assumes command of riot and crowd control activities within his assigned troop and coordinates functions with other official agencies; serves as liaison officer and reports developments in riotous situations through channels to the Governors Office.

Devises training programs for new personnel after their assignment to the troop.

Reviews the work of patrol personnel for quality of performance and adherence to instructions through analysis of written reports, frequent discussions with non-commissioned officers, and personal observation in the field.

Discusses law enforcement problems with non-commissioned officers and instructs them in new patrol techniques or changes in policies.

Discusses and makes recommendations concerning the adequate receipt of radio messages and the satisfactory repair and maintenance of patrol vehicles.

Investigates charges brought against members of the patrol, determines their validity, and takes necessary disciplinary action, including suspension from the patrol.

Confers with local law enforcement officers and public officials to obtain their recommendations for improving patrol activities in the area.

Speaks to civic, social, and other groups on patrol activities and highway safety.

Performs related work as required.

KNOWLEDGES, SKILLS, AND ABILITIES

Thorough knowledge of highway patrol methods and procedures.

Considerable knowledge of first aid principles and practices.

Skill in the use of firearms.

Skill in the use of riot and crowd control techniques, procedures, and equipment.

Ability to plan, organize, direct, and review the work of subordinate personnel.

Ability to maintain effective working relationships between patrol employees, other law enforcement agencies, and the general public through contact and cooperation with these groups.

Ability to interpret and apply pertinent provisions of motor vehicle laws and the criminal code.

Ability to gather, organize, interpret, and present information orally or in writing.

Ability to react quickly and calmly in emergency situations.

Ability to maintain routine clerical records and to prepare reports from these records.

Physical strength sufficient to withstand long hours of continuous duty.

ACCEPTABLE TRAINING AND EXPERIENCE

Graduation from high school, preferably supplemented by formal training in modern police methods, procedures, administration, and scientific methods of crime detection and prevention and six years experience in highway patrol including two years of supervisory experience; or an equivalent combination of training and experience.

PREPARED BY
NORTH CAROLINA STATE PERSONNEL DEPARTMENT

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