

## State of Montana Occupational Standard Template

**Job Code Title:** Highway Patrol Commander

**O\*Net Code:** 33-1012.00- First-Line Supervisors of Police and Detectives

☐ **Purpose** (Check the box if the purpose of the job matches the occupational standard): Manage and coordinate activities of civilian and law enforcement teams and ensure procedures are conducted in accordance with laws, regulations, and Montana Highway Patrol policies, while enforcing state, federal, local, and tribal laws within jurisdiction.

**Method used to Conduct Classification Review** (If at least 70% of the time spent performing the work in the job matches the standard by at least 70%, continue using this occupational standard. If not, choose a different occupational standard or use an "all other" template): ☐ Job Description Review ☐ Reclassification & Job Audit ☐ Reclassification Transition ☐ Other (describe):

**% Representative Duties Performed at All Levels** (Add percent of time matching the standard. Leave boxes unchecked if the work duty is not performed in the job. Classification does not require all boxes in this section be checked.):

- ☐ Plan and direct law enforcement operations and programs within assigned area of responsibility.
- ☐ Oversee and coordinate criminal, civil, or administrative investigations, law enforcement actions, or cases to ensure that procedures are conducted according to laws and regulations.
- ☐ Assist higher-level managers with budget administration, such as requests and distribution of funds, equipment, materials, supplies, and other expenditures.
- ☐ Review subordinate reports or cases to evaluate and ensure adequacy and compliance with laws, procedures, and regulations.
- ☐ Direct the preparation, handling, and maintenance of department records.
- ☐ Recommend law enforcement approaches and processes to other executives and managers.
- ☐ Prepare reports for law enforcement operations, programs, patrol activity, and related forms.
- ☐ Collaborate and coordinate law enforcement actions with other divisions, agencies, districts, regions, or bureaus.
- ☐ Responds to emergencies and calls for assistance as requested, assigned, or discovered.
- ☐ ~~May research, evaluate, and secure funding opportunities to promote ongoing development and enhancement of law enforcement programs.~~

- Check any boxes\* in this standard matching the minimum requirements (including statutory requirements\*, if any) for the position's job description.
- Check the box beside the job code and title matching the duties performed by the position. If the position does not perform all additional duties and meet all minimum requirements for higher levels, but still matches the overall 70% threshold for the occupation, check the box beside level 1.
- The job can't be classified higher than level 1 unless all the level's additional duties and other minimum requirements are performed by the position.

	<input type="checkbox"/> Highway Patrol Lieutenant L1131M	<input type="checkbox"/> Highway Patrol Captain L1132M	<input type="checkbox"/> Highway Patrol Major L1133M
<b>Additional Duties Required at this Level</b>	<input type="checkbox"/> Supervise or manage at least 2 FTE. <input type="checkbox"/> Perform management functions, including hiring, firing, performance management, discipline, work distribution, and employee development.	<input type="checkbox"/> Regularly manage at least five FTE directly or indirectly within the managed reporting structure, including hiring, firing, performance management, discipline, work distribution, and employee development. <input type="checkbox"/> Allocate district budget within authorized thresholds established by executives and the legislature. <input type="checkbox"/> Liaison for district public relations to the public and media, outreach events, and complaints. <input type="checkbox"/> Develop and establish policies, procedures, and guidelines for the Montana Highway Patrol within assigned district. <input type="checkbox"/> <u>May research, evaluate, and secure funding opportunities to promote ongoing development and enhancement of law enforcement programs.</u>	<input type="checkbox"/> Regularly manage at least five FTE directly or indirectly within the managed reporting structure, including hiring, firing, performance management, discipline, work distribution, and employee development. <input type="checkbox"/> Implement strategic plans and objectives for law enforcement units within a region or bureau. <input type="checkbox"/> Allocate budget for a region or bureau within authorized thresholds established by executives and legislature. <input type="checkbox"/> May act as the liaison and public relations representative for a region or bureau. <input type="checkbox"/> <u>May research, evaluate, and secure funding opportunities to promote ongoing development and enhancement of law enforcement programs.</u>
*Note –Items below with check boxes are statutory requirements used during classification. Check the box if the position meets the statutory requirement.			

	<input type="checkbox"/> Highway Patrol Lieutenant L1131M	<input type="checkbox"/> Highway Patrol Captain L1132M	<input type="checkbox"/> Highway Patrol Major L1133M
<b>Typical Qualifications on the First Day of Work</b>	<ul style="list-style-type: none"> <li>• High school diploma or equivalent.</li> <li>• Six years of experience as a Highway Patrol Trooper.</li> <li>• Three years (36 months) of uninterrupted service as a Highway Patrol Sergeant.</li> </ul> <input type="checkbox"/> Meet qualifications defined in 44-1-401 and 7-32-3, MCA.	<ul style="list-style-type: none"> <li>• High school diploma or equivalent.</li> <li>• Six years of experience as a Highway Patrol Trooper</li> <li>• Three years (36 months) of uninterrupted service as a Highway Patrol Sergeant or Lieutenant.</li> </ul> <input type="checkbox"/> Meet qualifications defined in 44-1-401 and 7-32-3, MCA.	<ul style="list-style-type: none"> <li>• High school diploma or equivalent.</li> <li>• Six years of progressively responsible service as a Highway Patrol manager.</li> </ul> <input type="checkbox"/> Meet qualifications defined in 44-1-401 and 7-32-3, MCA.
<b>Core Competencies</b>	•	•	•
<b>Other Important Information</b>	<ul style="list-style-type: none"> <li>• Required to obtain valid POST certificate as required by ARM 23.12 parts 12-14.</li> <li>• Criminal history check.</li> <li>• Background investigation.</li> <li>• Psychological exams.</li> <li>• Fitness-for-duty exams.</li> <li>• Continuing education requirements established by ARM 23.13.201.</li> <li>• Train and qualify with firearms.</li> <li>• <u>Ensures equipment is maintained.</u></li> </ul>	<ul style="list-style-type: none"> <li>• Required to obtain valid POST certificate as required by ARM 23.12 parts 12-14.</li> <li>• Criminal history check.</li> <li>• Background investigation.</li> <li>• Psychological exams.</li> <li>• Fitness-for-duty exams.</li> <li>• Continuing education requirements established by ARM 23.13.201.</li> <li>• Train and qualify with firearms.</li> <li>• <u>Ensures equipment is maintained.</u></li> </ul>	<ul style="list-style-type: none"> <li>• Required to obtain valid POST certificate as required by ARM 23.12 parts 12-14.</li> <li>• Criminal history check.</li> <li>• Background investigation.</li> <li>• Psychological exams.</li> <li>• Fitness-for-duty exams.</li> <li>• Continuing education requirements established by ARM 23.13.201.</li> <li>• Train and qualify with firearms.</li> <li>• <u>Ensures equipment is maintained.</u></li> </ul>
<b>Typical Work Environment</b>	<ul style="list-style-type: none"> <li>• Normal office environment</li> <li>• Some travel and onsite work required.</li> </ul>	<ul style="list-style-type: none"> <li>• Normal office environment</li> <li>• Some travel and onsite work may be required.</li> </ul>	<ul style="list-style-type: none"> <li>• Normal office environment</li> <li>• Some travel and onsite work may be required.</li> </ul>
<b>FLSA Status<sup>1</sup></b>	• Non-exempt	• Exempt	• Exempt: Executive

<sup>1</sup> State agencies must evaluate each individual employee to determine overtime eligibility status as required by the Fair Labor Standards Act (FLSA).

#### Minimum Physical/Mental Requirements:

- Travel required.
- Motor vehicle operation required.
- Physically demanding and stressful work involves conflicts, including arrests and assisting victims.
- Work may require irregular hours, including nights, weekends, and holidays.
- Communicate facts verbally and in writing.
- Required to aim, fire, and qualify with a weapon.

#### Distinguishing Factors:

#### Supplemental Job Information (to be completed by agency):

- Position Number(s):
- Differing Work (Differences, if any, must be no more than 30 percent of the total job. If a job differs more than 30 percent from this description, it must be classified into another benchmark or an “all other” standard.):

#### Supporting Documentation:

- ☐ Agency Classification Request
- ☐ Organizational Chart
- ☐ Job Audit Notes

Effective – November 30, 2020

☐ Other (please describe):

**Signatures**

My signature below indicates the statements associated with this position’s duties are accurate and complete.

Supervisor (Name, Title, Date)\_\_\_\_\_

I attest the criteria outlined above meet classification requirements outlined in the broadband manual/policy) establishing the following occupational title and level for the positions listed:

TITLE\_\_\_\_\_

LEVEL\_\_\_\_\_

JOB CODE\_\_\_\_\_

Classifier (Name, Title, Date, Agency) \_\_\_\_\_