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**HIGHWAY PATROL OFFICER**

**SCOPE OF WORK:**

Work involves providing a variety of services to the motorists who use the highway system of North Dakota; enforcing state and federal laws, rules, and regulations; and performing all duties as listed in North Dakota Century Code 39-03-09. The individuals in these positions are stationed throughout the state in one of four regions and generally patrol the highways alone.

**DUTIES PERFORMED AT ALL LEVELS:**

- Interpret and accurately apply specialized legal knowledge and constitutional law to enforce state and federal safety, traffic and criminal laws, rules and regulations.
- Prevent loss of life, personal injury, and property destruction through patrol, traffic enforcement, crime prevention, and public safety promotion activities.
- Enforce federal and state traffic and criminal laws including stopping violators; issuing warnings and citations; conducting field sobriety and blood-alcohol tests; detaining, arresting, transporting, and booking suspects; and apprehending stolen vehicles and fleeing felons.
- Respond to and investigate vehicular crashes, incidents, and potential safety hazards on and off state roadways; determine cause and initiate necessary action to correct engineering concerns and/or change behavior.
- Assess needs and request situation specific agency assistance; perform crash victim extrication and injury triage.
- Gather, preserve, and maintain evidence.
- Interdict individuals utilizing highways for transport of drugs, contraband, and other criminal activities.
- Conduct inspections of commercial vehicles, drivers, and cargo to determine regulatory compliance with standards for safe shipment of materials.
- Inspect, weigh, and measure commercial motor vehicles to determine compliance with various laws/rules/regulations; issue permits for oversize vehicles.
- Recognize and respond to various hazardous material incidents, natural disasters, and other emergency situations.
- Engage in community/media relations and liaison work in assigned community; promote traffic safety education through presentations and involvement with schools, civic groups, and safety committees.
- Utilize mobile data computers to access information from various databases such as drivers' license, National Criminal Information Center (NCIC), vehicle registration, and department files; correspond with other Highway Patrol Officers, State Radio

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personnel, and other law enforcement personnel; complete department investigative forms, activity reports, contact forms, and citations.

- Complete written reports on all incidents, arrests, accidents, investigations, assists, and daily activities; reports may be subject to review by supervisors, citizens, insurance adjusters, lawyers, judges, etc.
- Participate in the prosecution of offenders; respond to inquiries by attorneys, prepare courtroom testimony, and testify in court and at administrative hearings.
- Support federal, state(s), and local law enforcement operations.

NOTE: The duties listed are not intended to be all-inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.

**HIGHWAY PATROL OFFICER I**  
GRADE J

5705

**LEVEL DEFINITION:**

Work at this level is considered a training level. For the first five months, individuals in these positions attend the Highway Patrol Academy. Individuals are assigned to a region upon graduation from the Highway Patrol Academy and receive extensive direct supervision during an eight-week field training program.

**ADDITIONAL DUTIES PERFORMED AT THIS LEVEL:**

- None

**MINIMUM QUALIFICATIONS:**

Requires a bachelor's degree, or an associate degree and two years of law enforcement or other directly related work experience and must meet the qualifications as listed in North Dakota Century Code 39-03-04. The hiring authority, at the time of recruitment, may specify additional qualifications.

**HIGHWAY PATROL OFFICER II**  
GRADE L

5706

**LEVEL DEFINITION:**

Work at this level is considered a fully qualified working level. Individuals in these positions are required to function independently. Duties are performed with minimal direct supervision.

ADDITIONAL DUTIES PERFORMED AT THIS LEVEL:

- Observe and analyze traffic flow patterns, roadway and weather conditions, and operating practices to determine and implement corrective action; anticipate and prepare for unusual events that might develop abnormal traffic conditions.
- Act as initial on-scene coordinator for vehicle crashes; analyze crash scenes utilizing a variety of equipment/devices, eyewitness statements, and other means necessary to reconstruct the crash and determine cause.
- Participate in the training of Highway Patrol Officers and other law enforcement personnel at the Law Enforcement Training Academy.
- May complete training and assume one or more additional duty specialties: Reconstructionist (vehicle crashes), Tactical Response Unit (TRU) Member, Armorer (weaponry), Firearms Instructor, Canine Handler, Motor Carrier Safety Assistance Program (MCSAP) Inspector, or Department Aircraft Pilot.
- May coordinate a special program such as K9, crash reconstruction, drug recognition/field sobriety testing, and motor carrier safety assistance across multiple agencies; perform activities associated with the special program; participate in ongoing program development, implementation, training, evaluation, and oversight; recommend changes for program improvement.

MINIMUM QUALIFICATIONS:

Requires graduation from the Highway Patrol Academy, satisfactory completion of the Field Training Program, and five months of field work experience for a total of a one-year probationary period. The hiring authority, at the time of recruitment, may specify additional qualifications depending on the position to be filled.

Eff. Date: 05/84

Rev: 03/01 – Updated and separated officer classes from sergeant (5707) as a series, reviewed factors and grades

Rev: 04/05 – Revised level definition at the 1<sup>st</sup> level and minimum qualifications at the 2<sup>nd</sup> level

Rev: 07/12 – Conversion to Hay System

Rev: 03/19 – Revised scope, duties at the 2<sup>nd</sup> level, level definition at the 1<sup>st</sup> level, and minimum qualifications at the 2<sup>nd</sup> level; reviewed factoring and grade at 2<sup>nd</sup> level