



**NORTH DAKOTA
CLASS DESCRIPTION**

ND Human Resource Management Services
Phone: (701) 328-3290

Class Code(s): 5707

HIGHWAY PATROL SERGEANT
GRADE M

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. In addition to performing all duties of a Highway Patrol Officer, positions in this classification are responsible for supervising an assigned number of Highway Patrol Officers within a district. Alternatively, a few positions in this classification are headquarters-level specialty positions providing administrative coordination for statewide programs.

DUTIES PERFORMED:

- 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.
- 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.
- 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.
- Act as on-scene coordinator for vehicle crashes; assess needs and request situation specific agency assistance; perform crash victim extrication and injury triage.
- Analyze crash scenes utilizing a variety of equipment/devices, eyewitness statements, and other means necessary to reconstruct crash and determine cause.
- 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 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.
 - Guide the operation of patrol, traffic safety and law enforcement, accident investigations, criminal investigations, incident follow-up, crime prevention, and public safety activities.
 - Direct and coordinate the activities of assigned staff including coaching, developing, monitoring, and evaluating performance to ensure compliance with department goals and objectives; complete Action Reports documenting officer performance and, when needed, action plans to correct performance.
 - Participate in the training of newly assigned Highway Patrol Officers in the field; provide feedback and evaluation.
 - Determine training needs of officers; recommend and implement training for all assigned staff.
 - Enforce, evaluate, and maintain policies and procedures regarding department operations.
 - Review and approve reports submitted by subordinates.
 - Conduct after-incident reviews to ensure department policies and procedures are followed.
 - Serve as property/evidence control officer for the district.
 - Assume command responsibility of a district in the absence of the district commander.

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

MINIMUM QUALIFICATIONS:

Requires four years of work experience as a North Dakota Highway Patrol Officer. The hiring authority may specify additional qualifications at the time of recruitment.

Eff. Date: 05/84

Rev: 03/01 – Updated and separated from officer classes (5705-6) as a series;
reviewed factors and grade

Rev: 07/12 – Conversion to Hay System