

**STATE OF WISCONSIN  
CLASSIFICATION SPECIFICATION  
STATE PATROL LIEUTENANT**

**I. INTRODUCTION**

A. Purpose of This Classification Specification

This classification specification is the basic authority under ER 2.04, Wis. Admin. Code, for making classification decisions relative to present and future State Patrol Lieutenant positions found in the Department of Transportation (DOT), Division of State Patrol. Positions allocated to this classification function as one of the following: Regional Lieutenant, Training Lieutenant, Division Staff Lieutenant, or Motor Carrier Lieutenant.

Classification decisions must be based on the “best fit” of the duties within the existing classification structure. The “best fit” is determined by the majority (i.e., more than 50%) of the work assigned to and performed by the position when compared to the class concepts and definition of this specification or through other methods of position analysis. Position analysis defines the nature and character of the work through the use of any or all of the following: definition statements; listing of areas of specialization; representative examples of work performed; allocation patterns of representative positions; job evaluation guide charts, standards or factors; statements of inclusion and exclusion; licensure or certification requirements; and other such information necessary to facilitate the assignment of positions to the appropriate classification.

B. Inclusions

This professional supervisory position is located within the Department of Transportation, Division of State Patrol. Positions in this classification function in one of the four working titles: Regional Lieutenant, Training Lieutenant, Division Staff Lieutenant, or Motor Carrier Lieutenant, which all meet the statutory definition of supervisor as defined in s. 111.81(19), Wis. Stats.

C. Exclusions

Excluded from this classification are the following types of positions:

1. Positions which do not meet the statutory definition of supervisor, as defined in s. 111.81(19), Wis. Stats., as administered and interpreted by the Wisconsin Employment Relations Commission;
2. Non-supervisory or non-administrative traffic patrol or motor vehicle/carrier inspection positions which are more appropriately classified as State Patrol Trooper;
3. Positions involved in civil and criminal investigations not related to highway safety and preservation and motor carrier enforcement for a majority of the time;
4. Positions involved in supervisory or administrative work in the enforcement of other laws, rules and regulations outside the DOT, Division of State Patrol for a majority of the time;

5. All other positions which are more appropriately identified by other classifications.

D. Entrance Into This Classification

Employees enter positions within this classification by competition.

## II. DEFINITIONS

### STATE PATROL LIEUTENANT

There are four allocation patterns for this classification.

1) Regional/Post Lieutenant: Assist the Regional Captain in the development, implementation, and monitoring of objectives and procedures for all division programs in the region. Provide direction to all regional and/or post first-line supervisors. Act as a member of a district management team comprised of a Captain, Post Lieutenants, and several first-line supervisors. Assume responsibility for the development and recommendation of plans for regional programs, policy and budget development and independently directs operations in the absence of the Captain. Work is performed independently under the general direction of the Captain and is evaluated through conferences, reports, and general review.

2) Training Lieutenant: Assist the Major with planning, organizing, implementing, administering, delegating, and evaluating all operations of the State Patrol Academy. Responsible for the day-to-day operation of the facility. Coordinate and facilitate all training conducted at the Academy. Advise regions on related training being conducted at the region or post level on a statewide basis. Serve as a technical advisor for top-level division administrative personnel on training and enforcement related issues. Serve as a technical expert for federal, state, county, and municipal law enforcement training issues. Assist with the planning and development of long-range goals designed to facilitate continued and expanded use of the State Patrol Academy.

3) Division Staff Lieutenant: This position acts as a principal staff adviser to a Captain or a Major in the centralized management and evaluation of operational/special programs. Procure funds for special programs. Monitor and evaluate division operational and special programs. Direct and participate in the research and evaluation of police equipment and technology, trends in law enforcement, and personnel/management issues. Provide technical advice to field staff on equipment utilization and operational procedures. Coordinate and implement operational and special programs regarding traffic law enforcement, motor carrier enforcement, and dignitary security. Coordinate and prepare state budget and federal funding requests. Positions may supervise subordinate law enforcement employees. These positions work independently under the general direction of a Captain or Major.

4) Motor Carrier Lieutenant: Administration of all motor carrier enforcement, traffic law enforcement, criminal law enforcement, and special inspection service programs within the motor carrier enforcement section. Prepare, coordinate, and monitor budget and prepare state and federal budget requests. Develop and/or present/attend training programs and provide technical and management consultation for development and implementation of services and operations. Supervise and direct motor carrier staff including sergeants and inspectors. Work independently under the general direction of a Captain or Major.

## III. QUALIFICATIONS

Other qualifications required for these positions will be determined at the time of recruitment. Such determinations will be made based on an analysis of the goals and worker activities performed and by an identification of the education, training, work or other life experience which would provide reasonable assurance that the knowledge and skills required upon appointment have been acquired. Position incumbents must be certified law enforcement officers.

#### **IV. ADMINISTRATIVE INFORMATION**

This classification series was modified effective March 12, 2000, to reflect abolishment of the State Patrol Lieutenant Confidential/Supervisor, a single position classification. That function is now described as the 5<sup>th</sup> allocation in the State Patrol Lieutenant classification specification. Notice of this modification and abolishment of the State Patrol Lieutenant Confidential/Supervisor were announced in Bulletin CLR/SC-109. This classification was modified effective March 5, 2006 to reflect organizational changes at the Department of Transportation from a district model to regions and to remove the allocation for Chief of Personnel. Notice of the modification was announced in Bulletin OSER-0089-MRS/SC.

ILW/BAP/JJK  
65922