

**STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION**

STATE PATROL CAPTAIN

I. INTRODUCTION

A. Purpose of This Classification Specification

This classification specification is the basic authority under Wis. Admin. Code ER 2.04 for making classification decisions relative to present and future State Patrol Captain positions found in the Department of Transportation (DOT), Division of State Patrol. Positions allocated to this classification function as a District Commander. This classification specification is not intended to identify every duty which may be assigned to positions, but is intended to serve as a framework for classification decision making in this occupational area.

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

Included in this classification are positions which function as a District Commander and meet the definition of Supervisor as defined in Wis. Stats. 111.81(13).

C. Exclusions

Excluded from this classification are the following types of positions:

1. Positions which do not meet the definition of supervisor as defined in Wis. Stats. 111.81(13) and as administered and interpreted by the Wisconsin Employment Relations Commission.
2. Positions involved in civil and criminal investigations not related to highway safety and preservation and motor carrier enforcement for a majority of the time;
3. 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;
4. All other positions which are more appropriately identified by other classifications.

D. Entrance Into This Classification

Employees enter positions within this classification by competitive examination.

II. DEFINITION

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District Commander: This is a sworn law enforcement officer, who is an integral part of the Division management team. Assist the Bureau Director and Division Administrator in the administration and management of the Division of State Patrol by providing planning, development and evaluation of all statewide Division law enforcement programs and services. Review and develop the Division scope and mission; Bureau goals and objectives; and program operational plans, policies, and procedures. Assist in the development and expenditure of the Bureau's operational budget and resources. Review and analyze statutory provisions and recommended legislation including drafts of administrative rules to assure Division program compliance with and implementation of statutory provisions, federal mandates and requirements. Serve as liaison for the Division and the Department in the development, implementation and justification of Division law enforcement and public relations programs; incorporation of newly mandated requirements and programs; and coordination with local, state and federal law enforcement and related agencies. Administer the planning, budgeting, organizing, controlling, implementing, monitoring and evaluation of the goals and objectives for all programs in a district. Direct the development and implementation of all District operational policies and procedures which affect the efficiency and effectiveness of district programs in serving the motoring public. This position functions under the general direction of the Director of the Bureau of Field Services and Training, with administrative review through conferences and reports.

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.

IV. ADMINISTRATIVE INFORMATION

This classification was created effective January 22, 1995, and announced in Bulletin CC/SC-36 as part of the implementation of the Law Enforcement Survey. The classification was modified effective August 12, 2001, and announced in Bulletin CLR/SC-132 to remove the allocation for the Deputy Director Bureau of Field Services and Training.

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