



Classification: Commercial Vehicle Officer Trainee

Title Code: V07730

Pay Range: 19

POSITION SUMMARY: Under close supervision, this individual participates in an extensive training program in order to gain the knowledge, skills, and abilities necessary to be certified as a Commercial Vehicle Officer (CVO) with the Missouri State Highway Patrol. The employee must be able to accommodate shift work and working outdoors in extreme weather conditions.

DESCRIPTION OF DUTIES PERFORMED (Any one position may not include all of the duties listed nor do the listed examples include all tasks which may be found in positions of this class.):

Attends formal classroom training to learn the principles and practices of commercial vehicle enforcement (CVE) pursuant to the provisions of the revised statutes of the State of Missouri.

Learns to perform physical law enforcement tasks such as defensive tactics, radio operation, firing weapons, making physical arrests, operating law enforcement vehicles, first aid, etc., and recertifies every year.

Participates in strenuous physical fitness training in order to maintain and increase strength, flexibility, and cardiovascular fitness; runs, and performs calisthenics, pushups, pull-ups, etc.

Learns to inspect commercial motor vehicles for compliance with state law and agency policy in regard to dimensions, weight, unsafe equipment, and documents and credentials carried on the vehicle pertaining to the driver, vehicle, cargo, and trucking company.

Learns to inspect cargo as defined in accordance with Code of Federal Regulations Title 49, Transportation, to include determining whether vehicles and materials being transported are in compliance with licensing and transportation authority laws.

Learns to inspect hazardous material carriers to determine compliance with proper marking, labeling, packaging, and placarding requirements; as well as to ascertain if hazardous material and/or waste is accompanied by proper shipping documents.

Learns to prepare necessary reports and documentation for violations outside of CVE authority.

Learns to prepare necessary reports and documentation of reports pertaining to any custodial arrests, use of force, and inspection reports in order to document whether driver and/or vehicles are in compliance with all applicable state laws and federal regulations.

Learns to issue uniform traffic citations for violations of laws, rules, and regulations pertaining to commercial vehicles, trailers, special mobile equipment and drivers of such vehicles, and the provisions of RSMo 303.024 and 303.025.

Learns to determine the proper enforcement action when a violation exists, to include making an arrest when a violation is committed in the commercial vehicle officer's presence, or if a warrant exists.

Learns to operate police radios; listen and respond to radio communications for assistance; observe and identify suspects, vehicles/license plates, and other objects from varied distances in performance of enforcement responsibilities.

Learns to safely operate Patrol vehicles during normal and adverse weather conditions at normal and high speeds, during daylight and darkness, and during emergency and non-emergency situations for the primary purpose of commercial motor vehicle inspections.

Learns to process requests for temporary trip permits.

Learns to interpret and explain provisions of state law and federal regulations to commercial operators, terminal personnel, the public, etc.

Learns and keeps informed of changes in statutes, department policy, and commercial vehicle regulations of other regulatory agencies that affect enforcement operations (e.g., studying and reviewing department policy, training materials, periodicals, etc.)

Learns to prepare for accurately testifying in court in order to present the facts surrounding any civil, criminal, or departmental action. May appear and testify as a witness in official proceedings.

Maintains and cleans assigned equipment and arranges for repairs when malfunctions occur.

Performs building and grounds maintenance (e.g., mows lawn, mops floor, paints trim, removes trash, etc.) as necessary to keep a professional appearance of the inspection facilities.

Performs job-related travel, as needed.

Performs other related work as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Knowledge of or ability to learn the basic techniques, practices, and procedures used in CVE, in accordance with Patrol policy and procedures, and state and federal laws.

Knowledge of or ability to learn hazardous/radioactive materials as they pertain to CVE, and exercise the proper safety procedures in dealing with same.

Knowledge and practice of or the ability to learn and practice the safety procedures involved in administering first aid, and dealing with body fluid and/or blood-borne pathogens.

Ability to utilize problem-solving skills, exercise judgment, make decisions, and assemble information in report form.

Ability to effectively and accurately document enforcement activities in handwritten reports.

Ability to learn to conduct various levels of inspections in accordance with established policies, procedures, state and federal laws and regulations, to include various levels of driver and vehicle safety; commercial vehicle post-crash analysis; and detection of fraudulent and forged documents.

Ability to learn to detect unsafe equipment on vehicles and to take the appropriate corrective action.

Ability to operate assigned departmental vehicle at a high rate of speed as needed and under varying, stressful conditions to apprehend violators and respond to emergency situations.

Ability to exercise diplomacy and patience in dealing with a variety of individuals (in potentially hostile situations) with firmness, tact, and impartiality necessary to enforce commercial vehicle laws and regulations.

Ability to safely and properly fire, load/unload Patrol firearms, as well as the ability to properly use and maintain OC aerosol, an ASP baton, handcuffs, and an assigned firearm.

Ability to gain and maintain physical control of persons when making a custodial arrest.

Ability to operate equipment necessary for the completion of job duties (e.g., weigh scales, measuring devices, creeper, communications equipment, computer terminal, telephone, fax machine, calculator, etc).

Ability to assist with the set up and operation of portable scales in order to properly weigh commercial motor vehicles.

Ability to study and review materials to keep abreast of changes in the commercial vehicle enforcement field.

Ability to position self and equipment necessary to inspect commercial motor vehicles.

Ability to handle fees collected for fuel tax and reciprocity permits per Patrol policy.

Ability to perform light building and ground maintenance as necessary at inspection facilities (mowing lawn, mopping floors, painting trim, trash removal, etc).

Ability to visually identify or describe persons, vehicles, locations, or other objects at a reasonable distance from a moving vehicle.

Ability to receive, understand, and act upon aural instructions through the use of radio.

Ability to testify in court.

Ability to administer first aid.

Ability to read and comprehend written materials.

Ability to move and/or carry victims of traffic or related accidents.

Ability to recognize when a decision is necessary and exhibit readiness to make a decision.

Ability to operate and maintain assigned police vehicles and equipment.

Ability to operate Patrol issued computer equipment.

Ability to handle restricted and confidential information in a professional manner and maintain the information as such.

Ability to communicate in English clearly and concisely, both orally and in writing.

Ability to work with material that may be of a sexual nature relating to criminal activity (e.g., written material, photographs, and/or verbal language, etc.).

Ability to establish and maintain harmonious working relations with others.

Ability to accommodate shift work.

Ability to work outdoors in inclement weather.

Ability to work hours as assigned.

MINIMUM EXPERIENCE AND EDUCATION REQUIRED (The following represents the minimum qualifications used to accept applicants, provided that equivalent substitution will be permitted in case of deficiencies in either experience or education.):

Possession of a high school diploma or equivalent.

NECESSARY SPECIAL REQUIREMENTS: Must be at least twenty-one years of age at the time of appointment.

Must be a citizen of the United States.

Must possess and maintain a valid driver license at the time of appointment.

Must obtain and maintain a valid CVE commission.

Must successfully pass CVO Physical Agility Testing (PAT).

Must successfully pass a polygraph examination, a psychological examination, and a medical examination after a conditional offer of employment.

Must possess and maintain a Missouri Class A POST license, or must successfully graduate from a Department of Public Safety approved law enforcement academy with a POST Class A license, or meet the requirements to obtain a POST Class A license through the veteran officer exam process.

Must be able to successfully complete the first available Basic CVO Training Course, and the required CVO field training program, as approved by the Superintendent of the Missouri State Highway Patrol.

Must be of good character and have never been convicted of a felony or any crime involving moral turpitude, or have any pending indictment for any offense involving moral turpitude.

Per General Order 26-07, uniformed civilian employees will not have tattoos or brands on the head, neck, wrists, or hands. Tattoos and/or brands on any other part of a member or uniformed civilian's body, which would be visible during movements in the performance of their duties while wearing any official uniform or civilian attire, will be completely covered and not visible while on duty.

Pursuant to the federal Gun Control Act, any person who has ever been convicted of a misdemeanor involving domestic violence is prohibited from possessing any firearm or ammunition. The law defines a misdemeanor crime of domestic violence as an offense, under either state or federal law, where the crime has "as an element, the use or attempted use of physical force, or the threatened use of a deadly weapon; committed by a current or former spouse, parent or guardian of the victim, by a person with whom the victim shares a child in common, by a person who is cohabiting with the victim as a spouse, parent, or guardian, or by a person similarly situated to a spouse, parent, or guardian of the victim."

FLSA STATUS: Non-Exempt

WORK SCHEDULE: An employee in this position works an eight-hour shift as directed; however, working hours are subject to change at the discretion of the commanding authority.