



COMMERCIAL VEHICLE ENFORCEMENT JOB FAMILY

CAREER PATH

Positions in this family enforce commercial vehicle state and federal laws and regulations by use of citations, warnings, and custodial arrests, as well as conducting and cooperating with agency personnel along with other law enforcement agencies, in commercial vehicle investigations.

Typical functions

The functions within this job family will vary by level, but may include the following:

- ❖ Responding to and investigating commercial vehicle enforcement (CVE) violations within assigned state boundaries.
- ❖ Directing, monitoring, and coordinating the activities of assigned personnel.
- ❖ Administering the Commercial Vehicle Enforcement (CVE) Program.

The work assigned to positions in this series ranges from receiving on-the-job training to managing staff.

Commercial Vehicle Officer (CVO) Apprentice

Pay grade: 18

An employee is accountable for participating, under close supervision, 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.

Minimum Requirements:

High school diploma or equivalent and be eligible to be commissioned as a peace officer.

Commercial Vehicle Officer (CVO) Trainee

Pay grade: 26

This is a first-level commercial vehicle enforcement position accountable for enforcing state and federal laws and regulations by use of citations, warnings, and custodial arrests. Work will involve responding to and investigating commercial vehicle enforcement violations within assigned state boundaries, as well as conducting and cooperating with agency personnel, as well as other law enforcement agencies, in commercial vehicle enforcement investigations. An employee is accountable for participating, under close supervision, 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.



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Minimum Requirements:

Non-Accelerated Candidate: High school diploma or equivalent and be eligible to be commissioned as a peace officer.

Accelerated Candidate: High school diploma or equivalent and possess a Peace Officer Standards Training (POST) License by one of the following definitions:

Missouri Applicants: Possess a Missouri Class A POST license or equivalent in good standing or an active Class B POST License in good standing that is eligible for upgrade.

Out of State and Military Applicants: Basic training and experience must meet the eligibility requirements to obtain a Missouri Class A License through the Veteran Peace Officers application process as determined by POST (Must obtain a Missouri Class A license prior to the conditional offer phase).

Commercial Vehicle Officer (CVO)

Pay grade: 26

This is a second-level commercial vehicle enforcement (CVE) position accountable for enforcing state and federal laws and regulations by use of citations, warnings, and custodial arrests. Duties include responding to and investigating CVE violations within assigned state boundaries, as well as conducting and cooperating with agency personnel along with other law enforcement agencies, in CVE investigations. An employee at this level may assist supervisors with planning, directing, and coordinating the CVE program, as well as be responsible for serving as a lead worker or primary field training officer for new CVOs. A CVO is required to carry department-authorized firearms and may use assigned firearms and other weapons in performance of their CVE responsibilities. The employee must be able to accommodate shift work and working outdoors in extreme weather conditions. Work is performed under general supervision by a designated superior.

Minimum Requirements:

High school diploma or equivalent and completion of and graduation from the Missouri State Highway Patrol's law enforcement training academy's Commercial Vehicle Officer training program.



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Commercial Vehicle Officer (CVO) Supervisor (Level 1)

Pay grade: 29

This is a third-level commercial vehicle enforcement (CVE) position accountable for functioning as a supervisor of employees in operation of one or more weigh stations or portable-weighing units (typically 0-5 employees). At this level, work involves enforcing state and federal laws and regulations by use of citations, warnings, and custodial arrests. Duties include responding to and investigating CVE violations within assigned state boundaries, as well as conducting and cooperating with agency personnel, as well as other law enforcement agencies, in CVE investigations. Employee supervision includes hire recommendations, training, planning and assigning work, performance assessment, coaching, and progressive discipline. Supervision at this level also requires these employees to have the knowledge and skills to perform and review the work overseen. The employee is required to carry department-authorized firearms and may use assigned firearms and other weapons in performance of their CVE responsibilities. The employee must be able to accommodate shift work and working outdoors in extreme weather conditions. The employee is expected to exercise independent judgment and discretion in the performance of job duties and operate under general supervision.

Minimum Requirements:

High school diploma or equivalent and five years of experience as a Commercial Vehicle Officer with the Missouri State Highway Patrol.

Commercial Vehicle Officer (CVO) Supervisor (Level 2)

Pay grade: 29

This is a third-level commercial vehicle enforcement (CVE) position accountable for functioning as a supervisor of employees in operation of one or more weigh stations or portable-weighing units (typically 6 or more employees). At this level, work involves enforcing state and federal laws and regulations by use of citations, warnings, and custodial arrests. Duties include responding to and investigating CVE violations within assigned state boundaries, as well as conducting and cooperating with agency personnel, as well as other law enforcement agencies, in CVE investigations. Employee supervision includes hire recommendations, training, planning and assigning work, performance assessment, coaching, and progressive discipline. Supervision at this level also requires these employees to have the knowledge and skills to perform and review the work overseen. The employee is required to carry department-authorized firearms and may use assigned firearms and other weapons in performance of their CVE responsibilities. The employee must be able to accommodate shift work and working outdoors in extreme weather conditions. The employee is expected to exercise independent judgment and discretion in the performance of job duties and operate under general supervision.



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Minimum Requirements:

High school diploma or equivalent and five years of experience as a Commercial Vehicle Officer with the Missouri State Highway Patrol.

Commercial Vehicle Officer (CVO) Chief (Level 1)

Pay grade: 32

This is a senior-level commercial vehicle enforcement (CVE) position accountable for the overall activities of commercial vehicle enforcement personnel in a designated troop (typically 0-5 employees). The CVO Chief compiles and maintains records of the weigh stations and portable scale units, coordinates and verifies calibration of equipment, and directly and/or indirectly supervises the CVE personnel assigned to a troop. The CVO Chief also serves as a liaison between the troop staff, the general public, representatives of other government agencies, and General Headquarters staff. Employee supervision includes hire recommendations, training, planning and assigning work, performance assessment, coaching, and progressive discipline. Supervision at this level also requires these employees to have the knowledge and skills to perform and review the work overseen. The employee is required to carry department-authorized firearms and may use assigned firearms and other weapons in performance of their CVE responsibilities. The employee must be able to accommodate shift work and working outdoors in extreme weather conditions. General supervision and direction is received from a designated supervisor; however, considerable independent judgment, decision-making, and discretion are required from the employee.

Minimum Requirements:

High school diploma or equivalent and six years of experience as a Commercial Vehicle Officer with the Missouri State Highway Patrol.

Commercial Vehicle Officer (CVO) Chief (Level 2)

Pay grade: 32

This is a senior-level commercial vehicle enforcement (CVE) position accountable for the overall activities of commercial vehicle enforcement personnel in a designated troop (typically 6-15 employees). The CVO Chief compiles and maintains records of the weigh stations and portable scale units, coordinates and verifies calibration of equipment, and directly and/or indirectly supervises the CVE personnel assigned to a troop. The CVO Chief also serves as a liaison between the troop staff, the general public, representatives of other government agencies, and General Headquarters staff. Employee supervision includes hire recommendations, training, planning and assigning work, performance assessment, coaching, and progressive discipline.



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Supervision at this level also requires these employees to have the knowledge and skills to perform and review the work overseen. The employee is required to carry department-authorized firearms and may use assigned firearms and other weapons in performance of their CVE responsibilities. The employee must be able to accommodate shift work and working outdoors in extreme weather conditions. General supervision and direction is received from a designated supervisor; however, considerable independent judgment, decision-making, and discretion are required from the employee.

Minimum Requirements:

High school diploma or equivalent and six years of experience as a Commercial Vehicle Officer with the Missouri State Highway Patrol.

Commercial Vehicle Officer (CVO) Chief (Level 3)

Pay grade: 32

This is a senior-level commercial vehicle enforcement (CVE) position accountable for the overall activities of commercial vehicle enforcement personnel in a designated troop (typically 16 or more employees). The CVO Chief compiles and maintains records of the weigh stations and portable scale units, coordinates and verifies calibration of equipment, and directly and/or indirectly supervises the CVE personnel assigned to a troop. The CVO Chief also serves as a liaison between the troop staff, the general public, representatives of other government agencies, and General Headquarters staff. Employee supervision includes hire recommendations, training, planning and assigning work, performance assessment, coaching, and progressive discipline. Supervision at this level also requires these employees to have the knowledge and skills to perform and review the work overseen. The employee is required to carry department-authorized firearms and may use assigned firearms and other weapons in performance of their CVE responsibilities. The employee must be able to accommodate shift work and working outdoors in extreme weather conditions. General supervision and direction is received from a designated supervisor; however, considerable independent judgment, decision-making, and discretion are required from the employee.

Minimum Requirements:

High school diploma or equivalent and six years of experience as a Commercial Vehicle Officer with the Missouri State Highway Patrol.



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Division Assistant Director

Pay grade: 34

This is an administrative position where the individual assists the Division Director with the overall operation of the Commercial Vehicle Enforcement (CVE) Division, including budgeting, planning, and staffing. This position is also responsible for enforcement of commercial motor vehicle laws and regulations within the Missouri State Highway Patrol. Considerable independent judgment and discretion is exercised in contacts with subordinates, the public, and personnel from state, local, and private agencies. Employee supervision includes hire recommendations, training, planning and assigning work, performance assessment, coaching, and progressive discipline. Supervision at this level also requires the employee to have the knowledge and skills to perform and review the work overseen. The employee is required to carry department-authorized firearms and may use assigned firearms and other weapons in performance of their CVE responsibilities. The employee must be able to accommodate shift work and working outdoors in extreme weather conditions. Work is performed under general administrative direction.

Minimum Requirements:

High school diploma or equivalent and eight years of experience as a Commercial Vehicle Officer with the Missouri State Highway Patrol, with four years being in a supervisory capacity.

COMMERCIAL VEHICLE ENFORCEMENT SPECIALTY POSITIONS (GHQ ONLY)

CVE Program Specialist

This position is responsible for coordinating and implementing Commercial Vehicle Officer (CVO) recruitment activities. This person will also be responsible for assisting with other Commercial Vehicle Enforcement Division (CVED) related administrative duties as assigned. General direction is received from the designated supervisor, but considerable independent judgment and discretion is exercised in providing supervision of the program.

CVE Training Coordinator

An employee in this position is accountable for developing, scheduling and coordinating courses relative to Commercial Vehicle Enforcement (CVE) laws, rules, and Federal Motor Carrier Safety Administration (FMCSA) regulations. The employee will conduct CVSA related training and may conduct training for outside agencies and industry. The employee must exercise independent judgment and initiative in the performance of assigned duties. General direction is received from the designated supervisor, but the employee is given wide latitude for using independent



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judgement and initiative to ensure compliance with established policies, procedures, and federal regulations.

Minimum Requirements:

The minimum requirements for these specialty positions, as well as any future specialty positions assigned to a GHQ component in a CVO capacity, are a high school diploma or equivalent, successful completion of training period as a CVO, and currently classified as a CVO or higher. An employee serving in one of these roles, and achieves the years of service for the next rank, is eligible for promotion to their next level in rank, up to the rank of Commercial Vehicle Officer Chief, following one year of documented successful performance at each rank.

ADDITIONAL INFORMATION

Some Patrol duties relate to criminal activity. Therefore, employees may be exposed to written material, photographs, and/or verbal language of a sexual nature. The requirements of this position are not intended to create a hostile work environment; however, it is work of an extremely sensitive nature. A copy of the Missouri State Highway Patrol policy on sexual harassment is available upon request.

Once a job offer has been made, employment with the Missouri State Highway Patrol is contingent upon undergoing and successfully completing a polygraph examination, background investigation, psychological evaluation, a medical examination, and a Patrol administered drug test. The Missouri State Highway Patrol is a Drug Free Workplace.

Minimum Requirements specific to the Commercial Vehicle Enforcement Job Family that may apply and are dependent on assigned areas of responsibility:

- ❖ Must be a citizen of the United States.
- ❖ Must be at least twenty-one years of age at the time of CVO Trainee graduation.
- ❖ Must obtain and maintain a valid CVE commission.
- ❖ Must successfully complete, or have completed, the Basic CVO Training Course, as approved by the Superintendent of the Missouri State Highway Patrol.



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- ❖ Must successfully complete, or have completed, the Commercial Vehicle Officer Field Training. (This requirement is waived for individuals employed as a Commercial Vehicle Officer prior to the implementation of the standardized field training program.)
- ❖ Must obtain and maintain a valid Missouri Driver's License, in the appropriate classification, as required by law, prior to CVO Trainee graduation.
- ❖ Shall not have any conviction, indictment or pending litigation 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. The sole exception is that one traditional band style ring tattoo may be displayed on a single finger. Any such ring tattoo will not extend beyond the proximal phalanx. 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."

EEO STATEMENT: The Missouri State Highway Patrol is an equal opportunity employer. All qualified applicants will be considered for employment without regard to race, color, religion, sex, age, national origin, veteran status, ancestry, sexual orientation, or disability.

Click [HERE](#) to view our employee benefits.

To be eligible for employment with the Patrol, applicants must meet all dress and appearance requirements. Click [HERE](#) for more details about dress and appearance requirements.

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