

LAW ENFORCEMENT MANAGEMENT INSTITUTE

ORGANIZATION STRUCTURE OF GENERAL PURPOSE STATE POLICE AGENCIES

A RESEARCH PAPER
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I. INTRODUCTION

Every state with the exception of Hawaii has a State Law Enforcement agency whose primary function is to manage vehicle traffic on the rural highways of that state. A state police agency by its title, indicates that it has statewide jurisdiction and responsibility. These responsibilities vary from a very limited traffic enforcement effort to a general purpose state police agency. The general purpose state police agency has responsibility for the management of vehicle traffic and the investigation of corruption of public official to murder investigation.

This researcher will attempt to analyze the duties and responsibilities of the First Line Supervisor of the Traffic Law Enforcement (TLE) Divisions of Pennsylvania State Police and Texas Department of Public Safety. Also analyzed will be the duties and responsibilities of the Pennsylvania and Texas Criminal Law Enforcement (CLE) Division Investigator. The salary structure of the Criminal Investigator and First Line TLE Supervisor of all responding agencies will be analyzed. Pennsylvania and Texas CLE entry level agent salaries will be compared to First Line TLE salaries of each state.

It is the intent of this research project to prove or disprove that First Line Supervisors of the TLE Division of the Texas Department of Public Safety are being compensated at a lesser rate in relation to duties and responsibilities performed than that of other general purpose police agencies.

II. HISTORICAL BACKGROUND

The traffic law enforcement section did not evolve until the early 1900's when the states realized something must be done about the lawless commercial vehicles that were operating on the public highways. Texas and other states did not feel the impact of the motor vehicle until the late teens and early 1920's. If there was any enforcement of traffic laws, it was done by the local police or Sheriff's Department.

These state police agencies developed into two fundamental enforcement efforts.

A. State Police Traffic Divisions: Many states gave the state police the responsibility of managing only the traffic on the highways of their various states. Their responsibility would be to control commercial and automobile traffic and investigate collisions that resulted out of traffic accidents. Some of these states gave very limited arrest power other than for traffic offenses.

B. General Purpose State Police Agencies: The general purpose state police agencies were assigned responsibilities of traffic law enforcement and criminal law enforcement activities within the state. The Legislature mandated the State Police would be primarily used for enforcement activities in the rural areas, relying on the cities to handle their own law enforcement problems. In Texas for example, the Department of Public Safety (DPS) accepts responsibilities for traffic problems in all towns under 2500 population and on all interstate highway systems within cities up to a population of 50,000.

III. SURVEY OF STATE POLICE AGENCIES

A survey was sent to directors of all state police agencies. Refer to Annex #1. The intent of this survey was to determine if the state police agency was a general purpose state agency or a traffic enforcement only state agency. In the general purpose police agency, the focus was on the pay grade of TLE First Line supervisor and CLE entry level agents or investigator. Also analyzed was the responsibility of the patrol First Line Supervisor and the Investigator of the general purpose state agency.

Responses from thirty-two of the forty-nine state police agencies were received (Hawaii does not have a state police agency) for a 65.30 percent return rate. Table 1 below indicates the category of each responding state.

Table 1			
States contacted	49		
States responding	32	Percent responding	65.30
Traffic Enforcement only State Police Agencies responding			
	14 states	Percent of total responding	43.75
General Purpose State Police Agencies responding			
	18 states	Percent of total	56.25

Annex 2 through Annex 4 indicates which states responded and if the state police agency was general purpose or traffic only agency.

Table 2 details the salary structure of each responding General Purpose Police Agency.

Table 2			
Breakdown of salary of entry level CLE investigators in relation to TLE Sergeant:			
State	Investigator same as Senior Trooper	Investigator greater than Senior Trooper	Investigator same as TLE Sergeant
Alabama	x		
Arkansas	x		
Delaware	x		
Idaho	x		
Louisiana	x		
Maine	x		
Maryland	x		
Missouri	x		
Nebraska	x		
New Hampshire	x		
Ohio	x		
Pennsylvania	x		
Tennessee		x	
Texas			x
Utah	x		
Vermont	x		
Virginia	x		
West Virginia	x		

The survey indicates that entry level Trooper agents are paid at the Senior Trooper grade. Tennessee is the only exception which starts the Trooper agent at a pay grade between the Senior Trooper and the TLE Sergeant.

IV. CASE STUDY

The Pennsylvania State Police, created in 1905, was organized as a General Purpose State Police Agency. The mission of the new state police agency was to investigate and regulate all types of crime in rural Pennsylvania from traffic violations to murder.

Texas Department of Public Safety was created in 1935 as a general purpose state police agency very similar to the Pennsylvania model. The Texas Department of Public Safety was also responsible for all rural crime from traffic violations to capital murder cases.

The two agencies are similar in the command structure as well as the entry level positions. An applicant for a vacancy in the Pennsylvania State Police and the Texas Department of Public Safety is investigated and if qualified, sent to a State Training Academy. Upon completion, the Trooper is assigned a duty station as needed. After a Trooper has worked as a Trooper for several years, the Trooper is eligible for other positions within the agency.

The two agencies at this point in the Trooper's career start to differ. The Pennsylvania State Police Trooper is eligible to promote to CLE Trooper after three (3) years of service or is eligible to promote to Corporal. The Pennsylvania State Police Trooper, if promoted to Corporal, will be a working supervisor with limited responsibilities. The Pennsylvania State Police CLE Trooper will perform CLE duties with no supervisory responsibilities.

When the Pennsylvania State Police Corporal promotes to Sergeant, he or she will be in charge of a station or office and will supervise both CLE Troopers and TLE Troopers. As the Sergeants move up the

chain of command, the supervisor will be placed as needed by the Department as a TLE Supervisor or a CLE Supervisor.

This researcher was unable to determine why the Pennsylvania State Police showed a distinction between TLE Supervisor and CLE Supervisor because the supervisors are cross-assigned to the different areas of responsibility and each supervisor has both CLE and TLE Troopers working under their direct supervision.

When a Texas Department of Public Safety (DPS) Trooper chooses to promote, the Trooper must choose either the Criminal Law Enforcement (CLE) Division or the Traffic Law Enforcement (TLE) Division. The Troopers are eligible to promote after four (4) years of service to either Division.

The Trooper may test for the TLE Sergeant position and if selected be placed over a station with ten to fifteen troopers plus one to four secretaries to supervise.

The Trooper may test for the CLE agent position with no responsibilities. The CLE agent is compensated at the same rate as the TLE Sergeant.

The Sergeant in the TLE division can not transfer to a supervisory position in the CLE division. The only way a TLE supervisor can transfer into the CLE division is to take a position at the entry level agent position and proceed back up the supervisory chain of command.

This researcher could find no reasoning for the distinct separation of the CLE and TLE division within the Texas Department of Public Safety. It is this researcher's speculation since the Department of Public Safety was created in 1935 by bringing together two separate

state agencies: the Ranger Service, which was a part of the Attorney General's Office who can trace its law enforcement roots back to 1823 and the State Patrol which was created five years earlier and attached to the Texas Highway Department. The researcher theorizes that the Rangers believed that their First Line Rangers were more experienced officers than the traffic officers, thus the Rangers thought they should be paid more than the Troopers. As the Department of Public Safety Criminal Division expanded, the new investigators were paid the same grade as the Rangers.

Job descriptions of the Pennsylvania State Police and Department of Public Safety Troopers which are very similar can be found in Annex 5 and Annex 6.

VI. FINDINGS AND RECOMMENDATIONS

The various State Legislatures, when creating State Police Agencies, followed one of two distinct organizational theories. The general purpose state police agency are a strictly state traffic police agency. Reasons for the various states selecting one or the other could be attributed to the need of the state at the time of the creation or political jealousy could have played a role in the power given to the state police. Some Legislatures were afraid of a state police agency that would enforce laws unjustly with no control by local citizens. Other Legislatures saw the need for a large agency that could cross county jurisdictions and assist or supplement local agencies rather than dominate the local citizens with support in all areas of law enforcement.

This research primarily focus was on general purpose police agencies and their enforcement power and the problems attributed to having both Criminal Law Enforcement and Traffic Law Enforcement responsibilities in the same agency. On the whole, the agencies that have general purpose enforcement powers feel that it is a superior method to accomplish the goals of crime prevention, criminal interdiction and traffic supervision.

This multi-enforcement effort within one organization meets the goals of the state regarding crime and traffic problems.

The traffic division has far more contact with the criminal element than the criminal division by nature of the traffic division responsibility of policing vehicle traffic. The majority of criminal elements use some type of motor vehicle to travel to and from a particular crime scene. When the two divisions are working in unison, the criminal division will advise the traffic trooper in a problem area to be mindful of a

particular criminal activity. These troopers will apprehend the violator and after initial confrontation, the criminal will be released to the criminal division to complete the case.

The exceptions to the rule is when the felony committed is traffic related such as; leaving the scene of a fatal accident or negligent homicide involved as a traffic accident, or if a trooper stops a drug courier, the trooper will follow through to completion from arrest, to interview, to disposing of the drugs, vehicles and money seized. This information is shared with the criminal division to make that division aware of the criminal activities in a particular area.

The structure of the Texas Department of Public Safety (DPS) and the Pennsylvania State Police (PSP) are very similar, however, there is much less emphasis placed on keeping the two divisions separate in the Pennsylvania State Police agency. In Texas a Trooper must decide within four years of employment what division he or she plans to pursue and is basically tied to that choice the rest of his or her career for there is no transferring from one division to the other historically.

Pennsylvania takes a different approach, having all personnel assigned to the traffic division. After three and one-half years, the trooper can decide to transfer to a criminal trooper position. The Pennsylvania State Police, TLE or CLE trooper can then apply for a Corporal vacancy which could be in either TLE or CLE as needed. If the new supervisor is assigned to a unit that is personally undesirable, he or she may transfer back to their original unit. As the Pennsylvania State Trooper advances up the chain of command they are assigned to the CLE or TLE Division as needed by the Department. The trooper of

Pennsylvania may move between divisions many times in their career, becoming a more informed officer.

All states that responded, with the exception of Texas, started the Investigator position at a salary level of that of a Mid-Level to Senior level Trooper or as in the case of the Tennessee, one step above the Senior Trooper, but less than the TLE supervisor. All states report that the entry level, CLE division, have no supervisory responsibility thus they should not be paid supervisory wages.

The Houston Police Department, in a cost cutting move, is moving from the Texas DPS format and transferring patrol officers to investigator positions and paying a salary less than that of a patrol supervisor. The inequity of responsibility in the Texas Department of Public Safety format creates discontent of TLE First Line Supervisors who have greater responsibility than Sergeant Investigators of the CLE Division.

The solution for Texas Department of Public Safety would be to raise the rank in pay grade of the TLE supervisor greater than that of Sergeant Investigator. The new rank would be considered that of Second Lieutenant thus making the first true level of supervision in Texas DPS start at the Second Lieutenant rank. The Sergeant position would be allocated for all special positions of Staff Sergeant and Sergeant Investigators. At present, it is difficult to determine within the DPS which Sergeants are supervisors and which Sergeants have no supervisory responsibilities.

Anthony V. Bouza in Police Administration (p. 50, 1978) Confirms this finding by his job description of a detective "The detective is defined as a member of a police force whose function is to obtain

information and evidence as an offense against the law." "The detective's permanent position should be a designation, not a rank, the detective's permanent rank should be police officer because he possesses no supervisory responsibility."

William Bopp in Police Personnel Administration (1980) Sites the National Advisory Commission on Criminal Justice Standard and Goals (1973). Suggests that departments be classified in three major levels:

- Patrol - Investigator
- Supervisor - Manager
- Command - Staff

The Pennsylvania State Police have a natural breakdown of structure. TLE troopers can progress to the rank of Senior Trooper with no supervisory responsibility. The same is true for the Pennsylvania State CLE investigator. The officers can progress to the position of Senior Detective with no supervisory responsibility.

VII. CONCLUSION

State Police agencies came into existence as the motor vehicle replace the horse and buggy. The counties and cities were unable to adequately meet the needs created by the motor vehicle age and the ability of the criminal element to travel great distances to create crime. The traffic problem created by all citizens becoming mobile also indicated a need for state assistance.

The development of the state agency has been fine tuned ever since its creation. The Texas DPS is going through an accelerated fine tuning process at this time. The biggest obstacle to this fine tuning is tradition. The DPS relies heavily on tradition. This tradition goes back to the days of Stephen F. Austin and the ten Rangers that protected the first settlements in 1823. The tradition of Criminal Division Investigators being paid the same as Traffic Division Sergeant is deeply ingrained in the DPS. Thus it is doubtful that the administration will raise the salary structure to compensate supervisors with personnel responsibility.

This project is not to criticize the fine work of the criminal division, but to show the inequity of the present salary structure. It should be noted that not all states responded to the survey, but of those that did, the states that have general purpose state police departments, Texas stands alone in not paying TLE supervisors more than the entry level criminal division investigator.

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Telephone interview by author, 27 August 1992.

Annex 1

TEXAS DEPARTMENT OF PUBLIC SAFETY
1400 IH 35 NORTH
SAN MARCOS, TEXAS 78666

DATE

NAME

ADDRESS

CITY, STATE, ZIP

DEAR DIRECTOR OF PERSONNEL:

AS PART OF THE TEXAS LAW ENFORCEMENT MANAGEMENT INSTITUTE STUDIES PROGRAM, WE ARE ATTEMPTING TO EVALUATE THE JOB DESCRIPTION AND RESPONSIBILITIES OF COMMISSIONED (UNIFORM) PATROL DIVISION POSITIONS AND THE COMMISSIONED (DETECTIVE) CRIMINAL LAW ENFORCEMENT DIVISION POSITIONS OF STATE LAW ENFORCEMENT AGENCIES.

IT WOULD BENEFIT OUR RESEARCH TREMENDOUSLY IF YOU COULD HAVE YOUR PERSONNEL RESPOND TO THE FOLLOWING STATEMENTS:

01. TRAFFIC (UNIFORM) DIVISION

1. PLEASE LIST ALL RANKS AND SALARIES IN THE TRAFFIC (UNIFORM) DIVISION. (TROOPER I, TROOPER II, SERGEANT, LIEUTENANT, ETC.)
2. WHAT TENURE MUST AN OFFICER HAVE BEFORE THEY CAN PROMOTE TO THE NEXT POSITION? (SERGEANT, LIEUTENANT, CAPTAIN, ETC.)
3. WHAT IS THE JOB RESPONSIBILITY OF EACH POSITION?
4. HOW MANY COMMISSIONED EMPLOYEES DOES EACH SUPERVISING RANK IMMEDIATELY SUPERVISE?

02. CRIMINAL (DETECTIVE) DIVISION

1. PLEASE LIST ALL RANKS AND SALARIES IN THE CRIMINAL (DETECTIVE) DIVISION.
2. WHAT TENURE MUST AN OFFICER HAVE BEFORE THEY CAN PROMOTE TO ANOTHER POSITION?
3. WHAT IS THE JOB RESPONSIBILITY OF EACH POSITION?
4. HOW MANY COMMISSIONED EMPLOYEES DOES EACH SUPERVISING RANK IMMEDIATELY SUPERVISE?
5. CAN THE CRIMINAL OFFICER PROMOTE FROM DETECTIVE TO TRAFFIC SERGEANT OR LIEUTENANT? IF YES, PLEASE EXPLAIN.
6. IS IT CONSIDERED A PROMOTION TO TRANSFER FROM THE TRAFFIC DIVISION TO THE CRIMINAL DIVISION?
7. DO YOU HAVE TO BE ASSIGNED TO THE TRAFFIC DIVISION BEFORE YOU CAN TRANSFER TO THE CRIMINAL DIVISION? IF YES, HOW MANY YEARS IN THE TRAFFIC DIVISION IS REQUIRED?

ANY MANUALS THAT YOU HAVE PERTAINING TO YOUR PROMOTIONAL PROCESS OR RATING OF EMPLOYEES TO ACHIEVE PROMOTION WOULD HELP THIS RESEARCHER.

PLEASE PROVIDE COMMENTS THAT YOU FEEL WOULD HELP THIS RESEARCHER UNDERSTAND YOUR DEPARTMENT OPERATION. THE INFORMATION OBTAINED FROM YOUR DEPARTMENT WILL BE VERY BENEFICIAL.

AN AGGREGATE DATA ANALYSIS OF THE COMPLETED WORK WILL BE MAILED TO YOUR AGENCY WHEN THE PROJECT IS COMPLETED.

THANK YOU IN ADVANCE FOR YOUR ASSISTANCE.

RALPH C. MEYER, SERGEANT
1400 IH 35 NORTH
SAN MARCOS, TEXAS 78666
512/353-7000

Annex 2
States that responded to questionnaire:

	Yes (Y)	No (N)
Alabama	x	
Alaska		x
Arizona		x
Arkansas	x	
California	x	
Colorado	x	
Connecticut		x
Delaware	x	
Florida	x	
Georgia	x	
Idaho	x	
Illinois		x
Indiana		x
Iowa		x
Kansas	x	
Kentucky		x
Louisiana	x	
Maine	x	
Maryland	x	
Massachusetts		x
Michigan		x
Minnesota	x	
Mississippi		x
Missouri	x	
Montana	x	
Nebraska	x	
Nevada		x
New Hampshire	x	
New Jersey		x
New Mexico		x
New York		x
North Carolina	x	
North Dakota	x	
Ohio	x	
Oklahoma	x	
Oregon		x
Pennsylvania	x	
Rhode Island		x
South Carolina	x	
South Dakota	x	
Tennessee	x	
Texas	x	
Utah	x	
Vermont	x	
Virginia	x	
Washington		x
West Virginia	x	
Wisconsin	x	
Wyoming	x	

Annex 3

States that are primarily state traffic enforcement agencies that responded:

California

Colorado

Florida

Georgia

Kansas

Minnesota

Montana

North Carolina

North Dakota

Oklahoma

South Carolina

South Dakota

Wisconsin

Wyoming

Annex 4

General purpose state police agencies that responded:

Alabama

Arkansas

Delaware

Idaho

Louisiana

Maine

Maryland

Missouri

Nebraska

New Hampshire

Ohio

Pennsylvania

Tennessee

Texas

Utah

Vermont

Virginia

West Virginia

Annex 5
Pennsylvania State Police Trooper

Definition: This is journeyman level police work.

An employee in this class provides the full range of police services to residents and visitors in the Commonwealth of Pennsylvania. Work involves providing patrol, crime, and staff services including traffic law enforcement, investigation, and regulation; crime scene response and investigation; peacekeeping and security; provision of emergency and miscellaneous non-emergency services. Duties are usually performed independently and require the ability to recognize immediate problem areas, make responsible decisions and take appropriate corrective action without the benefit of close supervision in situations that are often stressful or dangerous in nature. Supervision is received through observation of work in process, analysis of job related reports, and evaluation of response to a situation to determine whether the technique applied and action taken resulted in solution or further enlargement of the problem.

Characteristic Work Assignments: Observes traffic, persons, buildings and surrounding areas to detect unusual conditions, suspicious persons and activities and to identify situations requiring further investigation.

Administers the appropriate first-aid treatment to injured and wounded persons to provide immediate medical aid to prevent aggravation of injuries and/or loss of life.

Drives patrol car at normal and high speeds to perform police duties, to minimize the opportunity for persons to commit crimes, and to discourage traffic law violations.

Testifies before Magistrates Court, Commonwealth Court, Grand Juries or Legal Judiciary Bodies to present evidence for proper adjudication.

Selects a proper location and sets-up radar unit to detect speeding violations and take enforcement action.

Interviews operators and occupants of vehicles involved in accidents to determine how and why the accident occurred.

Observes and inspects crime scene to evaluate the type of crime, means of entry and exit of criminal, damage to property, theft of property, injury or death of persons, etc. and to determine investigative procedures to follow.

Searches for and collects evidence, supervises and directs searches for and collection of evidence at crime scenes, to ensure systematic searches and proper legal handling of evidence.

Visits commercial establishments, taverns, newsstands, poolrooms, restaurants, etc., using undercover identity, to investigate potential or actual gambling, vice and narcotic activity.

Talks with informants to obtain information to locate fugitives and wanted persons or gather information concerning criminal activity.

Arranges for and conducts or directs the conduct of training programs for local police departments and other agencies to provide training on newly enacted laws that affect operational and investigative procedures.

Takes and identifies fingerprints and photographs to preserve evidence of a crime and identify suspects and maintains Troop fingerprint and photographic files.

Prepares various typed and printed reports to record activities, results of investigations, evidential facts, and Departmental required information.

Required Knowledges, Skills, Abilities, and Worker Traits: Ability to work with and serve all people in a wide variety of situations.

Ability to communicate orally and in writing with a variety of people in different settings.

Ability to recognize and control the personal reaction to dangerous or stressful situations.

Ability and willingness to learn.

Ability to adapt to varying working conditions.

Ability to meet the physical demands of police work.

Compatibility with the physical requirements of police work.

Knowledge of proper investigative procedures and evidential and Departmental reporting requirements.

Knowledge of and skill in using patrol and security procedures.

Knowledge of Commonwealth laws and skill in the techniques of arrest and law enforcement.

Knowledge of Departmental objectives and regulations.

Knowledge of the uses and capabilities of specialized police equipment and instruments.

Skill in the use of police communications equipment.

Skill in the use of police firearms and knowledge of the safety procedures for and legal controls on the use of firearms.

Minimum Training Requirement: Completion of the formal training program at the Pennsylvania State Police Academy.

State Police Corporal

Definition: This is responsible police work involving the supervision of various police activities, or the performance of specialized police duties or comparable responsibility.

An employee in this class is responsible for assisting in directing the operation of a troop substation, or for supervising an assigned group of state police troopers at trooper headquarters. Work may include performing police duties involving no supervision but requiring a relatively high degree of police knowledge and skill in specialized activities, including acting as an assistant instructor at the state police training school, directing the criminal identification activities of a trooper, performing independent crime investigation work of a difficult nature, and assisting a trooper fire marshal in making fire investigations and inspections within an assigned area. Specific instructions are received on a new assignment, but initiative and independent judgment are exercised in the performance of duties. Work is checked by superior officers through inspection and observation.

Examples of Work Performed: Assists in directing a troop substation; assists in assigning and supervising the work of troopers primarily engaged in highway patrol activities; assumes supervision of the substation in absence of the commander.

Supervises an assigned group of troopers at troop headquarters in the performance of various police activities.

Supervises a detail of troopers engaged in administering driver's examinations.

Plans and directs the inspection and investigation of official inspection stations.

Supervises a group of troopers responsible for weighing trucks and other commercial motor vehicles for compliance with state laws and regulations.

Conducts crime investigations of a difficult nature; prepares detailed and comprehensive reports of findings.

Directs the criminal identification activities of a troop; normally supervises assistants in performing various technical identification duties, including processing scenes of crime, lifting, comparing, and filing fingerprints, and taking, developing, and printing photographs.

Acts as an assistance instructor at the state police training school.

Assists a troop fire marshal in conducting fire investigations and inspections; performs arson investigations and inspects various fuel installations for fire hazards; prepares reports of findings.

Performs periodic desk duty as charge of quarters; receives complaints and requests, orally and by telephone or radio; dispatches men and equipment as situations required; records messages received and transmitted.

Performs related work as required.

Required Knowledges, Skills, and Abilities: Considerable knowledge of modern police practices and methods.

Considerable knowledge of departmental rules and regulations.

Knowledge of the laws of arrest and evidence.

Knowledge of the state motor vehicle and criminal laws.

Knowledge of the principles and methods of crime investigation, the techniques of interrogation, and of the identification and preservation of physical evidence.

Knowledge of first aid principles and skill in their application.

Some knowledge of the techniques of criminal identification.

Skill in the use and care of firearms.

Ability to command the respect of subordinates and to plan and direct their work.

Ability to react quickly and calmly in emergency situations, and to determine proper courses of action.

Ability to enforce laws firmly and tactfully, and with respect for the rights of others.

Ability to obtain information through interview and interrogation.

Ability to speak and write effectively.

Minimum Experience and Training: Four years as a State Police Trooper.

State Police Sergeant

Definition: This is supervisory police work in directing the operation of a troop substation, or in performing other supervisory or specialized police duties of comparable responsibility.

An employee in this class is responsible for planning, assigning, and directing the activities of state police troopers assigned to a troop substation, or for performing comparable supervisory or specialized police duties at troop, squadron, or regimental headquarters. Work in this class includes supervising patrol and investigation activities, performing responsible crime investigation work, directing the criminal identification activities of a squadron, acting as principal instructor at the state police training school, or serving as trooper quartermaster, fire marshal, or criminal intelligence officer. Work is performed with a considerable degree of initiative and independence, but is evaluated by superior officers through conferences, inspection and observation, and review of reports.

Examples of Work Performed: Plans, assigns, and supervises the activities of state police troopers assigned to a troop substation; has responsibility for the appearance, discipline, and efficiency of subordinate personnel.

Directs highway patrol activities at troop headquarters; supervises an assigned group of troopers.

Supervises crime investigation work at troop headquarters; investigates crimes of a major or complex nature at troop, squadron, or regimental level; prepares detailed and comprehensive reports of findings.

Plans and coordinates the criminal identification activities among the several troops of a squadron.

Serves as principal instructor at the state police training school.

Directs the procurement, storekeeping, maintenance, and housekeeping function of a troop as troop quartermaster.

Performs duties of troop fire marshal; conducts and directs arson investigations and inspections of fuel installations for fire hazards.

Directs criminal intelligence functions of a troop; establishes sources of information pertaining to the activities of criminals and subversives; classifies, prepares into report form, and files all intelligence received.

Performs periodic desk duty as charge of quarters; receives complaints and requests, orally, and by telephone or radio; dispatches men and equipment; records all messages received and transmitted; normally assisted by a trooper.

Performs related work as required.

Required Knowledges, Skills, and Abilities: Considerable knowledge of modern police practices and methods.

Considerable knowledge of departmental rules and regulations.

Considerable knowledge of the state motor vehicle and criminal laws.

Considerable knowledge of the laws of arrest and evidence.

Considerable knowledge of the principles and methods of crime investigation, the techniques of interrogation, and of the identification and preservation of physical evidence.

Knowledge of first aid principles and skill in their application.

Knowledge of the techniques of criminal identification.

Skill in the use and care of firearms.

Ability to plan, assign, and supervise the work of others.

Ability to react quickly and calmly in emergency situations, and to determine proper courses of action.

Ability to enforce laws firmly and tactfully, and with respect for the rights of others.

Ability to skillfully obtain information through interview and interrogation.

Ability to speak and write effectively.

Minimum Experience and Training: One year as a State Police Corporal.

State Police Lieutenant

Definition: This is supervisory and administrative police work assisting in commanding a state police troop, or performing staff or specialized work of comparable responsibility.

An employee in this class is responsible for assisting the commander in directing the operation of a troop and assuming command in his absence. Work involves supervising the activities of all troop personnel, inspecting the men, equipment, and operations of substations, and performing various public relations duties. Employees in this class may be responsible for directing and performing crime investigation work of a highly difficult and complex nature, or serving in a responsible supervisory or staff capacity at regimental headquarters. Work is performed in accordance with established policies and procedures, but a considerable degree of initiative and independence is exercised in the absence of the commanding officer. Supervision is received through conferences and observation of results obtained.

Examples of Work Performed: Assists the commander of a troop in planning, assigning, and directing the activities of all troop personnel, and assumes command in his absence.

Makes regular inspections of personnel, quarters, and equipment at troop headquarters and the various substations.

Meets with and speaks before public, civic, and business groups to discuss and illustrate public safety and crime prevention problems.

Conducts investigations of complaints, accidents, or crimes of a special or unusual nature.

Reviews reports submitted by personnel covering all phases of troop activities; conducts correspondence.

Directs and participates in the investigation of major and organized crime at squadron or regimental headquarters; directs the apprehension and interrogation of criminal suspects; supervises or performs other investigations of a highly difficult and complex nature.

Operates lie detector apparatus in examining and interrogating criminal suspects throughout the state; assists local law enforcement agencies in the investigation of criminal cases; gives lectures to police students and other interested groups.

Assists fire marshal in directing the statewide activities of field personnel responsible for the investigation of arson, the inspection of inflammable liquid installations, and the enforcement of fire regulations.

Performs related work as required.

Required Knowledges, Skills and Abilities: Thorough knowledge of modern police practices and methods.

Thorough knowledge of departmental rules and regulations.

Thorough knowledge of the state motor vehicle and criminal investigation, the techniques of interrogation, and of the identification and preservation of physical evidence.

Considerable knowledge of the principles and practices of police administration.

Considerable knowledge of the laws of arrest and evidence.

Knowledge of the principles and methods of crime prevention.

Knowledge of the behavior of criminals and the causes underlying criminality.

Skill in the use and care of firearms.

Ability to command the respect of subordinates and to plan and direct their work.

Ability to speak and write effectively.

Ability to analyze difficult police problems and to adopt guides and effective courses of action.

Ability to establish and maintain effective working relationships with local public and civic agencies.

Minimum Experience and Training: One year as a State Police Sergeant.

Annex 6

Responsibilities and Job Descriptions of Texas Highway Patrol Service

23.02.00.00

02.05.00 Work of a Texas Highway Patrol Trooper

.05.01 A Highway Patrol trooper shall do all of the following:

1. Report for duty on time and ready for work with equipment and uniform in good condition.
2. Work a full shift as assigned and as much more time as necessary to perform a task satisfactorily.
3. Carry out promptly all lawful orders and instructions.
4. Concentrate his time and effort on police traffic supervision activities but does not slight other necessary duties.
5. Utilize as much of the working day as possible on routine traffic patrol, at the places and times accidents and high volumes of traffic are most likely to occur.
6. Answer all proper questions asked (or make proper referrals) about the ownership and operation of motor vehicles and about motor vehicle traffic.
7. Manually direct traffic when hazards or congestion make such action necessary and make and enforce emergency regulations when usual regulations are inadequate.
8. On traffic patrol, look for road and vehicle defects (not violations) that might cause an accident or delay and take immediate action to remove the hazard or remedy the defect.
9. On traffic patrol, stop all traffic law violators detected when practicable.
10. Arrest those violators stopped who should be arrested and warn those who should be warned.
11. File charges only after establishing, beyond a reasonable doubt, that the subject committed the alleged act, and that sufficient competent, admissible evidence can be adduced to support a conviction.
12. Prepare all cases carefully and efficiently and present them effectively in a professional manner.
13. Make a proper investigation and report of any traffic accident occurring in his territory, or elsewhere when assigned.

14. Conduct a general police patrol simultaneously with traffic patrol, giving special attention to the apprehension of wanted subjects.
15. Comply with all Department policies and procedures and live up to the Department's motto in all activities.
16. Perform all duties in a professional manner, behave at all times in a gentlemanly way, and accept the office as a public trust.
17. Keep constantly in mind the objectives of the Department programs and design activities toward their attainment.
18. Make all necessary reports promptly and accurately.
19. Secure and retain support for Department programs from local officials, civic leaders, and law-abiding citizens of his area.
20. Act as a responsible citizen of the community by taking part in the civic activities designed to better the community, state, and country to the extent time, talent, and Department policies permit.

02.10.00 General Job Description - Trooper I

Performs routine enforcement duties of Texas Highway Patrol. The work involves performing duties pertinent to the function to which the trooper is assigned. Troopers exercise sound judgment within limits prescribed by laws, rules, regulations, and departmental policies with guidance from their supervisor. The work is subject to review by supervising officers through activity reports and periodic observation of operation.

10.01 Examples of Work Performed

1. Patrols public highways enforcing traffic and criminal law and gathers criminal intelligence for submission to proper authorities, detects violations, makes violator contacts, places violator in custody or issues citation or warning, investigates circumstances and causes of accidents, directs traffic, makes emergency rules relating to traffic direction, cares for injured by rendering first aid.
2. Suppresses riots and civil disorders, statewide, and assists local officers with local disorders.
3. Assists all levels of government at times of disaster, such as hurricanes, floods, tornadoes, etc.
4. Engages in enforcement activities in the administration of the Safety Responsibility Act.
5. Prepares cases, discusses pending cases with prosecuting attorney, appears as witness before Grand Jury and court, maintains proper relations with courts, serves warrants as necessary.
6. Performs related duties as assigned.
7. Prepares reports on activities and submits to supervising officer.

10.02 General Job Qualification Requirements

1. Knowledges, Skills, and Abilities

- Working knowledge of police methods, state traffic and criminal laws and regulations, departmental policies and procedures, safety rules and regulations, court systems and procedures.
- Skill in the use of firearms, radar and radio equipment, defensive tactics, and first aid.
- Skill in the operation of motor vehicle, both emergency and routine.
- Ability to meet and deal effectively with the general public; to acquire skills in investigative and interrogative techniques; to make decisions and determine logical courses of action; to obtain cooperation of violators; to administer first aid; to understand and

execute written and oral instructions; to communicate effectively; to react calmly, quickly, and accurately in emergency situations.

2. Physical. Sound physical condition, capable of performing duties as assigned.

02.15.00 General Job Description - Trooper II, Trooper III, and Trooper IV

Performs routine and advanced enforcement duties of the Texas Highway Patrol. The work involves performing duties pertinent to the function to which the trooper is assigned to the best of his ability. May supervise and give on-the-job training to a trooper-trainee. May be required to assume the duties of supervisor. Exercises independent judgment within limits prescribed by laws, rules, regulations, and departmental policies. The work is subject to review by supervising officers through activity reports and periodic observation of operation.

15.01 Examples of Work Performed

1. Patrols public highways enforcing traffic and criminal laws and gathers criminal intelligence for submission to proper authorities, detects violations, makes violator contacts, places violator in custody or issues citation or warning, investigates circumstances and causes of accidents, develops emergency rules relating to traffic direction and directs traffic. Cares for injured by rendering first aid.
2. Assists in the suppression of riots and civil disorders, statewide, and assists local officers with local disorders.
3. Assists all levels of government at times of disaster, such as hurricanes, floods, tornadoes, etc.
4. Engages in enforcement activities in the administration of the Safety Responsibility Law.
5. Prepares cases, discusses pending cases with prosecuting attorney, appears as witness before Grand Jury and court, maintains proper relations with court, serves warrants as necessary.
6. Prepares reports on activities and files with supervising officer. May instruct in enforcement, training schools and academies. Instructs first aid classes for Department employees and other groups.
7. May assume duties of supervisor in absence of supervisor.

15.02 General Job Qualification Requirements

1. Experience and Training. Should have completed the prescribed basic and other training courses at the Law Enforcement Academy. Applicants for Trooper II must have served a minimum of four years as a commissioned DPS trooper. Applicants for Trooper III must have served a minimum of eight years as a commissioned DPS

trooper. Applicants for Trooper IV must have served a minimum of twelve years as a commissioned DPS officer.

2. Knowledges, Skills and Abilities

- Advanced knowledge of police methods, state traffic and criminal laws and regulations, departmental policies and procedures, safety rules and regulations, court systems and procedures.
- Skill in the use of firearms, radar and radio equipment, and other tools of law enforcement, defensive tactics, and first aid.
- Skill in the operation of emergency motor vehicle equipment.
- Skill in public speaking.
- Ability to plan, instruct, and supervise trooper-trainees in on-the-job training; to meet and deal effectively with the general public; to skillfully investigate and interrogate; to make decisions and determine logical courses of action; to obtain cooperation of violators and problem drivers; to speak in public; to discuss policies, laws, and regulations with various groups and organizations; to administer first aid; to understand and execute written and oral instructions; to communicate effectively; to react calmly, quickly and accurately in emergency situations; to assume command in absence of supervisor; to exercise independent judgment.

3. Physical. Capable of performing duties assigned.

02.18.00.00 General Job Description - Corporal

Performs, to the best of his ability, the routine and advanced duties pertinent to the trooper position of the uniformed Traffic Law Enforcement service to which the corporal is assigned. May supervise and give on-the-job training to a trooper-trainee. Will have specific supervisory and staff responsibilities as assigned or when special circumstances arise or when directed by a supervisory officer. Exercises independent judgment within limits prescribed by law, rules, regulations, and Department policies. The work is subject to review by supervising officers through activity reports and periodic observation of operation.

18.01 Examples of Work Performed

1. All duties and responsibilities of a Highway Patrol trooper as previously described in this chapter.
2. Within the guidelines established below, corporals will serve in the same capacity and with the same authority as a sergeant when the sergeant is out of the sergeant area.
3. At the discretion of the Highway Patrol sergeant, the Highway Patrol corporal may be assigned to:
 - Maintenance of DPS offices and/or buildings in the sergeant area when this is a Highway Patrol responsibility.
 - Supervision of janitorial services when this is a Highway Patrol responsibility.
 - Maintaining supplies, uniforms, and accessories in the sergeant area.
 - Supervision of Warrant Data Bank functions, warrant service, and Safety Responsibility cases in the sergeant area.
 - Processing of purchase orders and supply orders.
 - Processing of gasoline purchases.
 - Processing of abandoned vehicles.
 - Assistant property officer.
 - Conduct firearms training if a qualified firearms instructor.
 - Handle information requests from the public and government bodies.
 - Perform duties of inventory officer for the sergeant area.
 - Assist sergeant with the end of month reports.
 - Handling and processing of applicant investigations within the sergeant area.

- Assisting the sergeant with the training of area personnel.
 - Conducts or supervises the investigation of fleet accidents or incidents.
4. Duties and responsibilities performed in sergeant's absence or when special circumstances arise and he/she is directed to perform such duties by a supervisory officer.
- Processing of all paperwork.
 - Approval or denial of compensatory time, holiday leave, and vacation.
 - Supervision of clerical workers.
 - Act as field training officer and/or conduct remedial training.
 - Takes complaints and contacts superior.
 - Represents sergeant at meetings.
 - Compiles work schedule for sergeant's approval.
 - Regional safety inspections with sergeant area.
 - Assumes initial command of any emergency scene or other major incident, coordinates subordinates efforts, advises his superior of the seriousness and scope of the incident, and requests additional assistance if needed.
 - Assumes the role of the on-site coordinator for hazardous material transportation emergencies, coordinates subordinates efforts, advises his superior of the seriousness and scope of the incident, and requests additional assistance if needed.
5. Duties and responsibilities that may be performed only when directed by the service commander:
- Conduct supervisory performance observations.
 - Complete Performance Evaluations (PE-23 or PE-24).
 - Conduct complaint investigations.

02.20.00 General Job Description - Sergeant

Performs supervisory and enforcement duties. The work involves supervising troopers engaged in law enforcement and in providing services for the protection of life and property of the general public. Exercises independent judgment within limits prescribed by laws, regulations, and departmental policies and procedures. Works under supervision and receives advice and instructions from superior concerning unusual phases of the work. See Annex #1 for list of sergeant areas.

20.01 Examples of Work Performed

1. Supervises troopers in an assigned area, periodically accompanying them on assignments, reviewing activity reports, and observing job performance and appearance of men; investigates complaints by the general public as to the conduct of troopers, correcting minor infractions and referring major infractions of departmental rules and regulations to a superior officer.
2. Analyzes traffic situations and plans subordinates' work schedules accordingly; reviews and approves troopers' reports; indoctrinates new employees in departmental procedures; and keeps subordinates informed of changes in departmental policies and regulations. Plans, organizes, directs, and coordinates the training for an activities in law enforcement and control measures at disaster relief sites and in riot and crowd control functions.
3. Conducts on-the-job training of troopers in all phases of work. Constantly analyzes, evaluates, and strives to improve performance of subordinates; semiannually submits performance evaluation reports.
4. Assists troopers in performing various phases of job assignments.
5. Assists in the Recruitment Program; interviews applicants and conducts employment investigations as assigned.
6. Instructs in local enforcement training schools.
7. Contacts other state departments, local law enforcement agencies, etc., to promote good interdepartmental relationships and makes speeches in the interest of traffic safety, driver education, and related subjects.
8. Enforces traffic and criminal laws and performs related services necessary.

20.02 General Job Qualification Requirements

1. Knowledges, Skills, and Abilities
 - Considerable knowledge of police methods and techniques, of court demeanor and procedures, of traffic and criminal laws. Also

considerable knowledge of laws, regulations, policies, and procedures pertaining to other services of the Department.

- Skill in the use of firearms, defensive tactics, radar, radio equipment, and other tools of law enforcement, in the operation of motor vehicles, and in writing and public speaking.
 - Ability to instruct, plan, assign, and review the work of subordinates; to analyze situations requiring disciplinary action and plan courses of action; to train others in enforcement procedures; to establish and maintain effective working relationships with subordinates; other law enforcement groups, and the general public; to prepare and review reports; to advise superiors; to understand and execute oral and written instructions to subordinates; to take command in emergency and disaster situations or in absence of captain or lieutenant.
2. Physical. Sound physical condition, capable of passing departmental physical examination.

02.25.00 General Job Description - Lieutenant

Performs responsible technical duties, office management, staff supervisory and limited administrative duties in an assigned geographical area of the Department of Public Safety. When assigned he shall supervise sergeants in their activities, including both line and staff functions to achieve efficient operation of the district. Work involves giving administrative assistance to superiors, staff services and specialized services, or supervising line operations in a subdistrict. Serves in the capacity of captain during his absence; may be designated to represent the captain. Work is performed under general supervision and is subject to review. Exercises a considerable degree of independence.

25.01 Examples of Work Performed

1. Assists captain in the operation and administration of a district or region; makes assignments to subordinates; makes inspection trips; advises sergeants and troopers on policies, procedures, rules, and regulations. Makes recommendations to sergeant and captain for disciplinary action concerning infraction of rules and regulations.
2. Plans and assists in conducting staff conferences, collects data and prepares reports regarding activities of the district. Coordinates and organizes riot control activities in cooperation with other agencies. Prepares various reports, checks and authorizes expense accounts, and reviews reports submitted by subordinates. Plans and supervises training programs; instructs subordinates in specialized police procedures.
3. Supervises the administration of warrant service and safety responsibility activities.
4. Makes talks to various organizations and groups interested in traffic safety.
5. Confers with local enforcement agencies, court officials, and others concerning departmental activities.
6. Instructs in local and departmental training activities.
7. Assists in recruiting program, interviews applicants, and conducts employment investigations.
8. May be assigned to a subdistrict and assume line command in a defined geographical area of operation.
9. Serves as district property officer and supervises operation and maintenance of district motor vehicles.
10. Supervises Fleet Accident Program at the district level.
11. Enforces traffic and criminal laws and performs related duties as assigned.

12. Chairman of District Disaster Committee in subdistrict.

25.02 General Job Qualification Requirements

1. Knowledges, Skills, and Abilities

- Considerable knowledge of traffic and criminal laws, departmental policies and procedures, police methods and techniques, court demeanor and procedures.
 - Knowledge of specialized activities of the Department. Skill in use of firearms, radio, radar, and other specialized police equipment.
 - Ability to plan, assign, coordinate, and review the work of subordinates; to instruct and train others; to establish and maintain effective relationships within the Department and with outside groups and the general public.
2. Physical. Sound physical condition, capable of passing departmental physical examination.

02.30.00 General Job Description - Captain

District commander is responsible to the regional commander for the efficient and effective operation of the district. He is the highest ranking Highway Patrol officer. He performs responsible administrative, supervisory, enforcement, and regulatory duties in the Department of Public Safety. Work involves administration of a traffic and criminal enforcement program in an extensive geographical area. Supervises a small group of subordinates directly and a large group indirectly. Work is performed under direction of a regional commander but within limits prescribed by laws and departmental policies and procedures and is subject to review through consultation and analysis of reports.

30.01 Examples of Work Performed

1. Plans, organizes, and directs Highway Patrol activities in an assigned district; visits subdistrict and sergeant areas checking performance, appearance, and conduct of subordinates; gives advice and instruction concerning unusual phases of the work; corrects errors; recommends disciplinary action regarding infractions of rules and regulations.
2. Coordinates activities of subdistricts; contacts local law enforcement agencies, courts, and civil defense officials in coordinating activities of other agencies with the Department. Maintains working relationships with other services of the Department.
3. Evaluates subordinates' work.
4. Evaluates accomplishments toward objectives. Plans and conducts training programs, staff and district meetings; explains laws, policies, and procedures. Serves as member of regional commander's staff and as regional commander when assigned.
5. Prepares and reviews various reports; assists in preparation of annual budget; audits expense accounts and other expenditures.
6. Assists in recruitment program; interviews and conducts employment investigations.
7. Confers with local law enforcement agencies, court, school, governmental, and other officials to explain departmental policies in order to gain support for Department programs. Speaks to groups and organizations interested in traffic and law enforcement.
8. Instructs in city, county, state, and other training programs.
9. Enforces traffic and criminal laws and performs related duties as assigned.
10. Serves as chairman of the District Disaster Committee.
11. Serves on special and standing boards and committees as assigned.

30.02 General Job Qualification Requirements

1. Knowledges, Skills, and Abilities

- Thorough knowledge of accepted administrative techniques and procedures.
- Thorough knowledge of laws and regulations pertaining to the criminal justice system. Superior knowledge of traffic management programs, departmental policies and procedures, police methods and procedures, and court systems and procedures.
- Skill in use of firearms, radio, and other police equipment.
- Ability to plan, assign, supervise, review, and coordinate work of subordinates; to establish and maintain effective working relationships with subordinates, other agencies, and the public; to advise superiors, to understand and execute directives from superiors; ability to originate and to communicate oral and written instructions.

2. Physical. Capable of passing departmental examination.

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