

Job Description
Missouri State Highway Patrol

Class Title: CVO I

PARS Code: 7730

Effective Date: 10/25/95

Date Reviewed: 11/3/03 #16

Date Revised: 12/27/04

Immediate Supervisor: CVO Supervisor or as assigned

Position Supervised: None

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

POSITION SUMMARY

This is a responsible position, which exercises arrest authority relating to the enforcement of commercial vehicle and special mobile equipment laws, administrative orders, rules, and regulations. This individual performs safety and regulatory inspections of drivers, commercial vehicle, and cargo. The employee must be able to accommodate shift work and working outdoors in extreme weather conditions. Work involves the use of portable scales which patrol the public highways and the operation of permanent weigh stations for the purpose of determining compliance with all applicable state commercial vehicle regulations, driver regulations, and hazardous material requirements. The officer is required to carry firearms in the performance of his/her duties and is subject to unscheduled call-out when available. Work is performed under general supervision by a designated supervisor.

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.)

Weigh commercial vehicles for compliance of axle weight, gross weight, and licensed weight in accordance with applicable state and federal laws.

Measure the height, length, and width of commercial vehicles to detect over-dimension violations; measures axle spacing to determine bridge weight compliance.

Performs physical law enforcement tasks such as self-defense, apprehending subjects, executing arrests, radio operation, firing weapon, etc.

Inspects cargo to ensure commodity transported corresponds to the shipping documents and carrier's authority; conducts inspection of hazardous material carriers to determine compliance with proper marking, labeling, packaging, and placarding requirements; ascertains if hazardous material and/or waste is accompanied by proper shipping documents.

Monitors commercial vehicle traffic on bypass routes that are attempting to evade the fixed scale facilities; assists in selecting safe locations where portable scale activity will be most effective (e.g., know areas of violations, high accident and temporary construction sites, complaints of violations, etc.); checks the operation and condition of commercial vehicles on these routes via portable scale to ascertain compliance with laws, rules, and regulations.

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Conducts driver and vehicle computer inquiries relating to commercial vehicle enforcement via the video terminal to determine compliance with registration, operator license, operating authority, and fuel tax requirements; conducts detailed inspection of documents and credentials carried on the vehicle pertaining to the driver, vehicle, cargo, and trucking company.

Issues temporary trip permits and collects applicable fees; remits fees through channels as prescribed by department policy.

Interprets and explains provisions of the state and Federal Motor Carrier Safety laws, rules, and regulations the Commercial Vehicle Officer are authorized to enforce via in-person and telephone inquiries from commercial operators, terminal personnel, and the motoring public.

Determines violations and takes the proper enforcement action; makes an arrest when a violation is committed in the inspector's presence if a misdemeanor warrant exists; identifies and documents violations outside of CVO authority and refers to appropriate enforcement agency.

Contacts the operating carrier in order to advise that responsibility and liability for the protection and operation of the vehicle, its cargo, accessories, and contents rest solely with the carrier.

Places vehicles and/or drivers out-of-service when out-of-service criteria are detected and covertly monitors the movement of vehicles and/or drivers who violate the out-of-service orders; accompanies driver and/or vehicle to be placed out-of-service to a safe rest or repair area by escorting or following the vehicles at a safe distance while using proper warning signals and/or lights in accordance with Missouri Revised Statutes to ensure the safety of the vehicle, operator, cargo, and the general motoring public; affixes the appropriate inspection sticker to the vehicle after the appropriate repairs have been made to signify its safety status according to the Commercial Vehicle Safety Alliance.

Conducts safety inspections on motor coaches for compliance with applicable laws and regulations; takes appropriate enforcement action reference motor coaches and/or drivers.

Conducts post-accident inspection on commercial vehicles to provide information about possible driver and/or equipment causation, as requested.

Investigates hazardous material accidents and/or spills to determine cause and takes appropriate action to protect life and property; completes the necessary paperwork reference hazardous materials accidents and/or spills and ensures that the Department of Natural Resources and any other applicable agencies are notified, when appropriate.

Provides assistance to the Prosecuting Attorney or Court personnel reference Commercial Vehicle Enforcement, as requested; confers with the Prosecuting Attorney and explains circumstances of arrest, evidence, and facts or conclusions in order to develop trial strategy; testifies in court as a witness when subpoenaed.

Assists stranded, disabled or injured motorists by helping them change tires, making minor vehicle repairs, and requesting a tow truck; provides directions; administers first aid.

Represents the Commercial Vehicle Enforcement Division at various special events, meetings, and conferences; provides presentations to schools, public service organizations or other interested groups; disseminates brochures and/or other materials pertaining to Commercial Vehicle Enforcement and answers questions.

Administers preliminary breath tests and field sobriety test to commercial vehicle drivers suspected of operating while drinking or under the influence of alcohol; administers field sobriety test to drivers who are

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suspected to be in possession of or using controlled substances; identifies and safeguards all types of property and evidence according to the Evidence Procedural Manual and/or applicable general orders.

Maintains assigned equipment in appropriate condition; arranges for repairs when malfunctions occur.

Stops commercial vehicles at Missouri State Highway Patrol Weigh Stations and other approved inspection sites to conduct MCSAP Levels I, II, III, and IV inspections on commercial vehicles having a gross vehicle and combination weight rating greater than 10,001 pounds; takes appropriate enforcement action.

Prepares commercial driver and/or vehicle inspection reports to document whether driver and/or vehicles are in compliance with all applicable commercial vehicle enforcement rules and regulations.

Deals with a variety of individuals within and outside the department (e.g., other law enforcement personnel; local, state, and federal government officials; elected officials; prosecuting attorneys; trucking industry personnel, etc.).

May be notified to report for work on short notice to facilitate commercial vehicle accident investigation or handle other related emergencies.

Drives patrol vehicle to various inspection sites or to a special assignment.

Testifies in court as required.

Performs scale maintenance and cleaning as needed.

Performs building and grounds maintenance as necessary to keep a professional appearance of the inspection facilities.

Performs job-related travel, as assigned.

Performs other related duties as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Working knowledge of Patrol policies and procedures to include, but not limited to, Commercial Vehicle Enforcement.

Working knowledge of hazardous/radioactive material regulations as they pertain to commercial vehicle enforcement and exercise the proper safety procedures in dealing with the same.

Working knowledge and practice of the safety procedures involved in administering first aid and dealing with body fluid and/or blood-borne pathogens.

Ability to read English effectively.

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

Ability to perform physical law enforcement tasks as detailed in the description of duties.

Ability to utilize problem-solving skills, exercise judgment, and make decisions in performing job duties.

Ability to inspect documents associated with the commercial motor vehicle industry and detect fraud

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and/or forgery.

Ability to prepare evidence for presentation in court.

Ability to deal with a wide variety of individuals in potentially hostile situations in a professional, patient, and efficient manner.

Ability to gather, assemble, correlate, and analyze facts to be incorporated into a report of commercial vehicle inspection results and enforcement action(s) taken.

Ability to maintain composure while under cross-examination in regard to personal and professional qualifications and defend findings of fact and subsequent enforcement action(s) taken in court.

Ability to work with highly sensitive information in a confidential and professional manner.

Ability to operate a patrol assigned vehicle, when necessary.

Ability to properly use and maintain pepper mace, handcuffs, and assigned firearm.

Ability to comprehend, communicate, and enforce state and federal laws governing commercial vehicles.

Ability to work in inclement weather.

Ability to accommodate shift work.

Ability to communicate thoughts and concepts orally and in writing.

Ability to understand and follow written and oral instructions.

Ability to establish and maintain effective working relations with a variety of individuals as detailed in the description of duties.

Ability to operate weigh scales, communications equipment, measuring devices, preliminary breath test instrument, computer terminal, and telephone in the completion of job duties.

Ability to set up and operate portable scales in order to properly weigh commercial vehicles.

Ability to lift and transport equipment necessary to complete job duties (e.g., portable scales, hydraulic jacks, etc.).

Ability to position self and equipment under, in, around, and over vehicles and cargo being inspected.

Ability to conduct various levels of driver and vehicle safety inspections on drivers and/or commercial vehicles to ensure compliance with state and federal laws and regulations.

Ability to enforce commercial vehicle laws and regulations with firmness, tact, and impartiality.

Ability to conduct post-accident analysis, as requested.

Ability to represent the Patrol and make presentations reference commercial vehicle enforcement to a variety of individuals.

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

Ability to handle fees collected for temporary permits and remit per department policy.

Ability to perform job-related travel.

Ability to provide assistance to stranded motorists.

Ability to report for work on short notice to investigate a commercial vehicle accident and/or handle other work-related emergencies.

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

Ability to perform light building and grounds maintenance as necessary (mowing lawn, painting trim, trash removal, etc.).

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

Ability to work hours as assigned.

MINIMUM EXPERIENCE, EDUCATION, AND TRAINING 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.)

Must be a high school graduate or possess a certificate of equivalency recognized by the Missouri State Department of Education.

NECESSARY SPECIAL REQUIREMENTS

Must be at least twenty-one years of age at the time of appointment.

Must possess a valid Missouri drivers' license at the time of appointment.

Must be of good character and never convicted of a felony or no convictions/arrests for certain misdemeanor offenses including those involving aggressive or violent behavior (i.e. domestic violence, criminal assault, etc.), disregard for the safety of others, or misuse of deadly weapons.

Must be able to successfully complete the first available twelve-week Basic Commercial Vehicle Officer training course as approved by the Superintendent of the Missouri State Highway Patrol. Also, must successfully complete an on-the-job training program monitored by a Field Training Officer for a minimum of three months.