



**Classification:** Commercial Vehicle Officer I  
**Title Code:** V07730  
**Pay Range:** 19

### **POSITION SUMMARY:**

This is responsible work in the enforcement of laws and regulations that pertain to the operation of commercial vehicles. 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.

### **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.)

Enforces State of Missouri size and weight laws pursuant to RSMo 304.170 through 304.200. Inspects commercial motor vehicles for dimensions, weight, unsafe equipment, and driver's records, to ensure compliance with state law and agency policy.

Conducts detailed inspection of documents and credentials carried on the vehicle pertaining to the driver, vehicle, cargo, and trucking company.

Issues uniform traffic tickets 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.

Determines the proper enforcement action when a violation exists. Makes an arrest when a violation is committed in the commercial vehicle officer's presence, or if a warrant exists.

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.

Operates police radios, listens, and responds to radio communications for assistance. Observes and identifies suspects, vehicles/license plates, and other objects from varied distances in performance of police responsibilities.

Prepares commercial driver and/or vehicle inspection reports to document whether driver and/or vehicles are in compliance with all applicable State Laws and Federal Regulations.

Inspects cargo when reasonable grounds exist to cause belief that a vehicle is transporting hazardous material as defined in Title 49 of the Code of Federal Regulations; 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.

Safely operates 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.

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Determines whether vehicles and materials being transported are in compliance with licensing and transportation authority laws; documents violations outside of Commercial Vehicle Enforcement (CVE) authority and refers to appropriate enforcement agency.

Prepares reports pertaining to any custodial arrests and the use of force.

Processes requests for temporary trip permits.

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.

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.)

Interprets and explains provisions of state law and federal regulations to commercial operators, terminal personnel, the public, etc.

Prepares for and accurately testifies in court in order to present the facts surrounding any civil, criminal, or departmental action. Appears and testifies as a witness in official proceedings.

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

Performs job-related travel, as needed.

Performs other related work as assigned.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

Working knowledge of basic techniques, practices, and procedures used in Commercial Vehicle Enforcement according to Patrol policy and procedures, and state and federal laws.

Working knowledge of hazardous/radioactive materials as they pertain to Commercial Vehicle Enforcement, and exercise the proper safety procedures in dealing with 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 accommodate shift work.

Ability to work outdoors in inclement weather.

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

Ability to inspect documents associated with the Commercial Motor Vehicle Industry and detect fraud and/or forgery.

Ability to conduct various levels of driver and vehicle safety inspections and post-crash analysis on commercial vehicles to ensure compliance with state and federal laws and regulations.

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

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

Ability to testify in court and defend findings of fact.

Ability to operate a Patrol vehicle in accordance with Missouri State Highway Patrol policy and State of Missouri Statutes.

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 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 safely and properly fire, load/unload, Patrol firearms.

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 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 establish and maintain harmonious working relations with others.

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 work hours as assigned.

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**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.)

Graduation from high school or possess a GED.

Must have graduated 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.

**NECESSARY SPECIAL REQUIREMENTS:**

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

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.

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

Must possess and maintain a Missouri Class A POST license.

Must be a citizen of the United States.

Must obtain and maintain a valid commercial vehicle enforcement commission.

Must be able to successfully complete the first available Basic Commercial Vehicle Officer training course as approved by the Superintendent of the Missouri State Highway Patrol.

Pursuant to General Order 26-07, uniformed civilian employees hired after January 25, 1995, will not have tattoos that a reasonable person would find offensive, such as tattoos depicting or supporting criminal behavior, drug usage, nudity, profanity, promiscuity, subversive groups, bigotry, etc. Applicants will no longer be hired for uniformed civilian positions if they have any tattoos or brands on the head, neck, hands, below the upper six-inch portion of the arms, or any part of the body which would be visible while in uniform.

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.