



CITY OF SPRINGDALE
Position Description

POSITION TITLE: Patrol Officer

Exempt (Y/N): No

DEPARTMENT: Police

DATE PREPARED: August, 2006

SUPERVISOR: Sergeant

SUMMARY

The Patrol Officer is responsible for protection of life and property, prevention of crimes, apprehension of criminals and the general enforcement of laws and ordinances. Duties normally consist of routine patrol, preliminary investigation and traffic regulation. To provide a safe environment for citizens and visitors and to answer calls for service ranging from friendly assists to highly stressful and dangerous incidents.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

1. Performs preventive patrol in assigned areas, both in vehicle and on foot. Enforces state and federal laws and City ordinances. Operate motor vehicle while on patrol in a safe manner for extended periods of time in all environmental conditions and on occasion operate the vehicle at high speeds and in congested traffic situations.
2. Continually observes for and responds to criminal activity, safety hazards, traffic violations, persons needing assistance, etc. Conducts interviews and interrogations of victims, witnesses, suspects and offenders. Identifies, collects, processes, packages and logs physical evidence.
3. Makes arrests on criminal and traffic related offenses including DWI detection and apprehension. Use of radar equipment and proper operation. Defends self and others by engaging in actual physical combat if necessary and to subdue resistive arrestees. Conducts searches of persons, places, vehicles and things.
4. Becomes familiar with patrol districts, geographical locations, known offenders, neighborhood routines, potential problem areas. Conducts security inspections and surveys buildings and businesses; handles complaints made by the public; conducts preliminary and follow-up investigations.

5. Seeks and serves arrest warrants, search warrants and other court documents. Assist various prosecutors and attorneys in preparation of cases for trial; assists judges during court sessions; testify clearly and truthfully in front of a judge and jury in court.
6. Direct and control vehicular and pedestrian traffic by use of hand signals and the blowing of a whistle. Traffic control for blocked traffic, parades, accidents, special events; provide crowd control, security and information during special events.
7. Clean and fire a variety of police weapons, including pistols, rifles and shotguns both in the field and to meet department standards of proficiency.
8. Type on mobile computer terminal in police vehicle as a means of gathering and exchanging information. Complete traffic/criminal citations issued to violators of city and state laws. Investigate traffic accidents and report on the electronic system.
9. View heinous crime scenes and identify/preserve physical evidence of a crime.
10. Write narrative reports in long-hand or dictate reports to be transcribed as required in the performance of duty.
11. Respond to and deal with domestic disputes and resolve issues in a way that minimizes harm to the disputing parties. Deal with children of all ages in a variety of situations, such as delinquents, minors requiring authoritative intervention, neglected, abused, runaways, lost, found, victims of crimes, public relations and instructional functions and informants.
12. Provide interpersonal and business contacts and stand-by assistance in civil disputes.
13. Directs civilian employees and the public at the scenes of crimes, accidents, disasters, assemblies, etc.
14. Determines "probable cause" in making arrest of individuals; complete paperwork for those arrests, felony and misdemeanor cases including felony jackets.
15. Determines when and under what circumstances to use less-lethal or deadly force.
16. Search, arrest, and transport suspects.
17. Administer first aid when needed and coordinate emergency personnel and resources in crisis situations
18. Act as public relations officer for the city and foster good relationships with businesses, schools, etc.
19. Perform desk duties, including telecommunications (telephone, computer terminal, radio), assisting persons at the station, processing reports.

20. Attends training as assigned; develops and maintains required skills and licenses/permits/certifications associated with the area of special investigation, expertise, etc.
21. Police officer is involved with regular and irregular shift work and shift rotations necessary to provide police services 24 hours a day, 7 days a week, 52 weeks a year (weekends and holidays included).
22. Perform other related duties as required or assigned.

Budget Responsibility: \$ N/A Annual dollars
Facilities and Equipment Responsibility: \$ 30,000 Total value

EDUCATION AND EXPERIENCE

High school diploma or GED.

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

CERTIFICATES, LICENSES, REGISTRATIONS

Must possess a valid Arkansas Driver's License.

INTERNAL COMMUNICATIONS

Regular contacts within the department and with other departments as needed.

EXTERNAL COMMUNICATIONS

Regular contacts with businesses, citizens, outside representatives, community groups as needed.

USE OF EQUIPMENT AND/OR COMPUTERS

Must be proficient in the use of a personal computer, firearms, radio and other specialized law enforcement equipment.

OTHER SKILLS AND ABILITIES

Ability to utilize both internal and external resources to obtain information and data necessary to carry out routine assignments and special projects. Must have ability to establish and maintain effective working relationships with management and staff. Must not have a criminal record of any kind and before selection into this position, must be able to withstand a complete background investigation, polygraph examination and credit history report and in additions, must complete a physical and mental evaluation as part of the employment requirements within the first thirty days after hiring date.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions and expectations.

While performing the functions of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand, walk, and sit. The employee is occasionally required to use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must regularly lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

The incumbent must be able to perform the following; physical and mental stamina to fire weapons, react and move rapidly from sedentary to active condition in response to environmental situations, assume a variety of bodily positions and postures necessary to employ "cover and concealment" during a deadly force encounter, respond to a physical attack and possess the ability to escape attacker, subdue attacker and/or summon aid. Must be able to react quickly and efficiently in all emergencies, natural or man-caused disasters.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the functions of this job, the employee is occasionally exposed to wet/and or humid conditions, moving mechanical parts; high, precarious places, fumes or airborne particles; toxic or caustic chemicals; outside weather conditions; extreme cold; extreme heat; risk of electrical shock; works with explosives; risk of radiation; and risk of vibration.

The noise level in the work environment is usually loud.

The work of a commissioned police officer involves an element of personal danger. Police officer must be able to exercise sound, independent judgment under stress. Assignments may include work on special tasks which call upon specialized abilities and knowledge possessed by the officer. Work assignments can be general or specific and special instructions are received from a supervisor who reviews work methods and results through reports, personal inspection and discussion.