

TITLE: Patrol Officer

DEPARTMENT: Police Department

IMMEDIATE SUPERVISOR: Sergeant

JOB SUMMARY:

A full-time police officer works under the general supervision of the Patrol Sergeant; patrols the corporate limits of the City of Springdale, protects life and property, preserves the public peace, and safety; regulates traffic, investigates accidents, prevents crime, enforces laws and ordinances; assists in administration and operational activities; serves warrants and makes arrests, appears in court as a witness, investigates calls and complaints; makes preliminary investigations and assists in the investigation of crimes reported or persons arrested; escorts prisoners, prepares written reports, responds to radio and telephone dispatches; reports any conditions that are in need of attention to secure maximum efficiency in the enforcement of traffic laws, the orderly movement of traffic, the prevention of accidents, the protection of life and property; and performs other duties as assigned.

PRE-QUALIFICATION REQUIREMENTS FOR EMPLOYMENT AS A CERTIFIED / SWORN LAW ENFORCEMENT OFFICER:

1. Must be a United States citizen;
2. Must have a high school diploma or G.E.D. equivalency certificate;
3. Must be no less than 21 years of age;
4. Must have no felony convictions;
5. Must possess or be able to obtain by the time of hire a valid Arkansas driver's license, without record of current suspension or revocation in any state;
6. Must submit to and pass a written and oral civil service examination;
7. Must submit to and pass a physical agility examination;
8. Must submit to and pass a medical examination (after job is offered);
9. Must submit to and pass a psychological examination (after job is offered);
10. Must submit to and pass a voice stress test and / or polygraph examination (after job is offered);
11. Must submit to and pass a drug screen for illegal drugs (after job is offered);
12. Must be able to read and write the English language.

PHYSICAL REQUIREMENTS OF CERTIFIED / SWORN LAW ENFORCEMENT OFFICERS:

Certified / Sworn Law Enforcement Officers must be capable of performing the following job related tasks:

1. Chase fleeing suspects on foot;
2. Climb over a six foot fence to pursue a fleeing suspect or search an area;
3. Physically subdue a resisting suspect;
4. Drag or carry an unconscious or injured individual to a location of safety;
5. Jump over a four foot drainage ditch;

6. Face exposure to hazardous or dangerous situations which could result in injury;
7. Complete an Arkansas Basic Law Enforcement training course or have completed an equivalent course and passed all Arkansas Law Enforcement Standards and Training requirements

SPECIFIC JOB DUTIES AND RESPONSIBILITIES:

1. Enforces the laws and ordinances of the City, State and Federal governments and all other pertinent laws;
2. Performs proper execution of assigned duties;
3. Engages in the prevention and suppression of crime;
4. Arrests offenders, depending upon the nature of his specific assignment;
5. Maintenance of proper public relations;
6. Adheres to rules, regulations, orders and departmental procedures;
7. Reports promptly through channels, developments that may affect public or official relations;
8. Initiate police action when necessary;
9. Ensures the proper care and use of departmental equipment, supplies and facilities;
10. Responds when called twenty-four (24) hours a day in the event of an emergency;
11. Responds to accident scenes and investigates, submitting official reports of same;
12. Directs traffic when needed;
13. Operates a patrol car under emergency situations and performs routine maintenance such as gassing, adding oil and checking tires;
14. Checks parking on public property and issues violations when necessary;
15. Prepares court cases and testifies in court when needed;
16. Assists at the scenes of fires and natural disasters;
17. Handles all types of citizens complaints, including criminal and civil matters;
18. Fingerprints prisoners and members of the public when required or assigned;
19. Performs other related duties as required.

SPECIAL KNOWLEDGE, SKILLS, ABILITIES OR EDUCATION:

1. The ability to learn Federal, State and City laws and ordinances, including laws of search and seizure and rules of evidence;
2. The ability to learn modern police methodology;
3. The ability to physically and mentally react in a variety of emergency situations;
4. Good social and general intelligence with the ability to communicate effectively both orally and in writing in the English language;
5. The ability to understand and carry out oral and written instructions;
6. The ability to drive safely and to use good judgment in the operation and in the use of an automobile;
7. Considerable skill in the use of department approved firearms and weapons;

8. The physical ability to react to a variety of emergency law enforcement situations including juvenile crime, automobile accidents, domestic disturbances, and to use the best effort to restore peace and order;
9. The ability to closely observe situations; to record and report them clearly and accurately.

TOOLS AND EQUIPMENT USED:

Police car, police radio, handgun and other weapons, as required; baton, handcuffs, breathalyzer, first aid equipment, personal computer, including word processing software.

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 the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to stand, walk, use hands to finger, handle or operate objects, controls, or tools listed above; reach with hands and arms, climb or balance, stoop, kneel, crouch or crawl; and taste or smell.

The employee must occasionally lift and / or move more than 100 pounds. Specific corrected vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

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 duties of this job, the employee frequently works in outside weather conditions. The employee occasionally works near moving mechanical parts; in high, precarious places; and with explosives and is occasionally exposed to wet and / or humid conditions, fumes and airborne particles, toxic or caustic chemicals, extreme cold, extreme heat and vibration.

The noise level in the work environment is usually moderate.

The information supplied herein is intended to describe the general nature of this position and is not to be considered a complete statement of duties, responsibilities and requirements.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of this job change.