

CITY OF CONWAY - Police

Police Officer Advanced Certificate

Job Description

Job Code: PL04

Exempt: No

Department: Patrolman

Reports To: Sergeant

Location: 1105 Prairie Street

Date Prepared: November 19, 2008

Date Revised: September 19, 2018

GENERAL DESCRIPTION OF POSITION

Enforces laws related to the protection of life and property, directs and controls traffic, prevents crime and disturbance of peace, and arrests violators.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Patrols assigned area on foot, by motorcycle, in patrol car, to enforce laws, prevent and discover crimes, investigate crimes, maintain order, and answer calls and complaints. This duty is performed daily.
2. Answers radio-dispatched or citizens' requests for police services at the scene of accidents, domestic disputes, law violations, and peace disturbances. This duty is performed daily.
3. Familiarizes self with beat and with persons living in area. This duty is performed daily.
4. Investigates illegal or suspicious activities, persons, and establishments, and quells disturbances. This duty is performed daily.
5. Locates, searches, detains, and arrests law violators, following recognized police procedures. This duty is performed daily.
6. Interviews and questions victims, witnesses, and suspects. This duty is performed daily.
7. Gathers and preserves evidence. This duty is performed daily.
8. Provides assistance as necessary to accident and other victims. This duty is performed daily.
9. Investigates causes and results of accidents. This duty is performed daily.
10. Uses hand signals to direct and control traffic as necessary around accidents, objects in road, or at intersections when traffic signals are not working. This duty is performed daily.
11. Issues a written citation or written warning for traffic violations. This duty is performed daily.

12. Serves misdemeanor and felony warrants as well as Orders of Protection and No Contact Orders when dealing with Domestic Violence Cases. This duty is performed daily.
13. Attends community meetings to discuss crime prevention activities and crime problems. This duty is performed monthly.
14. Testifies in court to present evidence by describing conditions, situations, and actions. This duty is performed weekly. Writes detailed incident, investigation, activity, and other reports. This duty is performed daily.
15. Pursue fleeing suspects and perform rescue operations which may involve quickly entering and exiting law enforcement patrol vehicles, lifting, carrying and dragging heavy objects, climbing over and pulling up oneself over obstacles, jumping down from elevated surfaces, climbing through openings, jumping over obstacles, and ditches, crawling in confined areas, balancing on uneven or narrow surfaces and using body force to gain entrance through barriers.
16. Load, unload, aim and fire from a variety of body positions (including a two-handed "Weaver stance") - handguns, shotguns and other agency firearms and weapons under conditions of stress at levels of proficiency prescribed in certification and Department standards.
17. Perform rescue functions at accidents, emergencies and disasters to include directing traffic for long periods of time, administering emergency medical aid, lifting, dragging and carrying people away from dangerous situations and securing and evacuating people from particular areas.
18. Operate a law enforcement vehicle during both the day and night, in emergency situations involving speeds in excess of posted limits, in congested traffic and in unsafe road conditions caused by factors such as fog, wind, smoke, and rain.
19. Perform any other related duties as required or assigned.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty mentioned satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION AND EXPERIENCE

High school or GED, plus specialized schooling and/or on the job education in a specific skill area; e.g. data processing, clerical/administrative, equipment operation, etc, plus 9 to 10 years related experience and/or training, or equivalent combination of education and experience.

COMMUNICATION SKILLS

Ability to read, analyze, and understand general business/company related articles and professional journals; Ability to speak effectively before groups of customers or employees.

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 prepare and interpret bar graphs.

CRITICAL THINKING SKILLS

Ability to solve practical problems and deal with a variety of known variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, or diagram formats.

REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS

Must have and maintain a current valid Arkansas Driver's License with motorcycle endorsement as required. Arkansas Commission of Law Enforcement Standards and Training Advanced Certificate.

PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS

Not indicated.

SOFTWARE SKILLS REQUIRED

Intermediate: Word Processing/Typing

Basic: 10-Key, Accounting, Alphanumeric Data Entry, Contact Management, Database, Presentation/PowerPoint, Spreadsheet

INITIATIVE AND

INGENUITY

SUPERVISION

RECEIVED

Under general supervision where standard practice enables the employee to proceed alone on routine work, referring all questionable cases to supervisor.

PLANNING

Considerable responsibility with regard to general assignments in planning time, method, manner, and/or sequence of performance of own work; may also occasionally assist in the planning of work assignments performed by others within a limited area of operation.

DECISION MAKING

Performs work operations which permit frequent opportunity for decision-making of minor importance and also frequent opportunity for decision-making of major importance; the latter of which would affect the work operations of other employees and/or clientele to a moderate degree.

MENTAL DEMAND

Close mental demand. Operations requiring close and continuous attention for control of operations. Operations requiring intermittent direct thinking to determine or select the most applicable way of handling situations regarding the organization's administration and operations; also to determine or select material and equipment where highly variable sequences are involved.

ANALYTICAL ABILITY/ PROBLEM SOLVING

Directed. Supervisory and/or professional skills using structured practices or policies and directed as to execution and review. Interpolation of learned things in moderately varied situations where reasoning and decision-making are essential.

RESPONSIBILITY FOR WORK OF OTHERS

Responsibility for work of others: Not indicated.

RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT

Occasionally responsible for organization's property where carelessness, error, or misappropriation would result in moderate damage or moderate monetary loss to the organization. The total value for the above would range from \$5,000 to \$150,000.

ACCURACY

Probable errors would normally not be detected in succeeding operations and could possibly affect organization-patron relationship, involve re-work, or additional expenditures in order to properly resolve the error. The possibility of such errors would occur quite frequently in performance of the job. May also cause inaccuracies or incomplete information that would be used in other segments of the organization as a basis for making subsequent decisions, plans, or actions.

ACCOUNTABILITY

FREEDOM TO ACT

Not indicated.

ANNUAL MONETARY IMPACT

The amount of annual dollars generated based on the job's essential duties / responsibilities. Examples would include direct dollar generation, departmental budget, proper handling of organization funds, expense control, savings from new techniques or reduction in manpower.

Annual monetary impact: Not indicated.

IMPACT ON END RESULTS

Not indicated.

PUBLIC CONTACT

Regular contacts with patrons where the contacts are initiated by the employee. Involves both furnishing and obtaining information and, also, attempting to influence the decisions of those persons contacted. Contacts of considerable importance and of such nature, that failure to exercise proper judgment may result in important tangible or intangible losses to the organization.

EMPLOYEE CONTACT

Contacts with other departments or offices and also frequently with individuals in middle level positions; consulting on problems which necessitate judgment and tact in presentation to obtain cooperation or approval of action to be taken. Also, important contacts with associates as required in advanced supervisory jobs.

USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS

Regular use of complex machines and equipment (desktop/laptop computer and software, road and production machines and equipment, driver's license/cdl, etc.)

WORKING CONDITIONS

Not indicated.

ENVIRONMENTAL CONDITIONS

The following work environment characteristics described here are representative of those an employee encounters while performing 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 regularly exposed to outdoor weather conditions; occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, risk of radiation. The noise level in the work environment is usually moderate.

PHYSICAL ACTIVITIES

The following physical activities 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 continuously required to talk or hear, taste or smell; regularly required to stand, walk, sit, use hands to finger, handle, or feel, reach with hands and arms; and occasionally required to climb or balance, stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move more than 100 pounds; frequently lift and/or move up to 25 pounds; regularly lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision; distance vision; color vision; peripheral vision; depth perception; and ability to adjust focus.

Other physical requirements that must be met by an employee to successfully perform the essential functions of this job include but are not limited to:

1. Using muscular force to lift, carry, drag, push or otherwise move objects using strength in one's arms, hands, back, shoulders and/or legs.
2. Using the necessary force to restrain a resisting person when making an arrest.
3. Quickly bending, stretching, twisting, or reaching out with one's body, arms, and/or legs.
4. Standing for extended or continuous periods of time.
5. Sitting for extended periods of time.
6. Walking for extended periods of time.

ADDITIONAL INFORMATION

Must maintain level of physical fitness necessary to perform job duties. Must maintain, by annual demonstration, that individual can qualify with department issued or authorized weapon. Arkansas Commission of Law Enforcement Standards and Training Advanced Certificate.