

# JOB DESCRIPTION MANUAL

## Van Buren Police Department

### Chapter 1 - JOB DESCRIPTIONS

#### Section 07 - Patrol Officer

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JOB TITLE: PATROL OFFICER

JOB SUMMARY:

The Patrol Officer works under the immediate supervision of the Patrol Sergeant and is responsible for performing vehicle police patrol, investigations, traffic regulation and related law enforcement activities. Law enforcement procedures, state and federal laws, civil service rules and regulations and department policy and procedures govern this position.

EXAMPLES OF WORK:

- 1) Conducts patrols using an equipped patrol car; assists motorists and enforces motor vehicle and criminal laws including issuing citations and making arrests; books, guards and escorts prisoners, deals with juvenile offenders and assists other law enforcement agencies.
- 2) Responds to and investigates calls for service; protects crime scenes; assists CID when requested; collects and protects evidence; interviews victims, witnesses and suspects; takes reports from the general public and businesses; investigates conditions and causes of accidents; prepares accident reports; directs traffic and controls activities in disaster areas; and makes contacts with business owners and residents to assist them in addressing problems of a law enforcement nature.
- 3) Performs daily maintenance and equipment checks on patrol unit, and maintains a professional appearance through upkeep and maintenance of uniform and duty equipment and oneself.
- 4) Appears in court to testify in traffic violations and criminal cases; and submits reports as requested.
- 5) Becomes and remains familiar with patrol areas, geographic locations, known offenders, neighborhood routines, and potential problem areas.
- 6) Participates in department training.
- 7) Serves as a community resource for residents and directs them to appropriate agencies and organizations to deal with community problems.
- 8) Performs related responsibilities as required or assigned

WORK RELATIONSHIPS:

The Patrol Officer has frequent contact with department personnel, other law enforcement agencies, businesses and the general public and occasional contact with schools.

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#### SPECIAL JOB DIMENSIONS:

Subject to call out. Exposure to danger is possible, and carrying a firearm is required. Shift work and irregular working hours may be required.

#### KNOWLEDGES , SKILLS AND ABILITIES:

- Knowledge of the principles, practices, and techniques of law enforcement;
- Knowledge of the criminal justice system;
- Knowledge of the principles of self-defense and the use of small arms;
- Ability to handle weapons and exercise self-defense;
- Ability to present expert testimony in a court of law;
- Ability to interpret and apply the provisions of the laws, rules, or regulations to specific situations;
- Ability to communicate effectively orally and in writing;
- Ability to patrol assigned areas, conduct investigations, and enforce criminal and traffic laws.

#### 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.

While performing the duties of this job, the employee is frequently required to sit and talk or listen. 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 vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

#### MINIMUM QUALIFICATIONS:

- Be a citizen of the United States;
- Be 21 years of age;
- Possess a valid driver's license;
- Pass a civil service written exam with a grade of 60% or better;
- Pass a physical agility test;
- Pass a review board;
- Pass a police background check;
- Pass a psychological exam and interview.

Other job related education and/or experience may be substituted for all or part of these basic

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requirements upon approval of the chief of police.

#### SPECIAL REQUIREMENTS:

Certified as a Law Enforcement Officer by the Arkansas Commission on Law Enforcement Standards and Training as established by Arkansas Code 12-9-204.

Patrol Officers must complete a one (1) year probationary period, during which time he/she must complete a thirteen (13) week field training program.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

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