

Police Officer Job Description	
Job Grade: 13	Job Code:
Job Group:	Job Family:
Department Name For This Position:	Position Reports To (Immediate Supervisors Title): Unit Supervisor
Physical Location For This Position:	This Position Is: Non Exempt
This position is safety sensitive: Yes	Security Sensitive: No

General Description

Performs general police duties, processes and operations for the protection of life and property through the enforcement of federal and state laws as well as municipal ordinances. Works special police assignments as required.

Essential Duties and Responsibilities

1. Responds to radio dispatched calls for service according to the Standard Operating Guidelines (SOG's). Observes, analyzes and evaluates situations to determine appropriate action according to the SOG's. Monitors and directs traffic and crowd control activities and intervenes as necessary to preserve the peace. Arrests, detains, and apprehends a variety of suspects by use of necessary physical means. Conducts preliminary and follow-up investigations of crimes and traffic incidents, interviews witnesses, collects and preserves evidence. Performs prolonged walking or standing while patrolling on foot. Pursues suspects on foot involving running, climbing, jumping and maneuvering under, over and around obstacles. Cares for injured and administers basic emergency medical aide. Reads, interprets and enforces federal and state laws as well as municipal ordinances. Operates police department vehicles and equipment including automobiles, vans, and trucks as well as other specialized equipment such as mobile computer terminals. Prepares and presents clear and accurate written and oral reports either handwritten or computer generated. Participates in in-service training. Testifies in court when required. Administers breathalyzer tests on suspected intoxicated persons in compliance with statutes and ordinances. Observes, retains, and recalls people, places, and situations in detail. Applies community-oriented policing techniques regarding dispute mediation, conflict resolution, analysis of neighborhood problems, behavior management, and crime prevention. Performs self-initiated activities such as traffic stops and citizen contacts in accordance with department goals. Identifies and reports

maintenance needs of assigned equipment. Conducts police, safety and drug education programs requiring personal presentations to various groups, schools, radio, and television audiences. Provides training to other law enforcement officers. Performs duties requiring covert activities. Operates police motorcycles and other equipment such as radar detection devices, video equipment, copiers, identi-kit, etc. Demonstrates creativity regarding police related problems. Initiates citizen contact using community-oriented philosophy.

Fiscal Responsibilities

Annual budget total value

Funds, facilities & equipment total value

Supervisory Responsibilities

How many non-supervisory employees are directly supervised by this position?

How many supervisors report to this position?

How many employees, in total, report to the other supervisors?

What departments (if any) are supervised by this position?

- Responsibilities For Work Of Others: No supervision.
- Responsibility For Funds, Equipment, Property, Etc.: 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.

Education And Experience

- Education: High school, plus specialized schooling and/or on the job education in a specific skill area; e.g. data processing, clerical/administrative, equipment operation, etc.
- Experience General: 3 years related experience and/or training.

- Experience Management: 1 to 6 months related management experience.

Work Skills

- Analytical Ability/ Problem Solving: MODERATELY DIRECTED. Activities covered by wide-ranging policies and courses of action, and generally directed as to execution and review. High order of analytical, interpretative, and/or constructive thinking in varied situations.
- Planning: CONSIDERABLE RESPONSIBILITY with regard to GENERAL ASSIGNMENTS in planning time, method, manner, and/or sequence of performance of own work, in addition, the work operations of a group of employees, all performing BASICALLY THE SAME TYPE OF WORK.
- 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, either of which would affect the work operations of SMALL ORGANIZATIONAL COMPONENT and the ORGANIZATION'S CLIENTELE.
- Supervision Received: Under direction where a definite objective is set up and the employee PLANS AND ARRANGES OWN WORK, referring only UNUSUAL CASES TO SUPERVISOR.
- Accuracy: Probable errors would not likely be detected until they reached another department, office or patron, and would then require CONSIDERABLE time and effort to correct the situation. Frequently, possibility of error that would affect the organization's prestige and relationship with the public to a LIMITED EXTENT, but where succeeding operations or supervision would NORMALLY PRECLUDE the possibility of a serious situation arising as a result of the error or decision.
- Communication Skills: Ability to write reports, business correspondence, and policy/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 numbers. Ability to perform these mathematical skills using money and other forms of measurement.
- Critical Thinking Skills: 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.
- Mental Demand: INTENSE MENTAL DEMAND. Operations requiring sustained directed thinking to analyze, solve, or plan highly variable, administrative, professional, or technical tasks involving complex problems or mechanisms.

Other Skills

undefined

Accountabilities

- Freedom To Act: DIRECTED. Freedom to complete duties as defined by wide-ranging policies and precedents with mid to upper-level managerial oversight.
- Annual Monetary Impact: NONE: Job does not create any dollar monetary impact for the organization.
- Impact Of Job On End Results: MODERATE IMPACT. Job has a definite impact on the organization's end results. Participates with others in taking action for a department and/or total organization.

Certificates, Licenses, Registrations

Required

Must possess a valid Motor Vehicle Operator's License; must pass state exam and meet CLEST requirements; complete the U.S. Department of Labor Apprenticeship Program during the academy; must acquire and maintain an Operator Certificate of operation of breathalyzer equipment within the probationary period; must be certified through the State of Arkansas as a peace officer; must pass state exam and meet CLEST requirements.

Preferred

Contacts With Public and Employees

- Contacts With Employees: Contacts of considerable importance within the department or office, such as those required in coordination of effort, or frequent contacts with other departments or offices, generally in normal course of performing duties. Requires tact in discussing problems and presenting data and making recommendations, but responsibility for action and decision reverts to others.
- Contacts With Public: 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.

Machines, Equipment & Computers

- 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, etc.)

Software Skills Required

Software Ability

- 10-Key: None
- Accounting: None
- Alphanumeric Data Entry: Basic
- Contact Management: Basic
- Database: None
- Enterprise Resource Planning: None
- Human Resources Systems: None
- Payroll Systems: None
- Presentation/PowerPoint: Basic
- Programming Languages: None
- Spreadsheet: Basic
- Word Processing/Typing: Basic

Other Software Skills

undefined

Work Environment

How much exposure to the following environmental conditions does this position require? Show the amount of time by checking the appropriate boxes below.

- Work near moving mechanical parts (spinning shafts, engines, lifts, etc.): Occasionally
- Work in high, precarious places (tall structures, bucket lifts, extension ladders, etc.):
Never
- Fumes or airborne particles (painting, sanding, solvents, flying lint or dust particles, etc.):
Occasionally
- Toxic or caustic chemicals (including potential for chemical spills, etc.): Occasionally
- Outdoor weather conditions (exposure to outdoor heat, cold or inclement weather):
Regularly
- Wet or humid conditions (not weather-related, such as greenhouse, carwash, etc.): Never
- Extreme cold (not weather-related, such as freezer, cold storage, etc.): Never
- Extreme heat (not weather-related, such as furnace, kitchen, ovens, etc. where temperature is regularly above 100 degrees F): Never

- Risk of electrical shock (live electrical wires, equipment that retains power after shutoff):
Never
- Work with explosives (TNT, dynamite, nitroglycerine, or other related explosives):
Never
- Risk of radiation (x-ray equipment, nuclear radiation, electromagnetic radiation, etc.):
Never
- Vibration (jackhammer, soil compactor, equipment that creates high vibration, etc.):
Never
- Indicate the level of noise that is typical for the work environment for this position by checking the appropriate box below.: Moderate (business office with computers/printers, light traffic, etc.)
- Working Conditions: Outside or inside working environment, wherein there are potential hazardous working conditions and life-threatening situations exists (fire, chemicals, electrical sources, heights, dangerous people, etc.) all the time per job duties and responsibilities.

Physical Demands

Physical Activities

- Stand: Frequently
- Walk: Frequently
- Sit: Frequently
- Use hands to finger, handle, or feel: Frequently
- Reach with hands and arms: Frequently
- Climb or balance: Occasionally
- Stoop, kneel, crouch, or crawl: Occasionally
- Talk or hear: Regularly
- Taste or smell: Occasionally

Weight Lifted

- Up to 10 pounds: Frequently
- Up to 25 pounds: Frequently
- Up to 50 pounds: Frequently
- Up to 100 pounds: Occasionally
- More than 100 pounds: Occasionally

Vision requirements

- Close vision (use of a computer, equipment, or any other work duties that require clear vision within two feet or less).

- Distance vision (driving vehicles or equipment; work duties such as surveying that requires clear vision at twenty feet or more).
- Color vision (interpreting color software screens or reports; work duties that require the ability to identify and distinguish colors).
- Peripheral vision (seeing 180 while focusing on a given object or area; work duties that require seeing beyond or around the focused vision area).
- Depth perception (ability to utilize three-dimensional vision to judge distances, placement of objects and spatial relationships).
- Ability to adjust focus (work duties that require the ability to adjust the eye to bring an object into sharp focus at various distances or focal lengths).
- Physical Demand: MODERATE DIVERSITY, MODERATELY PHYSICAL: Work activities which allow for a MODERATE AMOUNT OF DIVERSITY in the performance of tasks which requires SOMEWHAT DIVERSIFIED PHYSICAL DEMANDS of the employee.

Additional Information

Core Competencies / Additional Info

Knowledge Principles relating to behavioral sciences; report writing methods; communication techniques; and equipment involved in police work; applicable federal, state and local laws; community oriented policing techniques. Trains for same while attending Police Academy.

Abilities Successfully complete intensive training course in the principles and methodologies of law enforcement; memorize, retain, and recall information; follow oral and written instructions including interpreting and enforcing laws and ordinances; observe situations analytically and objectively and report them clearly and completely; maintain peace and order during potentially violent or disruptive situations; possess appropriate judgment to react quickly and calmly under stress and when making daily decisions; utilize computer hardware and software systems as required by job assignment; communicate and work effectively with co-workers, supervisors and citizens; render credible testimony in a court of law; utilize police equipment and protective clothing in a manner consistent with safety principles; follow oral and written instructions; possess a high degree of integrity, strong work ethic and ability to work with minimal supervision; communicate effectively both verbally and in writing; perform effectively as a member of the team in carrying out the City's stated mission and philosophy, including the philosophies of community oriented policing as promoted by the Rogers Police Department; present an overall professional image; deal courteously but firmly in a professional manner with the general public; deal effectively and courteously with associates and the general public; perform the essential functions of the job without posing a direct threat to the health and safety of others.

Experience, Education, and Training Must be a high school graduate or have a G.E.D. Successful completion of the Arkansas Law Enforcement Academy and Roger Police Department Field Training Officer Program is one of the requirements to successfully complete the probationary period.

Physical Requirements Vision correctable to 20/40; must pass the Ishihara color vision test and/or be able to recognize the colors of traffic signals and devices showing red, green and amber; meet established hearing standards; pass pre-employment drug test; pass post-offer medical and psychological evaluation. Requires successful completion of the Rogers Police Academy Physical Fitness Assessment, prior to graduation of the Rogers Police

Academy. Frequently/Routinely • Walk, run, jump, twist, climb, bend, squat, kneel; hold and grip objects; reach to both ground level and overhead. • Sit and stand for long periods of time. • Must have ability to operate a computer keyboard, mouse and/or other computer technology required for job assignment. Occasionally/Periodically • Lift, carry, push, pull, or drag up to 180 pounds. Working Environment Both indoor and outdoor environments which may involve a variety of extreme weather conditions; often confined to a vehicle or other small places for long periods of time; may be subjected to poor lighting and ventilation when completing tasks such as building searches, stakeouts, etc.; possible exposure to mechanical, electrical, chemical, and toxic waste hazards as well as strong odors, fumes, and disease when responding to calls for service; subject to life threatening conditions and situations associated with law enforcement activities. Licensing/Certification Must possess a valid Motor Vehicle Operator's License; must pass state exam and meet CLEST requirements; complete the U.S. Department of Labor Apprenticeship Program during the academy; must acquire and maintain an Operator Certificate of operation of breathalyzer equipment within the probationary period; must be certified through the State of Arkansas as a peace officer; must pass state exam and meet CLEST requirements. Miscellaneous Requirements for Police Officer applicants Must be 21 years of age by completion of Arkansas Law Enforcement Academy i

Yet More Additional Info

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