**JOB DESCRIPTION**

**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, city, state and federal

laws, rules and regulations as well as department policy and procedures govern this

position.

**EXAMPLES OF WORK:**

1) Patrols businesses, residential areas and city parks using an equipped patrol car or

foot patrol (special circumstances); assists motorists and enforces motor vehicle and criminal laws including issuing citations and making arrests; books, guards and escorts prisoners; operates the Blood Alcohol Content (BAC) machine; deals with juvenile offenders and assists other law enforcement agencies.

2) Responds 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 or bicycle, 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.**ATROL OFFICER (CONT.)**

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.

**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 use and maintain bicycle and associated equipment.

• 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; run; 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.

**PATROL OFFICER (CONT.)**

**MINIMUM QUALIFICATIONS:**

• Be a citizen of the United States.

• Be 21 years of age.

• Possess a valid Arkansas driver’s license.

• Possess a High School Diploma or GED

• Pass a written exam.

• Pass a physical agility/ability test.

• Pass an oral interview/review board.

• Pass a police background check.

• Pass a psychological exam and interview.

• Pass a physical examination

• Pass the Basic Police Training Course

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

basic 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 display competence and proficiency, as well as graduate from a state certified police academy 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.

**October 3, 2023**