

GRAVETTE POLICE DEPARTMENT

1512 Hwy 72

Gravette, AR 72736

P: 479-787-6948

JOB DESCRIPTION

JOB TITLE: Patrol Officer – Part-time

DEPARTMENT: Police

REPORTS TO: Chief of Police

JOB SUMMARY

A Patrol Officer works under the general direction of the shift supervisor, performs police patrol, investigations, traffic regulation, and related law enforcement activities. This position is governed by state laws, federal laws, and department policy.

EXAMPLES OF WORK

- A. Operates department patrol vehicle; prepares reports and writes offense citations; answers calls and conducts investigations; makes arrest, books, guards, and escorts prisoners; maintains daily logs of activities, incidents, arrests and radar; enforces traffic and criminal laws; monitors radio discipline and ensures adherence to policy and procedures; checks businesses during closed hours; responds to major police, fire and accident calls; assists other Patrol Officers in the performance of their duties by providing backup.
- B. Participates in Department training; and instructs law enforcement personnel; and reviews, evaluates and helps develop programs, policies and procedures for Department operation.
- C. Maintains contact with the general public, court officials, and other city officials in the performance of police activities.
- D. Testifies in court to ensure conviction of violators.
- E. Performs related responsibilities as required or assigned.

SPECIAL JOB DIMENSIONS

Exposure to danger is possible, and carrying a firearm is required. Irregular working hours may be required.

KNOWLEDGE, 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 communicate effectively orally and in writing.
- Ability to patrol assigned areas, conduct investigations, and enforce criminal laws, traffic laws, and make physical arrests.
- Serving active criminal warrants
- Completing criminal and traffic collision reports
- Pro-active Law Enforcement
- Enforcing City Ordinances

MINIMUM QUALIFICATIONS

- Be a citizen of the United States.
- Possess a valid Arkansas driver's license.
- Possess the formal education equivalent of a high school diploma.

SPECIAL REQUIREMENTS

Obtain certification as a Law Enforcement Officer by the Arkansas Commission on Law Enforcement Standards and Training as established by Arkansas code 12-9-204.

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 employee and is subject to change by the employer as the needs of the employer and requirements of the job change.