JOB DESCRIPTION
City of Hot Springs, Arkansas

TITLE:	Police Officer
DEPARTMENT:	Police
CLASSIFICATION:	N/A
PAY GRADE:	1PD
FLSA:	Nonexempt

DESCRIPTION OF WORK

General Statement of Duties

Performs responsible law enforcement duties relative to the protection of life and property; prevention, detection and investigation of crime; and maintenance of law and order.

Supervision Received

Works under close to general supervision of an administrative superior.

Supervision Exercised

None

ESSENTIAL DUTIES & RESPONSIBILITIES

(Any one position may not include all of the duties listed nor do the listed examples include all duties which may be found in positions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

Patrols an assigned area on foot, on motorcycle or in a car; checks doors and windows of business establishments and private homes as assigned; investigates unusual crowds of people; enforces vehicle parking and makes investigations of wanted or missing persons and property; transports prisoners to Sheriff's Department; testifies in court; directs traffic; enforces traffic laws; gives information concerning streets and buildings; conducts accident investigations; interviews principals and witnesses; takes written statements from drivers and witnesses; clears the scene of obstruction and wreckage; investigates crimes when assigned; prepares written records and reports; performs related work as required.

QUALIFICATIONS

Knowledge, Skills & Abilities

Some knowledge of laws and ordinances; working knowledge of the geography of the city and locations of important buildings; ability to observe situations and to report and record them clearly and accurately; ability to react quickly and calmly in emergency situations; ability to understand and follow verbal and written instructions; ability to establish and maintain effective working relationships; ability to complete neat, accurate and timely reports and records; ability to act without direct supervision in meeting emergencies.

Education

High school graduation or equivalent.

Experience

At least five years in a responsible position, preferably in law enforcement, security or other related field.

Substitution

Experience requirements may be flexible depending on the individual's potential to adapt to police work; no substitution can be made for education requirements since these are set by state law.

Special Requirements

Must meet the requirements of and be processed in accordance with applicable state and local laws and civil service regulations; must possess a valid driver's license and a clean driving record.

PHYSICAL DEMANDS

(The physical demands described 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.)

Frequently stands, walks, talks and hears; occasionally sits; uses hands to handle objects; reaches with hands and arms; climbs or balances; stoops, kneels, crouches or crawls; uses sense of taste or smell; specific vision requirements include close, distance, color, peripheral, depth perception and the ability to adjust focus; may be required to lift more than 100 pounds.

WORK ENVIRONMENT

(*The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)*

The noise level in the work environment is usually moderate to loud; works in outdoor weather conditions and near moving mechanical parts; exposed to fumes or airborne particles, toxic or caustic chemicals and wet, humid conditions and extreme heat and cold (non-weather); may work with explosives; at risk of electrical shock and/or vibration; may be exposed to radiation.

DATE

January 1989; Revised January 1994; Reviewed January 1997;
Reclassified January 1999; Revised April 2000