POLICE DEPARTMENT
City of Mountain Home – Job Announcement

The City of Mountain Home is an Equal Opportunity Employer – we will make any reasonable accommodation necessary to ensure equal employment opportunities

1) A criminal background check is required for all City of Mountain Home positions.
2) The City of Mountain Home does not accept unsolicited resumes.
3) A separate application must be submitted to apply for another open position in the City.
4) Only completed applications with work history will be accepted.
5) A resume may accompany the City application but will not be substituted for any part of the application.
6) Accompanying resumes must refer to the specific job posting in order to be considered.
7) Applications must include complete work history and references.
8) Applications will not be accepted by fax.
9) Interviews will be set up by the Department.

POSITION DETAILS:

Date Posted: 11/06/2020
Posting Expires: UNTIL POSITION FILLED
Contact Phone: 870-425-6336
Department: Police
Location: Police Department
FLSA: Non-Exempt
Title: Patrol Officer
Grade & Status: Grade 10 FT
Salary Range: $13.00 – 19.50
DAYS & HOURS OF OPERATION: 8:00am – 4:30pm Monday – Friday
REPOSTED WITH KTLO RADIO: 04/13/2021
WHERE TO APPLY (in person or via us mail**)**: Police Department – 424 West 7th Street
Mountain Home, AR 72653

JOB NOTICE

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. This position is governed by state and federal laws, and department policy.

ESSENTIAL DUTIES:

1) Patrols businesses, residential areas and city parks 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; 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.
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.

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 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; 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.

PHYSICAL DEMANDS: The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions and expectations. While performing the functions of this job, the employee is regularly required to talk or hear.

WORK ENVIRONMENT: The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions and expectations.

MINIMUM QUALIFICATIONS:

- Must be a citizen of the United States.
- Possess a valid Arkansas drivers' license.
- Must be age 21 years of age.
- The formal education equivalent of a high school diploma.
- 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.
- Must successfully complete training equivalent to the basic jail course offered by the
- Arkansas Law Enforcement Training Academy or the Department of Corrections, or if a Certified Law Enforcement Officer, be certified by the Chief of Police that the incumbent is knowledgeable of the standards. Must meet the medical standards required by Law Enforcement Minimum Standards. Must pass a health examination for communicable diseases.
- 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.

The above information is intended to describe the general nature of this position and is not to be considered a complete statement of duties, responsibilities and/or requirements.

Hillrey Adams, Mayor

PUBLIC NOTIFIED VIA: CITY WEBSITE / KTLO RADIO (11/6/20 & 1/22/21) / ARKANSAS WORKFORCE / CITY BULLETIN BOARDS