

CITY OF CABOT

Job Description

JOB TITLE: Patrol Officer

DEPARTMENT: Police

SUPERVISOR RECEIVED: Patrol Sergeant

SUMMARY: To patrol the City of Cabot in order to enforce laws and ordinances.

QUALIFICATIONS: Be at least 21 years of age by employment date. Be a citizen of the United States. Pass an F.B.I and State Police finger print check. Have a valid Arkansas driver's license, with a semi clean driving record for the past 3 years. Have a High School diploma or G.E.D. equivalent. Be free of felony convictions or pleas and domestic abuse convictions or pleas. Pass a medical and psychological exam in addition to a drug test. Pass as physical agility test. Must be of good character as determined through a background investigation.

ESSENTIAL JOB FUNCTIONS:

- Patrols to observe criminal and traffic violations; makes arrests and/or issues citations to violators.
- Responds to calls from individuals needing police assistance (i.e., domestic disturbances, burglaries in progress, disturbances with weapons, traffic accidents, etc.); makes arrests and/or issues citations to violators when required.
- Ensures crime scenes and related evidence are secured; records information received from victims, witnesses and suspects for inclusion in required reports
- Completes incident or accident reports and other related forms for each call, or codes the call when possible.
- Testifies in court regarding criminal and traffic citations and/or arrests.
- Ability to obtain certification within one year of employment including attendance of a training academy.
- Enforces city ordinances and state and federal laws by identifying and arresting offenders which may include physically subduing resistant violators
- Ability to proficiently use firearms and pass annual weapons certification.
- All other duties as assigned.

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, drive a vehicle for long periods of time, and talk or hear. The employee is occasionally required to walk; run; lift or carry injured persons; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and endure physical altercations.

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The employee must occasionally lift and/or move up to 80 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here 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.

While performing the duties of this job, the employee is occasionally exposed to outside weather conditions including extreme heat and cold, wet and dry, and may also include working after dark in emergency situations. The noise level in the work environment is usually moderate. A potential exposure to infectious diseases exists while dealing with suspects.

Employee Name (Print)

Employee Signature

Date