

BLYTHEVILLE POLICE DEPARTMENT

JOB DESCRIPTION

JOB TITLE: COMMUNICATIONS OFFICER

JOB SUMMARY:

The Communications Officer works under the direct supervision of the respective Patrol Lieutenant and is responsible for receiving and dispatching police, fire and EMS personnel for the Blytheville Police Department. This position is non-sworn public employment with law enforcement procedures, city, state and federal laws, department policy and procedures and City personnel rules and regulations governing this position.

EXAMPLES OF WORK:

- 1) Monitors telephones and radios in the dispatch center, answers all incoming calls and ascertains nature of call, gathers all necessary information to transmit or relay; and verifies safety of officers on the street.
- 2) Answers all 911 calls and dispatches police, fire, ambulance and other response vehicles for emergency responses; broadcasts nature, location and time of incident; contacts all required personnel, other law enforcement agencies, and other local concerns in the event of an emergency situation.
- 3) Operates radio equipment, records management and CAD computer, 911 computer equipment, Weather Warning System and Telecommunications Device for the Deaf located in the dispatch center; operates the Arkansas Crime Information Center (ACIC) terminal and the National Crime Information Center (NCIC) terminal to assist officers in conducting their duties by retrieving information on vehicle licenses, driver histories, checks on wanted persons, and communicating with other law enforcement agencies; enters and deletes warrants, stolen property, wanted persons, guns, missing persons and other items into ACIC/NCIC.
- 4) Completes complaint dispatch cards for police, fire and E.M.S.; maintains a radio log on the department computer; and maintains a daily activity log to be shared with co-workers; keeps the dispatch area clean and assures that dispatch equipment is kept in good working order.
- 5) Participates in department training.
- 6) Carries out duties in conformance with federal, state, county, and city laws and ordinances.

COMMUNICATIONS OFFICER (CONT.)

7) Performs related responsibilities as required or assigned.

WORK RELATIONSHIPS:

The Communications Officer has frequent contact with department personnel, general public, other law enforcement agencies and city departments.

SPECIAL JOB DIMENSIONS:

Dispatch personnel are subject to call out during emergency situations. Irregular work hours, and shift work may be required.

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 25 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.

KNOWLEDGES, SKILLS AND ABILITIES:

- Knowledge of general office practices.
- Knowledge of grammar, spelling, and punctuation.
- Knowledge of record keeping systems.
- Knowledge of basic arithmetic.
- Knowledge of basic computer skills.
- Knowledge of emergency communication protocols.
- Ability to answer the telephone, greet visitors, and provide information and assistance.
- Ability to maintain filing systems and research files to verify data in various forms and documents.

COMMUNICATIONS OFFICER (CONT.)

- Ability to operate standard office equipment.
- Ability to operate radio, and other dispatch and communication equipment.
- Ability to answer emergency calls and route to the appropriate department personnel.
- Ability to communicate effectively orally and in writing.

MINIMUM QUALIFICATIONS:

- Be a citizen of the United States.
- Be 18 years of age.
- High School diploma or GED.
- Pass a police background check.
- Certified ACIC Operator.

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:

Must pass the ACIC Computer Terminal Operations Course(s) and related training.

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.

October, 05
Reviewed January, 07

BLYTHEVILLE POLICE DEPARTMENT

JOB DESCRIPTION

JOB TITLE: COURT BAILIFF/CORRECTIONS OFFICER

JOB SUMMARY:

The Court Bailiff/Corrections Officer works under the general supervision of the Administrative Captain and is responsible in maintaining security for the Chickasawba District Court (Blytheville); performs various administrative duties for the court and transports prisoners to and from the Mississippi County Detention Center. This position is non-sworn public employment and all city, state and federal laws, department policy and procedures as well as City personnel rules and regulations govern this position.

EXAMPLES OF WORK:

- 1) Performs various administrative duties for the Chickasawba District Court (Blytheville); provides courtroom security for the court according to pre-set schedules, or as set by the judge; checks courtroom for security and cleanliness; announces entrance of the Judge; calls the court docket; assures availability of sundry supplies for use of the Judge; enforces courtroom rules of behavior and warns persons not to smoke or disturb court proceeding; collects and retains unauthorized firearms from persons entering courtroom.
- 2) Transports prisoners to and from the Mississippi County Detention Center to court; maintains security and control of detainees and the audience while court is in session; delivers court docket to the court and delivers pending legal papers from the court to the police department.
- 3) Collects (after business hours) District Court fines and cost, electronic monitoring fees and forwards to City Collector for deposits in the proper accounts.
- 4) Testifies in court to service of legal papers and matters involving prisoners if required.
- 5) Performs related responsibilities as required or assigned.

WORK RELATIONSHIPS:

The Court Bailiff has frequent contact with department personnel, judges, court clerks, probation officers, attorneys, the general public, bail bondsmen and prisoners.

COURT BAILIFF/CORRECTIONS OFFICER (CONT.)

SPECIAL JOB DIMENSIONS:

The position involves regular and irregular hours needed to manage Corrections services. Work hours may be extended in the event of emergency, disaster, workload, or work-in-progress.

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.
- Knowledge of the court system.
- Ability to handle (non-lethal) 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 communicate effectively orally and in writing.
- Ability to act quickly, calmly and decisively in emergencies and under stress.

PHYSICAL DEMANDS:

They 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.

MINIMUM QUALIFICATIONS:

- Be a citizen of the United States.
- Possess a valid Arkansas driver's license.
- Be 18 years of age.
- High School diploma or GED.

COURT BAILIFF/CORRECTIONS OFFICER (CONT.)

- Obtain, complete State Jail Standards Training.

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:

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.

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October, 05
Reviewed January, 07

BLYTHEVILLE POLICE DEPARTMENT

JOB DESCRIPTION

JOB TITLE: GENERAL ADMINISTRATIVE ASSISTANT CLERICAL STAFF

JOB SUMMARY:

In general an Administrative Assistant / Clerical Staff position works under the direct supervision of a chain of command and is responsible for providing confidential and routine clerical and administrative support for various divisions and units within the department. This position is non-sworn public employment and governed by city, state and federal laws, department policy and City Personnel rules and regulations.

EXAMPLES OF WORK:

- 1) Types correspondence, memos, and such documents as may be assigned, makes copies, operates computer, telephone and fax machine and performs general clerical duties.
- 2) Files departmental correspondence, folders, reports and other materials and updates and maintains such files.
- 3) Performs clerical work; enters data, collects and records department statistics and information.
- 4) Trains new clerical employees, provides backup on each job due to vacation, illness or termination.
- 5) Orders and maintains supplies necessary for office and certain departmental operations.
- 6) Prepare for meetings and correspond with member representatives on upcoming meetings.
- 7) Maintain in-office calendar and keeps track of schedules and appointments.
- 8) May receive cash and check receipts, maintain ledger book and record of bank deposits.
- 9) Enters police and or court reports and documents into computer systems and assists in distributing this information to citizens requesting such information.
- 10) May perform calibration tests and maintain records associated with specialized police equipment requiring such documentation.
- 11) Answer phones, greet and assist visitors.
- 12) Performs related responsibilities as required or assigned.

GENERAL ADMINISTRATIVE ASSISTANT CLERICAL STAFF

WORK RELATIONSHIPS:

A general Administrative Assistant has frequent contact with department personnel, other law enforcement agencies, businesses and the general public.

KNOWLEDGES, SKILLS AND ABILITIES:

- Basic knowledge of the criminal justice system.
- Knowledge of general office practices.
- Knowledge of grammar, spelling, and punctuation.
- Knowledge of record keeping systems.
- Knowledge of basic arithmetic.
- Knowledge of basic computer skills.
- Ability to answer the telephone, greets visitors, and provides information and assistance.
- Ability to maintain filing systems and research files to verify data in various forms and documents.
- Ability to operate standard office equipment.

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 hear. The employee is occasionally required to walk, use hand to finger, handle, or feel objects, tools or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

MINIMUM QUALIFICATIONS:

- Must be 18 years old or older at time of employment.
- The formal education equivalent of a high school diploma; plus three years of training in business office practices, or a related field.

GENERAL ADMINISTRATIVE ASSISTANT CLERICAL STAFF

SPECIAL REQUIREMENTS:

- Work experience required, minimum of three (3) years prior office experience.

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.

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.

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October, 05
Reviewed January, 07

BLYTHVILLE POLICE DEPARTMENT

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, bicycle or foot patrol; 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.

PATROL 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, complete a twelve (12) week field training program 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.

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October, 05
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Revised January, 07

BLYTHVILLE POLICE DEPARTMENT

JOB DESCRIPTION

JOB TITLE: RESERVE PATROL OFFICER

JOB SUMMARY:

The Reserve Patrol Officer, herein referred to as Patrol Officer, works under the immediate supervision of the on-duty Patrol Sergeant and is responsible for performing vehicle police patrol, investigations, traffic and event 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. This is a voluntary and uncompensated position. The applicant/officer can anticipate the cost of required uniforms, equipment, training and exams

EXAMPLES OF WORK:

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

PART-TIME PATROL OFFICER (CONT.)

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 exercises 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.

PART-TIME PATROL OFFICER (CONT.)

RESERVE OFFICER 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 police background check.
- Pass a psychological exam and interview.
- Pass a physical examination
- Pass not less than 100 hours of commission approved training including Firearms qualification equivalent to that of full-time law enforcement officers

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 Reserve Law Enforcement Officer by the Arkansas Commission on Law Enforcement Standards and Training as established by Arkansas Code 12-9-204.

A Reserve Patrol Officer must satisfactorily complete an application for Reserve Patrol Officer, and pass a background check prior to being sponsored by the Blytheville Police Department to participate in any commission approved Reserve Officer Training Program. This sponsorship does not obligate this department to allow such applicant to participate as a Blytheville Police Department Reserve Patrol Officers upon completion of their training. The applicant is responsible for the costs of the commission approved Reserve Officer Training. A Reserve Patrol Officer may not work alone but must work directly with another certified or qualified officer during Active Street Patrol and Emergency Response, or group of certified or qualified officers during an event until such time as they have received a period of Field Training. Reserve Patrol Officers may work alone after a review of their abilities and department staff recommendations with approval by the Chief of Police after satisfactorily achieving 80 hours of Active Street Patrol Law Enforcement Practices and Techniques and Emergency Response Field Training, excluding hours or time spent on parades, public school, or other such public events. These 80 hours must be accomplished in any 6-month period of time. These Field Training hours must also be accomplished before becoming eligible for Part-time City paid employment status. Reserve Officers must also pass the department standard Physical Test (PT) prior to receiving Part-time/Full-time City paid employment status. Reserve officers are required to provide their own commission approved training, department-specified uniforms, equipment, and State Standard approved Physical and Psychological exams. Reserve Patrol Officers should anticipate frequently participating in department functions including physical fitness and firearms training/qualifications.

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.

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Created January, 07
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