

AN ORDINANCE ADOPTING A POSITION SUMMARY FOR THE POSITION OF POLICE OFFICER 1 OF THE CITY OF DIAMOND CITY, ARKANSAS; DECLARING AN EMERGENCY; AND FOR OTHER PURPOSES

WHEREAS, the City Council of the City of Diamond City, Arkansas, has the authority to enact Ordinances relating to the City, and

WHEREAS, the City Council of the City of Diamond City, Arkansas deems it advisable and necessary to adopt an Ordinance setting the Position Summary for the position of the Police Officer 1 for the City of Diamond City, Arkansas. The Position Summary shall include the job description and job requirements for position of the Police Officer 1 for the City of Diamond City, Arkansas, as well as the salary or wage that shall be paid to the Police Officer 1 for the City of Diamond City, Arkansas and the benefits that shall be offered or provided to the Police Officer 1 for the City of Diamond City, Arkansas, if any.

NOW, THEREFORE, BE IT ORDAINED BY CITY COUNCIL OF THE CITY OF DIAMOND CITY, ARKANSAS THAT:

Section 1. The Position Summary, which is attached hereto and incorporated herein by reference as if stated in full, is hereby adopted as the Position Summary for the position of the Police Officer 1 for the City of Diamond City, Arkansas, which hereby establishes the job description and job requirements for position of the Police Officer 1 for the City of Diamond City, Arkansas, as well as the salary or wage that shall be paid to the Police Officer 1 for the City of Diamond City, Arkansas and the benefits that shall be offered or provided to the Police Officer 1 for the City of Diamond City, Arkansas, if any.

Section 2. This ordinance shall take effect immediately upon its passage.

Section 3. Any ordinance or part of any ordinance in conflict with this ordinance shall hereby be repealed and replaced or shall be held null and void.


Section 4. The provisions of this Ordinance are hereby declared to be severable and if any provision shall for any reason be held illegal or invalid, such holding shall not affect the validity of the remainder of the Ordinance.

Section 5. EMERGENCY CLAUSE. It is determined by the City Council that the adoption of this Ordinance is immediately necessary to provide clarity to employees of the City of Diamond City, Arkansas, and to protect the interests of the citizens of Diamond City, Arkansas, and an emergency is hereby declared and this ordinance shall be in full force and effect from and after passage and publication.

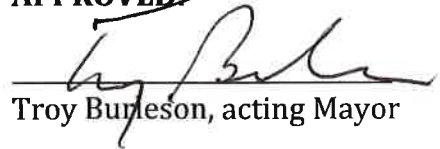
PASSED AND APPROVED this the 23 day of October, 2018, in a regular meeting.

Aye 6 Nay _____ Absent _____ Abstain _____

ATTEST:


Tina Jackson, Recorder

APPROVED:


Troy Burleson, acting Mayor

POLICE OFFICER I

Reports To: Chief of Police

Position Summary

The Police Officer position works under the immediate supervision of the Chief of Police and is responsible for performing general police duties, processes and operations to protect life and property through the enforcement of Federal and State laws as well as municipal ordinances. This position is governed by state and federal laws, and department policy.

Duties and Responsibilities

- Responds to dispatched calls for service according to department guidelines.
- Operates emergency vehicles according to department guidelines.
- Pursues subjects on foot involving running, jumping, crawling and climbing over, under and around obstacles.
- Arrests, detains and apprehends a variety of subjects by use of physical means when/if necessary.
- Patrols businesses, residential areas and city parks on foot or by patrol car.
- Performs prolonged standing or walking when patrolling on foot.
- Assists motorists and enforces motor vehicle and criminal laws, including issuing citations and making arrests.
- Processes and books, guards and escorts arrestees.
- Administers breathalyzer tests on suspected intoxicated persons
- Deals with juvenile offenders and assists other law enforcement agencies.
- Protects, and processes crime scenes and assists other police functions when requested.
- Collects and protects evidence.
- Interviews victims, witnesses and suspects.
- Investigates conditions and causes of accidents; prepares accident reports; directs traffic and controls activities in disaster areas.
- Makes contacts with business owners and residents to assist them in addressing problems of a law enforcement nature.
- Conducts self-initiated activities such as traffic stops and citizen contacts in accordance with department guidelines.
- Performs daily maintenance and equipment checks on department issued equipment.
- Maintains a professional appearance through upkeep and maintenance of clothing, duty equipment and oneself.
- Testifies in court and submits reports as required.
- Becomes and remains familiar with municipal features, geographic locations, known offenders, neighborhood routines, and potential problem areas.
- Participates in department and assigned training.
- Serves as a community resource for residents and directs them to appropriate agencies and organizations to deal with community problems.
- Performs related responsibilities as required or assigned.

Skills and Abilities Required

- Must have a high school diploma or equivalent.

- Must have a valid driver's license or be able to attain one at time of appointment and a driving record acceptable to the City's Insurance Carrier.
- Must provide verification of identity for United States work authorization as required by the Immigration Report and Control Act.
- Ability to operate a motor vehicle in all weather conditions

Skills and Abilities Desired

- The Police Officer I must have a strong work ethic, leadership and communication skills, be proactive, and have a high-level of expertise on issues related to law enforcement services and public safety. The Police Officer I must be able to demonstrate that the Police Officer I possesses all of the training, experience and licenses required by state or federal law, and must be able to demonstrate the practical knowledge, skills and abilities that would allow him/her to perform this job in a successful manner.
- The Police Officer I must be proficient in basic computer operations and software applications.

Physical Abilities

This work requires the frequent exertion of up to 10 pounds of force and occasional exertion of up to 40 pounds of force; work regularly requires sitting, speaking or hearing, and using hands to finger, handle or feel, frequently requires standing, walking, reaching with hands and arms and repetitive motions, and occasionally requires climbing or balancing, stooping, kneeling, crouching or crawling, pushing or pulling, and lifting; work requires close vision, distance vision, ability to adjust focus, depth perception, color perception, night vision and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, operating motor vehicles or equipment and observing general surroundings and activities; work occasionally requires exposure to outdoor weather conditions and exposure to blood-borne pathogens and may be required to wear specialized personal protective equipment; work is generally in a moderately noisy location (e.g. business office, light traffic).

Job Hours, Wage and Benefits

Job Type: Part-time or Full-time

Wage: \$12.64 per hour

This position shall be offered access to an optional City employee group health and dental insurance plan and an optional City employee Roth retirement plan.

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.