

# JOB DESCRIPTION MANUAL

## Van Buren Police Department

### Chapter 1 - JOB DESCRIPTIONS

#### Section 07 - Patrol Officer

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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, state and federal laws, civil service rules and regulations and department policy and procedures govern this position.

EXAMPLES OF WORK:

- 1) Conducts patrols 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, deals with juvenile offenders and assists other law enforcement agencies.
- 2) Responds to 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, 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.

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##### **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 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.

##### **MINIMUM QUALIFICATIONS:**

- Be a citizen of the United States;
- Be 21 years of age;
- Possess a valid driver's license;
- Pass a civil service written exam with a grade of 60% or better;
- Pass a physical agility test;
- Pass a review board;
- Pass a police background check;
- Pass a psychological exam and interview.

Other job related education and/or experience may be substituted for all or part of these basic

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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 complete a thirteen (13) week field training 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.

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.



800 Fayetteville Road  
Van Buren, Arkansas 72956  
479-474-1234

## CITY OF VAN BUREN, AR

The City of Van Buren Police Department is currently accepting applications for the position of Police Officer. Applicants must be a US Citizen with no disqualifying convictions, possess a high school diploma or GED and a valid driver's license. Vision may be no worse than 20/100 correctible to 20/20. A person may be employed by a law enforcement agency at twenty (20) years of age for the purposes of attending a basic law enforcement training academy. However, the employee-in-training must turn twenty-one (21) years of age prior to graduating from the basic law enforcement training academy.

Starting pay for non-certified officers is \$40,862.16 annually plus medical, dental, vision, life and retirement benefits. Upon completion of one-year probation officers will begin receiving incentive pay.

Starting pay for certified officers is \$40,862.16 annually plus medical, dental, vision, life and retirement benefits and will begin receiving incentive pay immediately, but still have a one-year probation period.

Certified Officers with 5 or more years of continuous employment with a qualifying agency will be considered to begin employment at the rank of Corporal with starting pay of \$43,846.80 annually plus medical, dental, vision, life and retirement benefits and will begin receiving incentive pay immediately, but still have a one-year probation period.

Applications may be obtained from the Van Buren Police Department Information Desk located at 800 Fayetteville Road, Van Buren, AR, the City of Van Buren website, or you can print the application from the Van Buren Police Department website. [www.vanburenpd.org](http://www.vanburenpd.org) You may also request to have an application mailed to you by calling (479)471-5022.

Completed applications and waivers must be returned to the Van Buren Police Department or emailed to [mwright@vanburencity.org](mailto:mwright@vanburencity.org). Applications will not be accepted after June 9, 2023 at 4:30pm.

The Civil Service written exam will be June 12 – June 16 and will be administered at the Crawford County Adult Education Center located at 301 Mount Vista Boulevard. An appointment is required to take the exam. Call (479)471-0019 to schedule your exam.

Applicants will be required to successfully complete the physical agility test. The physical agility test will be given on Saturday, June 17, 2023 at 8:00am at the Van Buren Police Department.

Upon successfully passing the written Civil Service examination, physical agility test, integrity interview, background investigation and a police review board the Civil Service Commission will certify two lists of applicants. One list of Certified Law Enforcement applicants and one list of non-certified applicants. The Chief of Police will have the discretion of offering employment from either list as staffing requirements deem necessary.

Applicants who are offered conditional employment will be required to successfully pass, a physical examination, a psychological examination, drug screen, and polygraph to meet employment requirements.

**Equal Opportunity Employer**

*To Serve and Protect*



## VAN BUREN POLICE DEPARTMENT

800 Fayetteville Road  
Van Buren, Arkansas 72956  
479-474-1234

# **PHYSICAL AGILITY TEST**

VAN BUREN POLICE DEPARTMENT  
800 FAYETTEVILLE ROAD  
VAN BUREN, AR 72956

**June 17, 2023**  
**8:00 a.m.**

Location is subject to change.  
Check Facebook and VBPD website for changes to  
location of the physical agility test.

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The enclosed Pre-Employment Physical Agility Release Form must be signed, notarized and turned in with your application, by the deadline, or you will not be allowed to advance to the physical agility portion of the testing process.

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### **WHAT THE PHYSICAL AGILITY CONSISTS OF**

The physical agility test consists of an approximate 500-yard field course which includes the following elements: running, barricade crawl, scale a 5-foot wall (with or without the use of a 2" table), jump 4-foot horizontal ditch, roll a 160 lb. dummy from its back to front, maneuver traffic cone course.

Photo ID will be required.



# VAN BUREN POLICE DEPARTMENT

800 Fayetteville Road  
 Van Buren, AR 72956  
 479-474-1234



## APPLICATION FOR EMPLOYMENT POLICE OFFICER

The City of Van Buren is an equal opportunity employer and does not discriminate against any individual in any phase of employment in accordance with the requirements of local, state and federal law. The City of Van Buren also provides reasonable accommodations to qualified individuals with disabilities in accordance with the Americans with Disabilities Act and applicable state and local law. Please advise us if you require an accommodation in the application process.

### PERSONAL

Last Name		First Name		Middle Name		Suffix	
Address: Number		Street		City		State Zip Code	
Telephone Number		Alternate Number		Email Address (Print neatly)			
Driver's License Number			State DL Issued				

Are you a certified law enforcement officer? If yes, which state? _____	Y	N
Have you even been employed as a law enforcement officer? If yes, list dates: _____	Y	N
Have you ever filed an application for employment with the City of Van Buren? Date of application: _____	Y	N
Have you ever been employed with the City of Van Buren?	Y	N
Do you have any relatives that are currently employed by the City of Van Buren? Employee name: _____	Y	N
Are you legally authorized to work in the United States? <i>You will be required upon employment to submit verification of your legal right to work in the United States.</i>	Y	N

### EDUCATION

High School	City and State	Course of Study	Did you graduate?	
			Y	N
Undergraduate College	City and State	Course of Study	Did you graduate?	
			Y	N
Graduate School	City and State	Course of Study	Did you graduate?	
			Y	N
Specialized School	City and State	Course of Study	Did you graduate?	
			Y	N

List any additional information you feel may be helpful to us in considering your application:

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### EMPLOYMENT EXPERIENCE

Start with your present or most current job. Include any job-related military service assignments and volunteer activities. Exclude organizations which indicate race, color, religion, gender, national origin, disabilities or other protected status.

Employer	Dates Employed		Work Performed
Address	From	To	
Phone Number			
Job Title	Salary		
Supervisor	Starting	Ending	
Reason for Leaving			

Employer	Dates Employed		Work Performed
Address	From	To	
Phone Number			
Job Title	Salary		
Supervisor	Starting	Ending	
Reason for Leaving			

Employer	Dates Employed		Work Performed
Address	From	To	
Phone Number			
Job Title	Salary		
Supervisor	Starting	Ending	
Reason for Leaving			

*If extra space is needed, list additional jobs/information on a separate sheet.  
All information should be printed neatly.*

I hereby understand and acknowledge that, unless otherwise defined by applicable law or Civil Service Regulation, any employment relationship with the Van Buren Police Department is of an *at will* nature, which means I may resign at any time, and the City of Van Buren may discharge me with or without cause. In the event of employment, I understand that false or misleading information given by me in my application or hiring process may result in termination.

By my signature below, I certify that all information given is true and complete.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

**VAN BUREN POLICE DEPARTMENT**

**PRE-EMPLOYMENT PHYSICAL AGILITY RELEASE FORM**

I, \_\_\_\_\_, do hereby release indemnify, and agree to hold harmless, the City of Van Buren, the Van Buren Police Department, its employees and agents, and assigns from and against any and all claims, liability, and causes of action which may have accrued or in the future accrue to me as a result of my taking of a test to determine my physical fitness.

I understand that the said skills assessment is required as a part of the application process for consideration for employment with the Van Buren Police Department.

I acknowledge that during the taking of the said test, my physical strength and general physical condition will be measured, and in conjunction therewith, I will be required to exert myself physically, and that such exertion is only intended to measure my physical strength and condition to be considered for employment by the Van Buren Police Department.

I voluntarily agree to participate in the said physical test and realizing the possible consequences of liability that I may presently have or which I may attain in the future as a result of, or with regard to the said physical test.

\_\_\_\_\_  
Signature of Applicant

I, \_\_\_\_\_, do hereby acknowledge that the foregoing instrument was executed by me for the purpose expressed herein and I acknowledge that I have voluntarily executed the foregoing instrument and that the contents thereof are true and correct.

\_\_\_\_\_  
Signature of Applicant



*The section to be completed and stamped by a Notary Public.*

SWORN AND SUBSCRIBED TO ME ON THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 2023

\_\_\_\_\_, NOTARY PUBLIC

MY COMMISSION EXPIRES \_\_\_\_\_