

Prairie Grove Police Department Job Description – Police Officer

This is general police work in protecting life and property and enforcing laws and regulations. The patrol officer makes out daily reports of incidents and accidents; has continuous contact with the public requiring tact and diplomacy, makes decisions requiring mature judgment, has no supervisory responsibilities.

Work to be performed:

1. Patrols the city of Prairie Grove to prevent crime and enforce criminal and traffic laws.
2. Respond to radio dispatchers and answer calls and complaints from the public.
3. Direct and control the flow of traffic.
4. Educate the public on safety and law observance.
5. Follow the Community Policing Philosophy.
6. Assist in the investigation of accidents, felonies and misdemeanors.
7. Complete all paperwork according to prescribed procedures.
8. Perform other work as required to carry out the overall police protection of the City of Prairie Grove.

Minimum Requirements:

1. Must be a citizen of the United States.
2. High school graduate or equivalent
3. Ability to comprehend written material & write the English language.
4. Successful completion of Arkansas Law Enforcement Training Academy (after being hired).
5. Ability and willingness to be on call for twenty-four (24) hours a day.
6. Ability to operate standard office equipment and prepare records.
7. Must have valid driver's license.
8. Must pass standard medical and vision examinations.
9. Must pass psychological evaluation.
10. Must pass drug screen.
11. Must be able to qualify with firearm (after being hired).