


# PINE BLUFF POLICE DEPARTMENT POLICY & PROCEDURES MANUAL

	<b>SUBJECT:</b>	<b>POLICY NUMBER</b> <b>192</b>
	<b>ESSENTIAL JOB FUNCTIONS</b>	<b>ISSUE DATE</b> <b>02/19/2008</b>
	<b>CHAPTER: ADMINISTRATION &amp; PERSONNEL</b>	<b>EFFECTIVE DATE</b> <b>02/19/2008</b>
	<b>ISSUED By:</b> Chief of Police John E. Howell	<b>TOTAL PAGES</b> <b>8</b>

**I. PURPOSE**

The purpose of this procedure is to establish the essential job functions necessary for the proper performance of duties by an officer of the Pine Bluff Police Department. This department shall institute a skills and fitness program in an attempt to develop and maintain the health and well being of its sworn officers, while ensuring the public that all members will be fit to perform the duties of a police officer.

**II. POLICY**

- A.** It is the policy of the Pine Bluff Police Department to maintain a well-trained and vigilant force. In order to achieve that goal, each officer of this department must recognize that he or she may be reassigned, either permanently or temporarily, anywhere in the department to perform any of the number of job functions required of a law enforcement officer with the Pine Bluff Police Department.
- B.** In order to maintain an efficient and vigilant police department, any officer may be transferred to any job assignment at any time as required by the needs of the department. An officer may also be assigned to work any designated shift or period of hours.
- C.** All new-hire officers are employed as patrol officers and any officer of the Pine Bluff Police Department may be transferred to patrol duties at any time in the course of his/her employment with the Pine Bluff Police Department.
- D.** Examination: The examination will consist of a Skills and Fitness Test, that is focused upon the performance requirements as set forth in the job description for a police officer, and as administered to police officer candidates prior to hiring by the Pine Bluff Police Department. As such, each officer shall be responsible to maintain him/her in the state of condition necessary to meet the minimum requirements of physical demands to perform the essential functions of a police officer. Examination Requirements: Officers and officer applicants must successfully complete each phase of the fitness test as outlined.

- E. Any applicant for employment as an officer of the Pine Bluff Police department must pass the pre-employment fitness test. All incumbent officers will be allowed the opportunity to participate in a skills and fitness program designed to assist them in attaining a physical condition necessary for completing the skills and fitness course. All officers shall be required to take the Fitness test annually, with incumbent officers striving to attain a performance level sufficient to complete the test within one year of individual assessment and fitness program recommendations. All incumbent officers will be assessed and given fitness recommendations where applicable by December 31, 1998.

**III. DUTIES AND POWERS b- A.C.A. 14-52-203 & 14-52-204**

- A. It shall be the duty of an officer of the Pine Bluff Police Department to:
  - 1. Suppress all riots, disturbances and breaches of the peace;
  - 2. Pursue and arrest any person fleeing from justice in any part of this state;
  - 3. Apprehend any and all persons in the act of committing any offenses against the laws of the state or ordinances of the City of Pine Bluff and forthwith bring the persons before the proper authority for trial or examination;
  - 4. Diligently and faithfully enforce at all times all such laws, ordinances, and regulations for the preservation of good and order and the public welfare as the city council may ordain. For this purpose, they have all the power of constables.
  - 5. Upon reasonable information supported by affidavit, a police officer for the City of Pine Bluff may also procure process for the arrest of any person who may be charged with a breach of any ordinance of the City of Pine Bluff.

**JOB FUNCTIONS–Effecting Custodial Arrests**

This category consists of location and observation of subject(s), communications, and pursuit control.

- 1. **LOCATION AND OBSERVATION**
  - a. Vision (day and night)
  - b. Hearing (volume and frequency)
  - c. Smelling
  - d. Reading (comprehension)
- 2. **COMMUNICATION**
  - a. Speaking (clarity)
  - b. Operating radios (clarity and dexterity)
  - c. Hearing (volume and frequency level)
- 3. **PURSUIT**
  - a. Running (speed, distance, endurance)
  - b. Driving (dexterity, emergency/routine driving)
  - c. Climbing (strength, endurance)

4. **CONTROL**
  - a. Verbal (volume and clarity)
  - b. Use of force (strength, endurance, flexibility, dexterity, dragging, pushing, pulling, agility, lifting, carrying, fighting, balance, jumping, gripping, coordination, power, reflexes, standing)
5. **ALERTNESS**

Remain awake (remain awake and alert for duration of shift)

**B. DRIVE, OPERATE, AND MAINTAIN DEPARTMENTAL VEHICLES IN ROUTINE AND EMERGENCY SITUATIONS - THIS CATEGORY CONSISTS OF ROUTINE AND PURSUIT/EMERGENCY DRIVING.**

1. **VISION:** Day and night depth perception
2. **HEARING:** Volume and frequency level
3. **CONTROL OF VEHICLE:** Reflexes, manual dexterity, coordination, reaching, gripping normal range of motion
4. **SITTING**
  - a. Sit for extended periods of time
  - b. Flexibility
5. **RADIO OPERATION**
  - a. Volume
  - b. Clarity
  - c. Manual dexterity
6. **MAINTENANCE OF VEHICLE:** Strength, flexibility, manual dexterity, reaching, coordination.
7. **ALERTNESS:** Remain alert and awake for duration of shift

**C. PROVIDE CARE AND TREATMENT TO CITIZENS AND PRISONERS.- THIS CATEGORY CONSISTS OF AN OFFICER'S ABILITY TO PROPERLY AND SECURELY HANDLE PRISONERS (PROTECT) AND HELP CITIZENS (SERVE) WHEN NECESSARY.**

1. **BOOKING**
  - a. Fingerprinting, photographing, completing reports, reading, writing, manual dexterity, speaking, verbal commands.
2. **CONTROL OF PRISONERS**
  - a. Verbal control to include volume and clarity
  - b. Use of force, including entire range as defined by the Pine Bluff Police Department's Use of Force Policy.
  - c. Strength, endurance
  - d. Manual dexterity
  - e. Dragging
  - f. Pushing, pulling
  - g. Agility, reflexes

- h. Lifting, carrying
- i. Fighting, jumping
- j. Balance, standing, coordination, power
- k. Throwing, catching, gripping

**3. CITIZEN CARE**

- a. Sobriety, mental competence
- b. First Aid
- c. Vision, hearing, smelling
- d. Speaking, verbal command
- e. Strength, endurance
- f. Flexibility, manual dexterity
- g. Dragging, pushing, pulling
- h. Agility, reflexes
- i. Lifting, carrying
- j. Fighting, jumping
- k. Balance, coordination, standing power
- l. Throwing, catching, gripping

**D. COMMUNICATE ORALLY AND IN WRITING – THIS CATEGORY CONSISTS OF ORAL AND WRITTEN COMMUNICATION WITH THE PUBLIC, PRISONERS AND IN LEGAL SETTINGS.**

**1. ORAL COMMUNICATION**

- a. Speaking (volume and clarity)
- b. Radio operation (frequency, volume, manual dexterity)
- c. Testifying in court
- d. Interpreting verbal/nonverbal communications
- e. Hearing (volume, clarity)
- f. Writing/reading (reading comprehension, manual dexterity, sitting)

**E. CONDUCT INVESTIGATIONS AND INTERVIEWS-THIS CATEGORY CONSISTS OF MAKING AN ARREST, ESTABLISHING PROBABLE CAUSE, TEMPORARILY DETAINING SUSPECTS, COLLECTING INFORMATION TO SUPPORT CRIMINAL PROSECUTIONS, PROMPTLY INTERVIEWING PERSONS AND COLLECTING INFORMATION NEEDED TO DETERMINE THE NEXT APPROPRIATE ACTION.**

**1. CONDUCT INVESTIGATIONS**

- a. Vision
- b. Hearing
- c. Smelling
- d. Manual dexterity
- e. Climbing
- f. Flexibility
- g. Reaching
- h. Reading/Writing (knowledge/use of English language, manual dexterity, comprehension)
- i. Sitting for extended periods of time
- j. Standing
- k. Coordination

- I. Speaking (knowledge/use of English language, volume, clarity)

## **2. CONDUCT INTERVIEWS**

- a. Speaking (knowledge/use of English language, volume and clarity)
- b. Engaging in and interpreting nonverbal communication
- c. Vision
- d. Hearing (volume and frequency)
- e. Reading/writing (knowledge/use of English language, comprehension, manual dexterity, sitting)

## **F. USING FORCE - THIS CATEGORY CONSISTS OF ABILITY TO RESTRAIN PERSONS AND TO DO SO IN A MANNER CONSISTENT WITH DEPARTMENT POLICY AND STATE AND CONSTITUTIONAL LAWS; ENCOUNTERING LIFE-THREATENING SITUATIONS AND BEING ABLE TO USE FORCE FOR SELF-PROTECTION AND TO PROTECT OTHER OFFICERS AND CITIZENS; AND APPLYING FORCE SAFELY AND APPROPRIATELY.**

### **1. USING FORCE**

- a. Vision (day and night, visual accuracy, peripheral vision)
- b. Hearing (directional, volume, frequency, level)
- c. Communication nonverbally
- d. verbal control and communication (speaking, volume, clarity)
- e. Exercising physical force alternatives (running, manual, dexterity, strength, endurance, flexibility, dragging, pushing, pulling, agility, lifting, carrying, fighting, jumping, balance, gripping, reaching, standing, coordination, power, reflexes)

## **G. PERFORM PATROL DUTIES - THIS CATEGORY CONSISTS OF PATROLLING, ESSENTIAL TO EARLY DETECTION AND PREVENTION OF CRIME.**

### **1. PATROLLING**

- a. Vision (day and night, visual accuracy, peripheral vision)
- b. Hearing (directional, volume, frequency, level)
- c. Reading/Writing (knowledge/use of English language, manual dexterity)
- d. Verbal control and communication (speaking volume, clarity)
- e. Exerting physical force alternatives (running, manual, dexterity, strength, endurance, flexibility, dragging, pushing, pulling, agility, lifting, carrying, fighting, jumping, balance, gripping, reaching, standing, coordination, power, reflexes)

### **2. DRIVING**

- a. Vision (day and night, depth perception)
- b. Hearing (volume and frequency level)
- c. Control of vehicle (reflexes, manual dexterity, coordination, reaching, gripping, normal range of motion)
- d. Sitting (sit for extended periods of time, flexibility)
- e. Radio operation (volume, clarity, manual dexterity, speaking to include volume and clarity reaching, coordination)

### 3. ALERTNESS

- a. Remain alert and awake for duration of shift

## H. PERFORMING RESCUE OPERATIONS AND RENDERING ASSISTANCE TO CITIZENS - THIS CATEGORY CONSISTS OF RESPONDING TO THE SCENE OF A CRISIS SITUATION AND BEING ABLE TO TAKE APPROPRIATE ACTION TO PREVENT OR MINIMIZE INJURY.

### 1. LIFE-SAVING SERVICES

- a. Physically able to assess the situation, determine a proper course of action, communicate with the victim and other rescue personnel, surmount physical barriers or obstacles, remove victims from a danger zone, provide initial care to injured persons.
- b. Assessing the crisis scene
- c. Vision (day and night)
- d. Hearing
- e. Smelling

### 2. COMMUNICATING

- a. Speaking
- b. Radio
- c. Hearing

### 3. SURMOUNTING BARRIERS AND OBSTACLES

- a. Running, speed, distance, endurance, agility, climbing, balancing, jumping, flexibility

### 4. EFFECTING A RESCUE

- a. Strength, endurance, flexibility, dexterity, dragging, pushing, pulling, agility, lifting, carrying, throwing, gripping, reaching, coordination, power, reflexes, standing.

### 5. ASSISTANCE

- a. Strength, endurance, flexibility, dexterity, dragging, pushing, pulling, agility, lifting, carrying, throwing, gripping, reaching, coordination, power, reflexes, standing.

## I. CONDUCT SEARCH AND SEIZURE PROBLEMS - THIS CATEGORY CONSISTS OF LOCATING AND IDENTIFYING EVIDENCE, DETECTING THREATS TO THE SAFETY OF OFFICERS OR OTHERS, DIRECTING OTHERS WHO MAY BE PARTICIPATING IN OR WHO ARE THE SUBJECT OF THE SEARCH, EXERTING PHYSICAL EFFORT IN INSTANCES WHERE OBJECTS OF THE SEARCH MAY BE CONCEALED AND LARGE IN NATURE AND CONDUCTING FRISKS, SEARCHES INCIDENT TO ARREST, SEARCHES PURSUANT TO A WARRANT, PLAIN VIEW SEIZURES, EMERGENCY SEARCHES AND INVENTORY SEARCHES.

**1. IDENTIFY AND LOCATE**

- a. Vision (day and night)
- b. Hearing (directional, volume, frequency)
- c. Smelling

**2. COMMUNICATION WITH OFFICERS AND OTHERS**

- a. Speaking
- b. Operating radios
- c. Hearing

**3. CONDUCT OF THE SEARCH AND SEIZURE**

- a. Vision (day and night, visual accuracy, peripheral vision)
- b. Hearing (directional, volume, frequency, level)
- c. Reading/Writing (manual dexterity)
- d. Communicating non-verbally
- e. Verbal control and communication (speaking volume, clarity)
- f. Exercising physical force alternatives (running, manual dexterity, strength, endurance, flexibility, dragging, pushing, pulling, reaching, standing, coordination, power, reflexes)

**J. HANDLING AND FIRING WEAPONS – THIS CATEGORY CONSISTS OF SAFELY HANDLING AND ACCURATELY FIRING WEAPONS, INCLUDING SHOTGUNS AND RIFLES, SEMI-AUTOMATIC PISTOLS, REVOLVERS, AND/OR SPECIAL WEAPONS.**

**1. SAFETY HANDLING WEAPONS**

- a. Manual dexterity
- b. Gripping
- c. Strength to pull trigger

**2. ACCURATELY FIRING WEAPONS**

- a. Vision (day and night, visual accuracy)
- b. Ability to fire pistol right hand and left hand
- c. Ability to fire from standing and kneeling positions
- d. Ability fire shotgun a from the shoulder
- e. Ability to meet minimum standards for departmental firearms qualification

**K. PERFORM PUBLIC SAFETY PROGRAMS – THIS CATEGORY CONSISTS OF PROVIDING CROWD CONTROL, DIRECTING AND CONTROLLING TRAFFIC,**

**L. ASSISTING IN HAZARDOUS MATERIALS EMERGENCIES AND RESPONDING TO NATURAL DISASTERS.**

**1. PUBLIC SAFETY**

- a. Vision
- b. Hearing
- c. Smelling
- d. Speaking
- e. Reaching
- f. Dexterity

**2. ASSESSING THE CRISIS SCENE**

- a. Vision (day and night)
- b. Hearing
- c. Smelling

**3. COMMUNICATING**

- a. Speaking
- b. Radio
- c. Hearing

**4. SURMOUNTING BARRIERS AND OBSTRUCTIONS**

- a. Running, speed, distance, endurance, agility, climbing, balancing, jumping flexibility

**5. EFFECTING A RESCUE**

- a. Strength, endurance, flexibility, dexterity, dragging, pushing, pulling, agility, lifting, carrying, balance, throwing, gripping, reaching, coordination, power, reflexes, standing

**6. ASSISTANCE**

- a. Strength, endurance, flexibility, dexterity, dragging, pushing, pulling, agility, lifting, carrying, balance, throwing, gripping, reaching, coordination, power, reflexes, standing

The Pine Bluff Police Department will provide a free health assessment for each officer and a recommended fitness program. The assessment will be conducted by a certified fitness instructor at the Jefferson Regional Medical Center/Wellness Center. The assessment will consist of:

- Blood Pressure test
- Height
- Weight
- Cholesterol