

Title: Chief of Highway Police	Effective Date: June 19, 2021	Grade: N/A	Job Category: Admin Official
Prior Title: Initial distribution	Prior Effective Date:	Grade:	Page: 1 of 1

CHARACTERISTICS OF WORK

This position serves as the Chief of Arkansas Highway Police and is accountable for the enforcement of all state laws and Commission regulations pertaining to size, weight, load, license, fees, and motor carrier safety of trucks and trailers to protect the highways from abuse and provide safe motoring conditions for the public.

EXAMPLES OF WORK

The following examples are intended only as illustrations of various types of work performed. No attempt is made to be exhaustive. Related, similar, or other logical duties are performed as assigned. The Department may require employees to perform functions beyond those contained in job descriptions. The Department may modify job descriptions based on Department needs. The Arkansas Department of Transportation is an "at will" employer.

- Enforce state laws and Commission regulations to protect the highways from abuse and to ensure safety of motorists.
- Coordinate and cooperate with District officials and upon request, provide traffic control assistance for striping, signing, or repair work to ensure the safety of Department personnel or equipment.
- Cooperate with state, county, city, or local law enforcement officials when they need assistance to gain their cooperation in return.
- Hire qualified personnel who will uphold the standards of the Division, ensure proper execution of the duties of the Division and present a good public image.
- Serve as a leader to the officers in the Division and resolve complaints against Division personnel, personnel problems, or problems presented by the public.
- Prepare a monthly and yearly report for submission to the Commissioners detailing the actions of the Division by district and unit.

MINIMUM REQUIREMENTS

Education and experience:

The educational equivalent to bachelor's degree from an accredited college or university in public administration or criminal justice, or 15 years of administrative and law enforcement experience.

Licenses, registrations and certifications:

Senior certification by the Commission on Law Enforcement Standards and Training, or the ability to acquire the certification within 12 months of employment. Pre-employment drug test required and subject to random drug testing according to the provisions of the ARDOT Drug Testing Program.

("Accredited" means the educational institution or program is accredited by an accrediting organization recognized either by the United States Department of Education or by the Council for Higher Education Accreditation.)

A criminal background check will be required to determine suitability of employment, and failure to meet these standards may cause the applicant to be rejected or terminated from that position.