

Title: <b>Arkansas Highway Police Captain</b>	Effective Date: February 17, 2022	Grade: XVIII	Job Category: Professional
Prior Title: Arkansas Highway Police Captain	Prior Effective Date: May 11, 2012	Grade: XV	Page: 1 of 2

***CHARACTERISTICS OF WORK***

Under limited supervision, this rank, when performing the duties of District Commander, is responsible for supervising employees of an assigned District and planning the operations of Arkansas Highway Police (AHP) stations and patrol units assigned to the District OR, when performing the duties of the Permit Section, is responsible for supervising employees of the Section and planning, organizing and directing the day-to-day operations of the AHP Permit Section.

***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.

- In addition to full and complete law enforcement authority, powers, duties, and responsibilities, the Arkansas Highway Police (AHP) is charged with the primary enforcement of all laws pertaining to axle and gross weights; the Motor Carrier Safety Assistance Program; the movement of oversize loads and/or vehicles; vehicle licensing and operator/commercial licensing; motor fuel taxes, special distillate motor vehicle fuel taxes, and the interstate or intrastate shipment of bulk amounts of the same; the interstate and intrastate shipment of hazardous materials within the state; traffic enforcement, placing special emphasis on commercial and private non-passenger transportation vehicles and construction/work zones; and collection of those revenues prescribed by the Arkansas Commissioner of Revenues, acting as his agents.

***APPLICABLE TO DISTRICT COMMANDER:***

- Supervise all aspects of AHP operations in assigned District.
- Attend staff meetings and relay instructions and directives to subordinates.
- Prepare written reports and communications.
- Maintain a high degree of expertise in size, weight, hazardous materials, license, motor fuel tax, traffic, and criminal law enforcement, and motor carrier safety.

***APPLICABLE TO PERMIT SECTION:***

- Supervise the employees of the Permit Section.
- Supervise the issuance of various special permits and documents.
- Perform administrative work involving personnel needs and budgeting; prepare records for accounting and written reports and communications necessary for supervisory and work activities.
- Maintain a high level of expertise in laws and regulations in the subjects of permits, size, weight, license, and motor fuel tax and train AHP employees in the same.
- Maintain the Arkansas Highway Commission’s “Permit Regulations – for the Movement of Oversize and Overweight Vehicles on the Arkansas State Highway System” and prepare and recommend updates for the same.

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***MINIMUM REQUIREMENTS***

Education and experience:

The educational equivalent to a diploma from an accredited high school. Must hold the rank of Second Lieutenant or above with a minimum of two (2) years of in-rank experience; or the rank of Sergeant, Second Lieutenant, or above with a total of six (6) years of in-rank experience or a combination thereof.

Knowledge, skills and abilities:

Advanced knowledge of AHP policies and procedures. Ability to communicate both orally and in writing. Ability to multi-task. Ability to meet deadlines. Proficient in use of Microsoft Office including Word, Excel and Outlook. Strong organizational skills. Strong leadership skills.

Working conditions:

Occasional in-state travel.

Licenses, registrations and certifications:

Advanced certification by the Commission on Law Enforcement Standards and Training and a minimum of eight years continuous employment as a certified officer with the AHP. Subject to additional drug/alcohol testing according to the provisions of the ARDOT Drug and Alcohol 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.)*