

Title:	Effective Date:	Grade:	Job Category:
<b>Arkansas Highway Police 2nd Lieutenant</b>	February 17, 2022	XV	Professional
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***CHARACTERISTICS OF WORK***

Under limited supervision, this position is responsible for supervising employees in an assigned area of responsibility, and enforcement of laws and regulations. When assigned as Station Supervisor, this rank is responsible for supervising Arkansas Highway Police (AHP) station personnel and ensuring effective and efficient enforcement operations at the station; OR, when assigned to Special Services, performing technical and specialized activities as assigned.

***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 SPECIAL SERVICES:***

- Supervise assigned personnel.
- Maintain high level of technical expertise.
- Responsible for specialized assignments such as scale maintenance and repair, investigations, preparation of reports, and training activities.
- Maintain a high degree of expertise in size, weight, hazardous materials, license, tax, traffic and criminal enforcement, and motor carrier safety.
- Maintain a high level of expertise in fleet management and oversee the procurement and installation of police equipment as well as managing routine maintenance of the AHP fleet.

***APPLICABLE TO STATION SUPERVISORS:***

- Supervise station personnel.
- Coordinate and assign personnel to rotating shifts.
- Responsible for the safe handling and depositing of all funds collected at the station.
- Regularly make deposits of collected funds and prepare activity reports.
- Relay instructions and directives to subordinates.
- Responsible for efficient and effective enforcement activity and operations of the station.
- Maintain expertise in size, weight, hazardous materials, license, tax, traffic and criminal law enforcement, and motor carrier safety.

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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 Sergeant or above with a minimum of two (2) years of in-rank experience, or the rank of Corporal or above with a minimum 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:

Intermediate certification by the Commission on Law Enforcement Standards and Training and a minimum of six years continuous employment as an 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.)*