

Title: Arkansas Highway Police Lieutenant	Effective Date: June 17, 2023	Grade: XVIII	Job Category: Professional
Prior Title: Arkansas Highway Police 1 st Lieutenant, Arkansas Highway Police 2 nd Lieutenant	Prior Effective Date: February 17, 2022	Grade: XIV, XV, XVI	Page: 1 of 2

CHARACTERISTICS OF WORK

Under limited supervision, this position is responsible for directly supervising employees in an assigned area of responsibility, and enforcing laws and regulations. When performing the duties of Assistant District Commander, this rank is responsible for supervising Arkansas Highway Police (AHP) District operations in the absence of the District Commander; OR, when assigned to Special Services, this rank is responsible for maintaining expertise in the general, advanced, and specialized law enforcement fields affecting the operations of the Division; and assisting the Chief and the Commander of Special Services in the administrative operations of the Division; OR, 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

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:

- Coordinate activities as assigned, such as training, investigations, technical operations, hazardous materials, motor carrier safety and special operations activities.
- Conduct and/or coordinate CLEST required background investigations on applicants.
- Supervise ARDOT Central Complex security including guards and security/fire systems.
- Act as a liaison with other agencies, both enforcement and civilian.
- Maintain a high degree of expertise in size, weight, hazardous material, license, tax, traffic and criminal law enforcement, and motor carrier safety.
- Act as adviser to the Chief and the Commander of Special Services.
- Prepare special reports of the types submitted to federal, state, legislative, other agencies and governmental entities, and interdepartmental communications and reports.
- Handle telephonic communications with the public involving various enforcement and information inquiries.
- Conduct internal and criminal investigations as assigned.

APPLICABLE TO ASSISTANT DISTRICT COMMANDER:

- Work as liaison and AHP coordinator with ARDOT District personnel in an assigned area.
- Coordinate AHP District training programs.

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- Act as second-in-command of the District, supervise assigned personnel, and supervise the operations of the AHP District in the absence of the District Commander.
- Maintain a high degree of expertise in size, weight, hazardous materials, license, tax, traffic and criminal law enforcement, and motor carrier safety.
- Prepare written reports and communications.

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.
- Prepare written reports and communications.

MINIMUM REQUIREMENTS

Education and experience: The educational equivalent to a diploma from an accredited high school. Must hold the rank of Sergeant with a minimum of two (2) years of in-rank experience, or the rank of Corporal with six (6) years in-rank experience or a combination thereof.

Physical requirements: Skill at firing a weapon proficiently and consistently as required by department standards.

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: Constant in-state travel, shift work, abnormal working hours, on-call duty, and exposure to danger are required. The wearing of uniforms and firearms as directed.

Licenses, registrations and certifications: Intermediate certification by the Commission on Law Enforcement Standards and Training. Subject to additional drug/alcohol testing according to the provisions of the ARDOT Drug and Alcohol Testing Program.

Must maintain North American Standard Level I Inspection Procedure Parts A and B certification.

("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.