

Title:	Effective Date:	Grade:	Job Category:
<b>Arkansas Highway Police Captain</b>	May 21, 2025	L19	Professional
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### ***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 COMMANDER SPECIAL SERVICES/SPECIAL OPERATIONS:***

- Supervise all aspects of AHP operations in Special Services.
- Develop training plans and programs for Officers to achieve and maintain CLEST Certifications.
- Oversee and implement best practices to hire highly qualified AHP Personnel.
- Perform administrative work involving personnel needs.
- Ensure adequate staffing of Officers in the AHP Central Office.
- Attend staff meetings and committee meetings regarding all aspects of AHP Operations and participate on committees concerning AHP/ARDOT Operations.
- 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.
- Oversee and monitor the security of the ARDOT Central Complex.
- Prepare detailed reports and provide research on various topics regarding AHP.
- Oversee the compliance and implementation of the Motor Carrier Safety Assistance Program.
- Write and seek grant opportunities for the Division and ARDOT.

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***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.

***MINIMUM REQUIREMENTS***

Education and experience: The educational equivalent to a diploma from an accredited high school. Prior employment as a certified law enforcement officer. Demonstrated supervisory experience in a law enforcement capacity.

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.

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

Working conditions: Constant in-state and occasional and out of state travel. 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.

*("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.**