

**POLICE OFFICER
CONTRACT (Non-Exempt)**

JOB SUMMARY: Under the direction of a superior officer and the Chief of Police, a police officer performs responsible police work in a professional manner in the protection of life and property through the enforcement of laws and ordinances. A police officer performs police functions, including patrolling assigned areas, traffic regulation, accident and crime scene investigations, jailer responsibilities, and special assignments. This is a full-time position with assignments consisting of various shifts and extended hours, as well as holidays and weekends.

**This is a safety sensitive position and as such, use of medical marijuana is not permitted.

MAJOR RESPONSIBILITIES/ACTIVITIES:

- Patrols a designated area of the City in a patrol car, bicycle or on foot.
- Responds to emergency calls in a timely and efficient manner.
- Conducts accident investigations and preliminary investigations at the scene of crimes.
- Gathers evidence, locates, and questions witnesses, and testifies as a witness in court.
- Performs jailer duties such as processing arrested persons and maintains security of the jail.
- Recovers stolen property and processes according to policies and procedures.
- Provides traffic control and security at public events, escorts, parades, and funeral processions.
- Prepares and processes necessary records and reports.
- Operates as a member of a team and at times independently at incidents of uncertain duration.
- Always drives and operates motor vehicle and apparatus safely under emergency and non-emergency conditions.
- Maintains all apparatus and vehicles in a state of readiness or reports otherwise.
- Participates in police training classes and drills.
- Studies street maps to learn the district assigned as necessary.
- Informs supervisor of all work activities and reports any public inquiries or complaints, inform supervisor of any equipment in need of repair and of all public injuries or accidents.
- Responds to accidents, disasters, emergency rescues, searches and any other emergency situations as directed by the superior officer.
- Secures and protects the scene of an accident or crime so that valuable evidence is not destroyed.
- Conducts tours of police station facility.
- Provides directions to citizens as requested.
- Performs specific tasks as directed in various phases of crime prevention, training, and administration.
- Performs recordkeeping duties as required for maintenance of equipment, police and emergency statistical data, and other records as necessary.
- Conducts safety classes and in-service training for individuals or groups, as well as schools, churches, civic groups, homeowners' associations, etc.
- May perform work in a specified support section within the department where specific assignments are made and reviewed by a superior officer.
- Adheres to policies, procedures, and standard operating guidelines.

ADDITIONAL RESPONSIBILITIES/ACTIVITIES:

- Ability to preserve peace, maintain law and order.
- Ability to prevent and discover the commission of crimes.
- Ability to enforce traffic regulations.
- Ability to answer calls and complaints.
- Ability to maintain a positive attitude and work relationship with citizens and other department members.
- Ability to exercise considerable judgment and skill in specific situations with regard to community standards.
- Ability to complete written reports, inspections and observations of results obtained.
- Ability to detect natural gas leaks, traffic sounds, alarms, sirens, calls for assistance, and other audible signs of alarm or warning in emergency situations.
- Ability to operate standard issued firearm.
- Ability to operate computer and radios.
- Ability to operate other equipment of the department.
- Ability to understand and follow departmental policies, rules, and instructions.
- Ability to learn specified police techniques and methods, to apply in specific situations.
- Ability to analyze situations and to take appropriate and effective courses of action.
- Ability to understand and carry out oral and written instructions, giving close attention to detail and accuracy.
- Ability to establish and maintain effective working relationships with others.
- Ability to mitigate complex situations.
- Ability to remain calm and courteous and work in extremely stressful situations.
- Ability to operate associated department equipment.
- Knowledge and skills required for locating and operating all tools and equipment as assigned.
- Knowledge of principles and practices of police techniques.
- Knowledge of department operating procedures manual and department rules and regulations.
- Knowledge of computer applications as related to the scope of work.
- Knowledge of applicable state, federal and local laws, rules, and regulations.
- Knowledge of recordkeeping, report preparation, filing methods and record management techniques.
- Knowledge of standard business arithmetic, including percentages and decimals.
- Perform other related duties as requested and assigned.

MINIMUM AND PREFERRED REQUIREMENTS:

- High School diploma or GED required; associate's or bachelor's degree preferred.
- Must be at least twenty-one (21) years of age or older.
- Education, training, or experience that provides the knowledge, skills, and abilities required for the job.
- Must have CLEET certification or be certified by CLEET within one six (6) months of employment, and bondable.
- Must have valid Oklahoma driver license.
- Ability to submit and pass physical agility and psychological examination as provided by State statute and/or City ordinance.

- Must be computer savvy and proficient in Microsoft products (Word, Outlook, etc.).
- Excellent written and verbal communication skills.

WORKING ENVIRONMENT:

The duties of the Police Officer position are performed indoors and outdoors. The Police Officer may frequently be exposed to extreme heat or cold, poor visibility, wet or humid conditions, work near moving mechanical parts, work in high or precarious places, toxic or caustic chemicals, contagious and/or infectious diseases, fumes, or airborne particles, and be exposed to loud noise levels. The employee is subject to potential personal danger.

Physical: Primary functions require sufficient physical ability to work indoors and/or outdoors while operating related equipment for extended periods of time. Must be able to wear personal protective equipment while performing police officer tasks. Extent flexibility, mobility, and balance enough to bend, twist, and reach out when climbing or working on ladders. Continuous standing, with upward and downward flexion of neck; fine finger dexterity; light to moderate finger pressure to manipulate keyboard, equipment controls, and equipment; pinch grasp to manipulate writing utensils. Frequent side-to-side turning of neck, walking, running, standing, sitting, bending, stooping, pushing/pulling, and twisting at waist. Frequent squatting, kneeling, and reaching above and at shoulder height; moderate grasp to manipulate reference books and manuals. Frequent lifting, pushing, pulling, or dragging of up to 50 pounds while working in adverse conditions (cramped spaces, fluctuating outside temperature and weather, and at times a wet environment). Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate equipment used in police work. Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to perform all duties involved in protecting life and property.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents and to operate equipment. Sufficient vision and other powers of observation, with or without reasonable accommodation, which permits the employee to effectively operate at an emergency scene.

Hearing and Speech: Hear in the normal audio range with or without correction. Sufficient clarity of speech, hearing, and other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively, including during emergency situations that may involve a high degree of noise.