

## POSITION DESCRIPTION

**Class Title:** Police Officer  
**Department:** Police  
**Date Revised:** 12/1/04

**Grade Number:** 56  
**Union:** IUPA

### GENERAL PURPOSE:

Perform police patrol, investigation, traffic regulation, and related law enforcement activities and service functions, generally provides for the safety of the public, and perform related duties as required.

### SUPERVISION RECEIVED:

This position works under the general supervision of a Patrol Supervisor or an assigned Field Training Officer. This position requires a high level of problem-solving ability, self-initiative and the ability and willingness to work a majority of the time without direct supervision.

### SUPERVISION EXERCISED

Generally none. May supervise new recruits as part of the Field Training Officer Program and may act as shift supervisor in the absence of the sergeant or lieutenant.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

*Note: Duties and responsibilities may be added, deleted or changed at any time at the discretion of police management, either orally or in writing.*

- Proactively addresses crime prevention, criminal, traffic and safety issues.
- Carries out duties in conformance with Federal, State, County, and City laws and ordinances. Provides mutual assistance during emergency situations.
- Patrols City streets, parks, lakes, commercial and residential areas to preserve the peace and enforce the law, control vehicular traffic, prevent or detect and investigate misconduct involving misdemeanors, felonies and other law violations and to otherwise serve and protect. Responds to emergency radio calls and investigates accidents, robberies, civil disturbances, domestic disputes, fights, drunkenness, missing children, prowlers, abuse of drugs, etc. Takes appropriate law enforcement action.
- Works on rotating shifts patrolling a designated area of the City in a radio-equipped patrol car or on a bicycle. Becomes and remains familiar with street layouts, population patterns, patrol areas, known offenders and their meeting places, community routines, and other potential important information required of a professional police officer. Enforces city ordinances and state and federal laws by identifying and arresting offenders that may include physically subduing violators. Detains, arrests, transports, and processes prisoners.
- Enforces motor vehicle and parking regulations on streets and roads. Identifies traffic violators and issues verbal and/or written warnings, citations, and/or makes arrests as appropriate. Investigates traffic accidents by ascertaining all facts available at the accident scene by gathering information, taking statements, conducting interviews and/or interrogation of victims, witnesses, and suspects. Takes measurements and draws diagrams of scenes. Directs traffic. Locates and identifies hit and run vehicles. Performs traffic or crowd control at parades, festivals, riots, fire, etc.
- Makes detailed reports and other forms of documentation accurately, completely and in a timely manner. Prepares a variety of reports and records including officer's Daily Log, reports of investigation, field interrogation report, alcohol influence reports, Intoxilyzer check list, vehicle impoundment form, traffic hazard report, etc.
- Renders service. Observes for, recognizes, corrects and/or reports public hazards and other safety hazards. Gives information and public relations speeches. Undertakes community oriented police work, and assists citizens with such matters as locked or stalled vehicles, crime prevention, drug abuse resistance education (DARE), school resource officer (SRO) traffic safety,

etc. Works with the media, other public safety agencies, city departments and other community resources as needed. Provides general information about Department activities.

- Enforces criminal laws. Investigates criminal violations by ascertaining all facts available at the crime scene by taking statements, conducting interviews and/or interrogation of victims, witnesses, and suspects. Detects, investigates and arrests persons involved in crimes or misconduct. Develops leads and tips. Searches scenes of crimes for clues. Identifies, collects, processes, analyzes, evaluates, properly stores and logs physical evidence. Conducts undercover and surveillance operations as required. Conducts thorough preliminary investigations striving to make personal contact with all involved parties. Documents the preliminary investigation accurately, completely and in a timely manner. Conducts follow-up investigations as assigned and keeps the victim apprised of the status of the investigation. Drafts warrant-less arrest affidavits, arrest warrants and search warrants accurately, completely and in a timely manner. May be assigned to work on District Drug Task Force, K-9 or bike patrol.
- Is well prepared, punctual, accurate and composed when testifying in court and attending public meetings. Prepares cases for giving testimony and testifies in court proceedings. Serves as liaison between the court, the victim(s), witness(es), and prosecutor and testifies in court when necessary.
- Works an assigned shift using own judgment in deciding course of action being expected to handle difficult and emergency situations with minimal assistance.
- Searches persons, vehicles, places and other items.
- Responds to requests for ambulance/fire service and assists as needed including performing basic life-saving techniques.
- Actively participates in training programs as an instructor or student.
- Follows all safety policies and procedures.
- Maintains all required licenses and certificates. Maintains basic qualifications to include firearms, defensive tactics and emergency driving.
- Maintains normal availability by radio or telephone for consultation on major emergencies or precedent.
- Summons ambulances and other law enforcement vehicles as appropriate.
- Works special events and provides security for such things as school activities, etc.

#### **PERIPHERAL DUTIES**

- Maintains departmental equipment, supplies and facilities.
- Maintains contact with general public, court officials, and other City officials in the performance of police operating activities.
- Serves as a member of various employee committees.
- May assume the responsibility of shift supervisor in the absence of the sergeant or lieutenant.
- Coordinates activities with other officers or other City departments as needed, exchanges information with officers in other law enforcement agencies, and obtains advice from the City Attorney, District Attorney and Court Clerk's Office regarding cases, policies and procedures, as needed and assigned.

#### **MINIMUM QUALIFICATIONS**

*General:*

Must be:

- Not less than 21 years of age nor more than 45 years of age at the time of employment;
- U.S. citizen;
- Able to read and write the English language;
- Of good moral character and of temperate and industrious habits.

*Background Information:*

Must have demonstrated personal and professional honesty, integrity, and good judgment as shown in applicant's criminal history, background and motor vehicle record. The following will disqualify any applicant from consideration:

- Any felony conviction;
- Any commission of a felony in the previous 7 years, including felonious drug use or possession;
- Any non-traffic related misdemeanor within the previous five years; or
- Any false or untrue statements or material omissions in the application and related paperwork or during the selection process.

*Education and Experience:*

- High school diploma or equivalent;
- Oklahoma Peace Officer CLEET certification;
- Two years of directly related experience; or
- An equivalent combination of education and experience, with college or vocational school training in police science, law enforcement, criminal justice administration, public administration, or a related field substituting for experience on a year for year basis. (College transcript must be attached to application for this to apply.)

**CLEET certified applicants, if selected for employment, will be hired at a salary that is 5% below Step "A" of the pay plan. Once the Field Training Officer program is successfully completed, they will be placed at Step "A". Selected applicants that are not CLEET certified with one year of related experience will be hired at a salary that is 10% below Step "A" of the pay plan. Upon becoming CLEET certified, they will be moved to a salary that is 5% below Step "A" and continue from there. Selected applicants will not be placed in Step "A" until they meet the minimum requirements for the position and have successfully completed the Field Training Officer program. In no instance will an applicant that does not meet the minimum qualifications be hired when there is a qualified, credible applicant that does meet the minimum qualifications.**

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

*Knowledge of:*

- Modern law enforcement principles, procedures, techniques, and equipment;
- The geography of the City and the location of important buildings, sites, etc.
- Security practices and procedures
- Court filing procedures
- Office practices and procedures
- Records management
- Workplace safety
- Supervisory principles and practices

*Skill in use of:*

- Computer operation, emergency vehicle operation, operation and care of firearms, handcuffs and other restraint devices, chemical mace, baton, police radio, radar, Intoxilyzer, first aid equipment, pager, telephone, E-911 system.

*Ability to perform the following at acceptable levels:*

- Learn and properly interpret applicable laws, ordinances, and department rules and regulations. Comply with laws, rules, regulations, policies and procedures.
- Perform work requiring good physical conditioning by demonstrating physical endurance, stamina, agility, and performing physically demanding tasks such as climbing stairs and/or ladders, chasing fleeing suspects, running intermediate distances while maintaining job performance capability (talking on the radio, talking to suspect and being able to shoot if needed), lifting and carrying injured individuals, and subduing and/or restraining a violator and/or uncooperative person by methods requiring physical force. Demonstrate physical requirements needed in arrest situations including (but not limited to) balancing, grabbing, spinning, pulling, bending, twisting, receiving blows, falling, defensive and offensive arm swings, defensive and

offensive kneeling and kicking with legs, and excellent hand/eye coordination. Balance to prevent stumbling or falling in adverse weather conditions and terrain. Stoop, kneel, and crouch. Demonstrate stamina for sustained sitting, driving and standing for prolonged periods. Use hand and arm strength needed to effectively use a handgun or shotgun. Wear DPD issued equipment belt with accessories during assigned shifts. Maintain fitness standards

- Communicate effectively, verbally, in writing, and interpersonally. Understand a variety of written and/or verbal communications and respond appropriately.
- Establish, develop and maintain effective working relationships with citizens, representatives of other organizations, and working relationships with subordinates, peers and supervisors without regard to gender, race or religious preferences. Work effectively as an individual and team member. Interact and work with others appropriately and effectively in a work place and community of diverse ethnicities, cultures, ages, genders, and socioeconomic backgrounds. Assert self appropriately.
- Exercise sound judgment in evaluating situations and in making decisions. Deal with a variety of variables within somewhat unfamiliar context. Exercise independent judgment and discretion. Recognize unusual or threatening conditions and take appropriate action. Define problems, collect data, establish facts and draw valid conclusions. Understand, interpret, and apply rules or regulations to specific situations. Resolve complaints. Respond appropriately to elements of personal danger by acting without direct supervision and exercising independent judgment in meeting emergencies. React quickly and calmly to emergency police situations. Exercise good judgment to identify violations of the law and handle difficult situations. Analyze and interpret information to determine nature of the complaint and/or violation. Effectively manage stressful situations by maintaining composure and performing effectively.
- Follow and carry out instructions in verbal, written, or picture form. Interpret a variety of instructions in oral, written, picture, or schedule form.
- Learn and apply new information. Successfully complete any mandatory training. Successfully complete the Field Training Officer program.
- Complete routine forms. Compile and prepare reports. Prepare accurate documentation. Record details about names, faces, and incidents quickly, clearly and accurately. Document results of investigations to provide accurate descriptions of events. Use computers for inputting and retrieving reports, communications, and information. Demonstrate computer literacy for basic word processing applications. Maintain records according to established procedures.
- Follow safety practices and procedures. Perform emergency life-saving techniques safely.
- Use proper techniques for investigations and arrest procedures, law enforcement procedures and methods, collection and preservation of evidence, and surveillance. Pay close attention to audio and visual detail to identify violators and accurately describe crime scenes
- Gather, collate, and classify information. Add, subtract, multiply and divide whole numbers.
- Respond to routine inquiries from citizens and/or public officials. Answer routine telephone inquiries. Handle sensitive inquiries from contacts with officials and citizens. Develop and maintain effective working relationships. Provide effective and efficient services with courtesy, responsiveness, and competence
- Drive an automobile safely and efficiently. Operate vehicles safely for long periods of time.
- Proficiently use and control firearms. Accurately and effectively discharge a handgun and shotgun with both left and right hands
- Be dependable. Accept responsibility, acknowledge mistakes, and share successes. Adapt to change and changes in work conditions.
- Meet the special requirements listed below.

#### **SPECIAL REQUIREMENTS:**

Must be able to:

- Possess or obtain by time of hire, a valid State driver's license without record of suspension or revocation in any State with a driving record acceptable to the City's insurance carrier.

- Ability to meet Department's and physical standards and CLEET's physical training standards.
- Ability to become CLEET certified.
- Ability to successfully complete City's FTO program.

**DESIRED QUALIFICATIONS:**

(Note: "Desired qualifications" are differentiated from "requirements." Requirements are those minimum qualifications needed to apply and be considered. Desired qualifications are not absolutely necessary to apply and be considered, however, they are weighed with the totality of applicable information when hiring decisions are made.)

- Four-year college degree in police protection or criminal justice (or with a major in either field if the institution does not offer such a degree) from an accredited college or university.
- Bilingual in English/Spanish.
- Knowledge of the Duncan area and community.
- Experience and demonstrated skills working with computers including typing proficiency.

**SELECTION GUIDELINES:**

- Formal application
- Review of education and experience
- Appropriate testing including written and physical agility test
- Oral interview
- Background check
- Psychological examination
- Final selection.

**PHYSICAL DEMANDS**

Must be able to perform the essential physical functions of the job. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with ADA disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, stand, talk and hear. The employee is required to walk; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; taste and smell. The employee is occasionally required to engage in foot pursuits, negotiate obstacles, and successfully affect custody control of those being arrested. Sometimes required to participate in prolonged searches.

The employee must occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus in both eyes independently and together.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with ADA disabilities to perform the essential functions.

While performing the duties of this job, the employee frequently works in outside weather conditions. The employee should expect to occasionally be involved in physical altercations including situations involving deadly force, to stand for long periods of time, to work near moving mechanical parts; in high, precarious places; and with explosives and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, and vibration. Work involves an element of personal danger due to exposure to life-threatening situations

The noise level in the work environment is usually moderate.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval: \_\_\_\_\_ Approval: \_\_\_\_\_  
Supervisor Personnel Director