

City of Tahlequah, Oklahoma Job Description

Job Title: Patrolman I (P-I)

Department: Police Department

Reports To: Police Chief/Ranking Officer

FLSA Status: Non-Exempt

Approved By:

Dept. Head _____ **H.R.** _____

Ass't Admin. _____ **City Council** _____

Approved Date:

Summary: Non-C.L.E.E.T. certified officer position. To perform law enforcement and crime prevention work; to protect and provide for the safety of the public; to control traffic flow and enforce state and local traffic regulations; to perform investigative work and other special assignments; and to perform a variety of technical and administrative tasks in support of the department.

Qualifications: The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

~Must be 21 years of age.

~Must not have been convicted of a felony, or have pending criminal actions.

~Must be a US citizen.

~Must successfully pass a background investigation.

~Must successfully pass a physical agility test.

~Must successfully complete required drug testing and physical examination per City of Tahlequah's policies.

~Have and maintain a driving record sufficient to satisfy the insurance mandates placed upon the city.

~Establish employment eligibility under USDOL and City of Tahlequah rules and policies.

~Willingness to participate in specialized training and retraining throughout employment in the department.

~Psychologically stable.

~Demonstrate a respect for the law both on duty and off duty.

~Physically fit with the ability to display the strength, flexibility and stamina to chase and subdue a suspect, or perform many of the other physical requirements of the job.

~Must have negotiating skills and the ability to display calm emotions in a potentially volatile situation, yet react quickly and physically explosively if the situation deteriorates rapidly.

~The ability to maintain confidentiality.

~Self motivated to be able to work individually and cooperative enough to function as part of a team.

~Ability to establish effective working relationships with fellow employees, supervisors and the general public.

~Maintain socially accepted standards of speech and appearance while on duty, unless working undercover, or covertly.

~Must be willing to adhere to all applicable rules and laws regarding safety and work in a consistently safe manner.

~Ability and willingness to perform assigned work in a timely and efficient manner.

~Must have a clear view of the department's goals and how they mesh with the goals of the city.

~Ability to deal courteously with the public and successfully interact with other city departments and city administration.

Education and/or Experience:

- ~High school diploma, or equivalent, is required.
- ~University level classes in criminal justice would be preferred.

Certificates, Licenses, Registrations:

- ~Must pass CLEET certification as soon as a convenient class is available following hire.
- ~Must pass the firearms qualifications and personal defense qualifications.
- ~Must possess a valid Oklahoma "Class D" Driver's License and maintain it throughout your employment.
- ~Must be willing to attend other training as specified by the chief, or designated ranking officer, to improve skills and performance as a police officer.

Essential Duties and Responsibilities: To perform this job successfully, an individual must be able to perform each essential duty and responsibility satisfactorily. This include the following; Other duties may be assigned.

- ~Patrol the City of Tahlequah and enforce state and federal laws and city ordinances and traffic laws.
- ~Patrol and examine buildings and residences to detect suspicious conditions and activities and handle situations accordingly.
- ~Direct traffic in congested and emergency areas; report safety hazards; respond to accidents scenes; administer emergency first aid; investigate cause and file accident reports; and issue citations(s) to violator(s).
- ~Visit the scene of crimes and accidents; search for and preserve evidence; investigate and interview victims, witnesses and potential suspects; apprehend those suspected of crimes; participate in identification of suspects, make oral and written reports; and provide testimony in court.
- ~Make arrests on criminal and traffic related offenses at the scene. Execute search warrants and make arrests after obtaining sufficient evidence to make the arrest.
- ~Assist stranded motorists, provide assistance to those in need of aid, comfort to those in distress and refer those in need of professional help to the proper source for getting that help.
- ~May assist in jail responsibilities, booking, fingerprinting, dispatch, or animal control. May assist in tasks involving the recognition, collection, and analysis of evidence and information.
- ~Respond to general service calls, including: domestic disturbances, civil complaints, property control, and similar incidents.
- ~Conduct a wide variety of investigations involving crimes against persons and property, narcotics, technology, and misappropriations using all legal means, including undercover work and covert operations.
- ~Contact and cooperate with other law enforcement agencies in matters relating to the apprehension of offenders and the investigation of offenses.
- ~After sufficient experience and as assigned, help to train newer members of the force.
- ~Maintain good relations with the community and understand the needs expressed by the public. Take an active role in public safety education.
- ~Maintain close communications with your immediate supervisor and develop that working relationship.
- ~Work to improve your skills and develop your abilities in your job.
- ~Other tasks and duties may be assigned to the employee by the supervisor in charge and/or city administration that are not included in this job description and may or may not be in this department.

Competencies

- ~The ability to make quick decisions under stress and duress.
- ~Ability and skill in the use of firearms.
- ~Ability to utilize self defense techniques when needed.
- ~Sensitive to all races, alternative lifestyles and socio-economic groups in applying the law.
- ~Honest with unquestioned integrity.

- ~Even tempered and not heavy handed.
- ~Ability to drive a vehicle safely, even at high speeds in emergency situations, and for long periods of time.
- ~An analytical mind that can evaluate evidence and ask relevant questions.

Reasoning Ability

- ~Recognize unsafe conditions and situations.
- ~Must be able to understand both oral and written communications.
- ~Must be able to interpret rules, policies and procedures.
- ~Observe and interpret the actions, words and body language of suspects to help determine their potential for danger to yourself, others, or themselves.
- ~Know to ask questions when not certain about methods or procedures.

Language Skills

- ~Ability to communicate effectively with fellow employees, supervisors, and the public.
- ~Polite, yet assertive, in communicating with the public, as needed.
- ~Ability to provide intelligent and understandable testimony in court proceedings.
- ~Ability to use a 2-way radio and/or cell phone to effectively communicate with the dispatcher, the supervisor and fellow officers.

Mathematical Skills

- ~Sufficient to timely perform the record keeping, reports, and investigations required in the department.

Computer Skills

- ~Learn to use computer system and full 911 capabilities, if provided.

Other Skills and Abilities

- ~Must maintain a level of physical fitness sufficient to meet department requirements and/or sufficient to not be a hazard to yourself or to your fellow officers in a physically demanding situation.
- ~Must demonstrate through background checks, personal interviews and/or other tests the suitability to be an effective police officer.

Physical Demands 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.

- ~The job requires that the individual: talk, hear, perform repetitive motions (as in driving an automobile for extended periods), pulling, lifting, grasping, pushing, standing, walking and crouching.
- ~The physical demands of the job can involve heavy exertion and can be extreme and violent at times.
- ~The work may range from "light" to "very heavy".

Work Environment The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

- ~The work is subject to the following environmental conditions: hazards, extreme heat and cold weather related conditions, atmospheric conditions and loud noises at times.
- ~At times the work may be extremely hazardous and potentially life-threatening.
- ~The individual must be capable of wearing a bullet proof vest and at times body armor.

Exceptions

- ~The department understands that it is not possible to list all of the job duties and responsibilities for its employees in this rapidly changing police environment. It is therefore necessary to allow the Chief of Police to change at his/her discretion the job duties and responsibilities of any employee of the

department. The Community Policing approach must allow the Chief to be flexible enough to allow these changes.

~When changes to the duties and responsibilities of an employee are made, the Chief of Police or his/her designee will notify the employee either verbally or in writing.