

CITY OF HARRAH

OCCUPATIONAL TITLE: Police Officer/Patrolman **OCCUPATIONAL CODE:** 2123

DEPARTMENT/DIVISION: Police Department

GENERAL DEFINITION:

This position is an entry-level law enforcement officer in the Police Department.

This is responsible general duty police work in protecting the life, persons, and property of the citizens of the City of Harrah through equitable enforcement of laws and ordinances.

An employee in this class functions as the initial responding officer on police calls, conducts investigations, and maintains routine patrol activities to preserve the peace, enforce laws, prevent and deter crime, protect life and property, arrest suspected violators of the law, and render service to the public.

Duties are performed under general supervision in accordance with well-established police practices, standards, and departmental policy and regulations. This work may frequently involve hazardous or strenuous tasks, but always involves the exercise of initiative and independent judgment in emergency situations.

ESSENTIAL FUNCTIONS AND DUTIES:

(The items listed below are not intended to be a complete listing of all essential functions and duties of this position.)

- Operate a motor vehicle for extended periods of time in all environmental conditions, and on occasion operate the vehicle in high speeds and in congested traffic situations;
- Patrol assigned areas of City and enforce state and federal laws and City ordinances;
- Patrol and examine buildings and residences to detect suspicious conditions and handle situations accordingly;
- Direct traffic in congested and emergency areas;
- Report safety hazards;
- Respond to accident scenes, administer first aid, investigate causes, and file accident reports;
- Issue citations to violators of traffic laws;
- Visit the scene of crimes and accidents;
- Search for and preserve evidence;
- Investigate and interview victims, witnesses and potential suspects;
- Apprehend suspects of crimes or misdemeanors;
- Make oral and written reports;
- Provide testimony in court;
- Participate in various training sessions;

ESSENTIAL FUNCTIONS AND DUTIES: (Continued)

- Do any and all other functions that may be required by the Police Chief or other appropriate supervisors.

MINIMUM QUALIFICATIONS:

- Knowledge a high school diploma and such training and/or experience as would provide the applicant with the below referenced knowledge, skills, and abilities;
- Must be 21 years old. Must be able to qualify on the shooting range. Must be able to pass the Oklahoma Police Pension and Retirement Systems medical standards and be State certified by CLEET;
- Ability to operate two-way radio, walkie-talkie, in field situations, and to effectively operate radar equipment, etc.;
- Ability to read, understand, and interpret ordinances, laws, and other operating procedures and communicate orally and in writing;
- Ability to deal effectively with the public using tact and diplomacy, and remain calm in emergency situations;
- Ability to make split second decisions that could affect the well being of the public, department, fellow employees, as well as the officer's safety;
- Ability and willingness to maintain strict confidentiality;
- Must be able to respond to varying situations with tact and diplomacy and ability to deal with stressful, hostile or irrational persons, whether due to physical or mental disability, drugs, socio-economic differences, or other factors;
- Ability to investigate crimes and complete reports;
- Shall be proficient in the use of all weapons and able to qualify with each weapon to a determined department standard;
- Meet constitutional requirements, and perform first aid and/or CPR;
- Ability to interface with other law enforcement personnel and safety personnel;
- To perform routine preventative maintenance on vehicle;
- Must be able to pass psychological requirements as required by law;
- Must possess a valid Oklahoma Drivers license, and be insurable.

WORKING CONDITIONS/PHYSICAL REQUIREMENTS:

- Some exposure to unpleasant weather and requires continuous attention to safe working and operating procedures to ensure the safety of one's self and fellow citizens;
- Possible exposure to hazardous materials and/or infectious bloods or other infectious materials;
- Possibility of body attacks while making an arrest; severe bodily harm while dealing with felons;
- Must possess the physical strength and stamina to chase and subdue fleeing persons; to arrest them if necessary and to bring them into custody;
- Must be able to communicate effectively to transmit information via the radio, talk to victims, suspects, etc.;

WORKING CONDITIONS/PHYSICAL REQUIREMENTS: (continued)

- Must have the visual acuity to read and review written correspondence, reports, statistical and technical information, maps, identify suspects, detect danger, read licenses and tags, etc. Vision correctable to 20/20 in one eye, no worse than 20/30 in the other eye;
- Must have the physical strength and stamina to rescue victims;
- Must possess the aural acuity to understand conversation in quiet and noisy environments, communicate clearly and distinctly by telephone and in person, understand radio transmissions, distinguish between car backfires and gun shots, determine locations of persons in distress, etc.;
- Must be able to meet established mental, physical, and medical requirements including good physical strength and agility;
- Must be able to work rotating shifts, extended hours, emergency call outs, and to testify at court on days off;
- Ability to remember names, faces, and details of incidents;
- Weight must be in proportion to height;
- May be required to attend local or out-of-town conferences and seminars, etc.;
- Must have skill in foot/hand/eye coordination and a high degree of concentration to operate a vehicle, weapon, and other equipment required to fulfill essential job duties;
- Must be willing to perform all duties described in this job description under adverse weather conditions, including extreme heat and inclement weather;
- Must be mentally and physically prepared for unforeseen emergencies at all times;
- May be exposed to offensive smells, dust, dirt, water, vibrations, and loud continuous noises;
- Must have strength to pull, lift, or push 50 pound objects on a frequent basis and up to 100 pounds on an infrequent basis;
- Must have the flexibility to bend, twist, reach, and the mobility to climb crawl, walk; and the stamina to exert oneself throughout the day in all weather conditions.

SUPERVISION:

The Patrolman performs under direct supervision of a superior officer at the direction of the Police Chief or his/her designee.

EEO Class: Protective Service Workers (PS/9221)

FLSA Status: non-exempt

Grade: H2-1 thru H2-12

This job description should not be interpreted as all-inclusive. It is intended to identify the major responsibilities and requirements of this job. The incumbents may be requested to perform job-related responsibilities and tasks other than those stated in these specifications. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA).

I understand and agree that my employment is at will only and subject to the FOP contract. I also understand and agree that either the City of Harrah or I may terminate my employment relationship at any time.

Employee

Date

The City of Harrah, Oklahoma is an Equal Opportunity Employer.