

# **Police Officer**

*Class specifications are intended to present a descriptive list of the duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.*

## **JOB SUMMARY**

Under the direction of a superior officer, 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 and performs related duties as assigned and required.

## **CLASS CHARACTERISTICS**

Work involves the responsibility for the prevention and detection of crimes and for generally maintaining law and order. Work includes the patrolling of assigned areas, traffic regulation, accident and crime scene investigations, jailer responsibilities, and special assignments. Work involves various shifts, extended hours and holidays, and weekends. Work does have an element of personal danger. Assignments are received from superior officers and are carried out under the established policies and procedures, however, employees must exercise considerable judgment and skill in their application of specific situations with regard to community standards. Work is reviewed through conferences, written reports, inspections, and observation of results obtained.

**ESSENTIAL FUNCTIONS**- *Essential responsibilities and duties may include, but are not limited to, the following:*

Patrols a designated area of the City in a patrol car, bicycle, or on foot to: preserve peace, maintain law and order, prevent and discover the commission of crimes, enforce traffic regulations, and answer calls and complaints. Any of the above may include: traffic accidents, robberies, and other misdemeanor and felonies. Officers are expected to take necessary police action including enforcement and arrests.

Conducts accident investigations and preliminary investigations at the scenes of crimes, gathers evidence, locates and questions witnesses, and testifies as a witness in court.

Performs jailer duties such as processing arrested persons and maintaining security of the jail.

Recovers stolen property, provides information to the public, and provides traffic control and security at public events, escorts, parades, and funeral processions.

Prepares necessary records and reports.

## **QUALIFICATIONS GUIDELINES**

*Any combination of experience and training that would likely provide the required knowledge, skills, and abilities.*

### **Education, Training and/or Experience**

Graduation from high school or its equivalent.

Age twenty-one (21) years or older.

### **License and/or Certificate**

Valid Oklahoma Driver's License, CLEET certification or be certified by CLEET within one -(1) year of employment, and bondable. Must maintain any required certifications related to the position of police officer and submit to a physical and psychological examination as provided by State statute and/or City ordinance.

### **Requisite Knowledge and Skill Levels**

Knowledge of: modern police practices and methods, laws and ordinances, particularly the laws of arrest and evidence, the geography of the City, the rules, regulations, and policies of the Jenks Police Department and the City.

Operating and maintaining the usage of firearms, police radio, and equipment, operating a motor vehicle, establishing and maintaining effective relationships with other City personnel, officials, and the general public.

### **Requisite Abilities**

Ability to: analyze situations quickly and objectify and determine the proper course of action; cope with situations firmly, courteously, and tactfully and with respect for the rights of others; react quickly and calmly under emergency conditions; obtain information through interview, interrogation, and observation; understand and execute difficult oral and written instructions; express ideas clearly and concisely, orally and in writing, prepare comprehensive records and reports, and develop and maintain good public relations.

### **Special Requirements**

Must possess a valid Oklahoma Driver's License with driving record free from serious or frequent violations. No felony, major misdemeanor, or crimes of moral turpitude convictions.

### **Physical Demands**

Unique mental stresses associated with police operation demands may be present. Talking, walking, running, hearing, and seeing are essential to performing job requirements.

Common eye, hand, and finger dexterity is required for most essential functions. Tasks may entail muscular strain, including walking, standing, running, stooping, sitting, reaching, and lifting.

*The statements contain herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements.*

**Revised 4/12/2018**