



The City of Weatherford, Oklahoma

Police Officer

POSITION: Police Officer
DEPARTMENT: Police
REPORTS TO: Shift Supervisor
DOT (CDL) OR PHMSA: No
CALLBACK REQUIRED: Yes As Needed
DESCRIPTION:

FLSA STATUS: Non-exempt
PAY CLASSIFICATION: Full-time Hourly
SAFETY SENSITIVE: Yes
PAY GRADE:
UPDATED

This is responsible law enforcement position involving the protection of life and property through the enforcement of state and local laws and ordinances.

Work involves responsibility for the protection of life and property, prevention of crime, apprehension of criminals, and the enforcement of laws and ordinances in the City on an assigned shift. An employee of this class may be assigned to uniformed patrol, traffic control, crime prevention, community policing, education and public relations, detective work, juvenile work, employee training and development, range officer, or other specialized departmental activity. Work involves an element of personal danger in the pursuit of duties. Officers must exercise independent judgment in meeting both routine and complex emergency situations and act without direct supervision. A significant portion of time involves public contact where discretion and tact is to be conscientiously exercised. Assignments and instructions are received in general terms from a superior officer who reviews work methods and results through reports, observations, and discussions.

ESSENTIAL FUNCTIONS:

- Patrols City in police vehicle to observe, prevent, or terminate unlawful acts; maintains radio contact with dispatch; reports crimes or unusual situations; responds to calls or initiates actions, as appropriate; backs up other units as required.
- Responds to calls involving traffic accidents and other serious accidents; secures scene to protect victims and property; calls for medical assistance as necessary; interviews participants and witnesses; collects other related information and completes reports.
- Facilitates the movement of people and vehicles, including enforcement of all traffic regulations; promotes traffic safety; assists stranded motorists; enforces parking restrictions; controls crowds; and prevents the blockage of sidewalks, streets, and other public accesses.
- Operates a radar unit in monitoring speed of traffic on selective enforcement patrol, stops violators and issues warnings or citations; may conduct appropriate tests including breathalyzer for determination of intoxication.
- Responds to a wide range of citizen needs and requests, at times under emergency conditions, e.g., accidents, rescue efforts, search for missing person(s), alarms, in-progress felonies, directions to lost travelers, removal of hazardous objects, etc.
- Responds to reports of criminal activity; searches buildings, residences, and surrounding areas for criminal subjects; secures scene to restore peace; collects and protects evidence; calls for assistance as needed; provides backup to other officers engaged in confrontation or arrest activities.

- Responds to calls involving altercations or disputes (civil or domestic) that may have the potential for escalating into assaultive conduct; makes suggestions for resolution or determines whether laws have been violated and effects an arrest as appropriate.
- Completes standard forms and writes narrative reports regarding law violations, witness statements, facts and evidence pertaining to incidents, data on arrests, property damage, and other related matters; uses computer terminal to enter and retrieve information.
- Periodically practices the use of a variety of firearms and attends seminars and lectures on various law enforcement practices and techniques.
- This safety sensitive position requires the carrying of a firearm.
- May be given special assignments involving, but not limited to detective, range officer, field training officer or other duties.
- Provides effective and efficient customer services; promotes and maintains responsive community relations.
- Will be compelled to maintain the confidentiality of private information.
- Practices and promotes safe workplace practices.

QUALIFICATIONS:

- Graduation from high school (or GED) supplemented by a state-approved law enforcement officers training course; or any equivalent combination of training and experience which provides the following knowledge, abilities, and skills:
- Knowledge of federal, state, and local civil and criminal statutes on which charges and arrests are executed.
- Knowledge of police methods, practices, and procedures.
- Knowledge of the geography of the City and location of important buildings.
- Knowledge of the rules and regulations and standard operating procedures of the Police Department.
- Ability to handle sensitive public contacts and to deal tactfully and courteously but firmly with the public.
- Ability to analyze situations and to adopt quick, effective, and reasonable courses of action with due regard to surrounding hazards and circumstances.
- Ability to understand and carry out oral and written instructions and to prepare clear, comprehensive reports.
- Ability to meet such physical requirements as may be established by competent authority.
- Ability to exercise sound, independent judgment and to render objective decisions in the application of laws and ordinances.
- Ability to apply techniques of self-defense and use necessary force to apprehend and restrain violent or hostile individuals.
- Ability to remain calm and maintain control in various levels of stressful situations.
- Ability to establish and maintain effective working relationships with others.
- Ability to use a personal computer to enter reports and retrieve information as necessary.
- Skill in the use of firearms and the ability to qualify to meet department and state standards.
- Skill in the operation of motor vehicles under emergency situations and to meet departmental traffic safety standards.
- Skill in the use of and be qualified to operate other departmental equipment and criminal control devices and equipment.

SPECIAL QUALIFICATIONS

- Possession of a valid Oklahoma driver's license.
- Certification as a police officer by the Council on Law Enforcement Education and Training in the State of Oklahoma within one year of appointment.
- Must meet departmental weapons qualifications on all required weapons.

WORK ENVIRONMENT:

- 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 disabilities to perform the essential functions.
- While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is required to stand; walk; use hands and fingers to handle or operate objects; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.
- The employee must lift and/or move more than 100 pounds. Specific vision ability required by this job includes close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The employee is frequently exposed to life-threatening situations.
- While performing the duties of this job, the employee frequently works in outside weather conditions. The employee occasionally works near moving mechanical parts; in high, precarious places; and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, and vibration; occasional exposure to blood-borne pathogens and infectious diseases.

ACKNOWLEDGMENT I acknowledge that I have read the job description and requirements for this position and I certify that I can perform these functions.

Applicant Signature

Date

Witness

*Management has the right to add or modify the duties of this position at any time.