



CLASS SPECIFICATION

City of Cushing, Oklahoma

Year: 2011

CLASS TITLE:	POLICE OFFICER
REPORTS TO:	MASTER POLICE OFFICER OR SERGEANT
DEPARTMENT:	POLICE
FLSA STATUS:	NON-EXEMPT

JOB SUMMARY:

Under direct supervision, provides both routine and complex law enforcement duties and responsibilities. Participates in comprehensive training and certification program to be able to function independently in the field.

MAJOR RESPONSIBILITIES AND DUTIES: (All incumbents may not perform all duties.)

Essential Functions:

Participates in departmental training program and demonstrates job proficiency and knowledge through field activities and examination.

Responds to citizen's calls for assistance in a safe and efficient manner. Determines if a crime has been committed and takes appropriate action(s).

Obtains required information to make arrest and completes report form.

Be productive, efficient and effective without direct supervision during self-directed work time.

Patrols the city by driving a police unit or on foot to visually observe any suspicious criminal activity. Investigates circumstances if unusual activity is detected. Takes appropriate action if necessary.

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Interviews or interrogates victims, witnesses, and others to obtain information or evidence to assist in an investigation or for evidence in court.

Responds to emergencies with the intent of gaining control and managing the emergency.

Investigates vehicle accidents by interviewing persons involved and observing damages. Prepares traffic citations for violators of state and city laws; completes state-mandated accident reports. Redirects traffic; preserves evidence. Makes arrests when appropriate.

Performs emergency orders of detention on dangerous citizens and returning missing mental patients.

Appears in federal, county and municipal court to present testimony about charges that have been filed against violators.

Obtains information at crime scenes such as fingerprints, footprints, blood samples, pictures, etc. that will assist in finding suspect.

May perform undercover work including daily contact and management of confidential informants while maintaining separate identity; obtains information/evidence for detecting criminal activity and/or apprehending suspects. May use surveillance methods, equipment and techniques in compliance with federal and state laws.

Performs public relations tasks including assisting citizens in various ways in order to ensure good community relationship between the department and the public.

Contacts and evaluates mentally disturbed individuals to determine appropriate course of action.

Periodically makes bar checks to reduce the potential of criminal activity.

Cleans and maintains equipment.

Studies and maintains current knowledge of departmental rules, local, state and federal laws; recertifies annually

When assigned to investigations:

- Investigates all crimes assigned to include the collection of evidence and interrogating and interviewing suspects.

- Identifies witnesses and suspects and conducts interviews to collect information about the crime.
- Processes crime scenes and supervises/coordinates other officers, media, general public, and emergency personnel involved in the investigation.
- Obtains information at crime scenes such as fingerprints, footprints, blood samples, pictures, etc. that will assist in finding suspect. Identifies evidence and properly collects, transports and secures the evidence and ensures the chain of custody.
- Ensures that appropriate legal standards are met and correct procedures are followed in performing all aspects of investigations.
- Prepares detailed reports about each case and appears in federal, county and municipal court to present testimony about investigation.
- Performs undercover work to obtain information/evidence for detecting criminal activity and/or apprehending suspects. May use surveillance methods, equipment and techniques in compliance with federal and state laws.
- Reviews intelligence information received for reliability. Links information together to assist with investigations. Coordinates compiling of information when other agencies are involved in investigations.
- Prepares and conducts photographic and in-person line-ups.
- Arrests and incarcerates subjects for which legally issued warrant is outstanding, or upon probable cause during the course of the investigation.
- Assists other agencies in investigations.
- Performs other related work as required.

Examples of Other Major Responsibilities:

Presents information to citizens, groups, or civic organizations about law enforcement, safety and crime prevention.

Talks with citizens to provide advice and/or information on criminal and civil law, give directions and/or provide assistance in domestic quarrels.

Assist Emergency Medical Services personnel with providing assistance when needed.

Assist citizens who require basic life support.

Investigates reported child abuse cases by counseling parents and interviewing witnesses to obtain information related to circumstances. May refer parents to child abuse agency or remove abused or neglected children from their immediate environment and place them in a juvenile shelter or medical facility.

Performs other related work as required.

MATERIALS AND EQUIPMENT USED:

Patrol vehicle	Emergency equipment	Radio communication
Firearms and various weapons	Radar	Surveillance equipment
Computer	Intoxilizer	Fingerprint equipment

MINIMUM QUALIFICATIONS REQUIRED:

Age Requirement:

21 years of age or older

Physical Condition:

Excellent physical condition

Residency:

Must be a legal resident of the United States

Military Service:

If applicable, military service with an honorable discharge as stipulated on a DD214

Prior Convictions:

No felony convictions

Education and Experience:

High school diploma or equivalent

Licenses and Certifications:

Must be CLEET certified or has the ability to obtain.

Must possess a valid state driver's license and satisfactory motor vehicle record.

Knowledge:

Must be able to gain knowledge of law enforcement theory and practice in order to function as a police officer at a level normally acquired through the completion of basic law enforcement academy training in a state certified program.

Skills:

Working and interacting with others.

Performing strenuous physical activities for long periods of time.

Controlling personal emotions and reactions.

Communicating verbally and in writing.

Performing effectively in stressful and emergency situations.

Operating police equipment.

Background:

Requires the successful passing of an extensive background investigation and all required physical, psychological and skill testing.

You must have an excellent history of personal conduct, behavior and employment.

Mental and Physical Abilities:

Mental effort required due to performing work in emergency situations involving hazardous conditions and using discretion in taking action.

Ability to analyze complex and unknown situations, determine alternative strategies, and draw conclusions.

Mental effort required to perform in prolonged periods of stress caused by danger to human lives and property.

Physical ability to run after/apprehend suspects and strength to sustain control over unruly suspects is occasionally required.

Ability to lift and carry moderately heavy (25-50 lb.) to heavy (50-100 lb.) materials, supplies, and equipment frequently.

Working Conditions:

Exposure to unknown and dangerous conditions such as intoxicated or violent arrestees and life-threatening situations such as armed and/or violent arrestees. Required to adhere to a high level of personal appearance, morals, ethics, and conduct.

Drives vehicles under hazardous driving conditions, during severe weather conditions, and/or in pursuit, operating lights and sirens.

Exposure to inclement weather conditions.

Exposure to potential hazardous diseases and hazardous materials.

May be required to work variations in hours of assignment, duration, and scheduling.

This class specification 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 this specification.