

**CITY OF EL RENO****JOB DESCRIPTION****POLICE OFFICER**

**Class Title:** Police Officer  
**Department:** Police  
**Bureau:** Operations  
**Division:** Patrol  
**Date:** 12/06

**Job Grade:** Collective Bargaining  
**FLSA:** Non-Exempt

**GENERAL PURPOSE**

Under general supervision, Police Officers perform police services in accordance with the mission, goals, and objectives of the El Reno Police Department, and in compliance with governing federal, state and local laws. It is the responsibility of police officers to safeguard the public peace, protect life and property, prevent crime, enforce the law, protect the rights of all persons, and generally uphold the community-articulated standard.

**SUPERVISION RECEIVED**

Officers receive training and day-to-day direction from the Sergeants as first line supervisor and/or Lieutenants as Shift Commanders, and maintain close working relationships with officers and other command staff, as well as department personnel in the communications, records, and administration. Officers may be assigned to provide training for new officers and other department personnel. All officers report to the Chief of Police through the Operations Captain.

**ESSENTIAL JOB FUNCTIONS**

- Handles calls for service, routine patrol duties, enforces criminal and traffic laws; patrols assigned areas of the City; checking buildings, bars/private clubs, and residences for suspicious activity to deter crime and to protect lives and property of the citizens.
- Enforce Federal, State, and Municipal laws, statutes and ordinances; including traffic laws.
- Conduct criminal investigations; investigate crime scenes, collect evidence from crime scenes talks to or interviews witnesses, victims, or suspects; searches for and preserves evidence; participates in line-ups; testifies in court.
- Makes arrests; subdue physically attacking or resistive people; must be able to pursue suspect on foot, climb obstacles, jump, lift and drag heavy objects.
- Use weaponless defense tactics.
- Complete written or computer-entered reports.
- Administer CPR and First Aid.
- Prepare and execute search warrants; participate in raids and searches.
- Operate police vehicles in normal and emergency circumstances in all weather.
- Search darkened environments for suspects or evidence.
- Maintain safe and secure operations and assist in Lockup Facility responsibilities, booking and fingerprinting, including the responsibility for the safety and welfare of inmate population.
- Ability to assist with the communications center or animal control functions.
- Speaks before citizens and citizen groups; participates in various in-service training, communicates with other law enforcement personnel in various agencies and with the City/District Attorney's office.
- Demonstrate proficiency with firearms

- Investigate Traffic Collisions
- Provides back-up to other officers.
- Advises supervisor orally and in writing of activities, investigations, and arrests.
- Communicates with other social, governmental, and private agencies on civil and criminal matters.
- As needed, may be re-assigned to other divisions or assignments such as, but not limited to, investigations, Task Force, K-9 Unit, Lake Patrol, Field Training Officer, Bicycle Patrol, DARE, Community Relation and Public Information Roles.
- Ability to work with children, animals and diverse ethnic groups necessary.

**Knowledge, Skills and Abilities:**

- Ability to operate two-way radio, handheld radio in field situation, and to operate effective radar, Intoxilyzer, in car computer, in-car camera system, telephone system, etc.
- Perform routine preventive vehicle maintenance.
- Ability to read, understand and properly interpret ordinances, laws, statutes, and other operating policies and procedures.
- Ability to communicate orally and in writing
- Ability to investigate crimes and make reports; ability to gather information from a crime scene and determine motive or clues; ability to question witnesses, victims and suspects, and gain important information; ability to be objective and sensitive to the feelings of those harmed or injured while communicating information; ability to testify under direct/cross examination.
- Ability to drive a vehicle both safely and efficiently while under stress, to communicate information on the radio, pursue suspects or handle emergency situations.
- Ability to make split second decisions that could affect the life and property of the public, department, fellow, employees, as well as the officer's safety.
- Ability to locate places on the map, receiving radio instructions, and to provide directions to others.
- Willingness to work with others and follow orders or allow a superior officer(s) or other trained experts to take charge as required. Must be flexible in dealing with situations.
- Ability to interface properly with other law enforcement personnel in the City and in other agencies and to cooperate in law enforcement work.
- Ability to perform First Aid or CPR as required for emergencies or assist other emergency personnel administers aid.
- Ability to work rotating shifts, holidays, weekends, and long hours as necessary.
- Must be able to respond to varying situations with tact, evenhandedness, and diplomacy and know how to assess and handle stressful, hostile, or irrational persons, whether due to physical or mental disability, drugs/controlled substances or alcohol, or other factors.
- Ability to respond immediately to high emotional/high stress or physically taxing situations without any warning or warm up, and to return quickly to daily activities thereafter.
- Knowledge and ability to use mathematical formulas to determine accident investigations and complete other investigations at a level generally obtained in high school. Must be able to understand and comprehend reading of laws, ordinances, etc., generally of at least a high school level.
- Ability to learn and apply the philosophy of Community Oriented Policing and Problem-Oriented Policing and

their applications.

- Ability to lift in excess of 60 pounds

### **TOOLS AND EQUIPMENT USED**

- Operates motor vehicles, and/or motorcycles, on City streets and highways
- Uses handgun and other firearms, to include manipulation of the firearm's magazine, to protect lives
- Frequently communicates with radio equipment
- Uses handcuffs, pepper spray, Taser, baton,
- Uses radar
- Uses Intoxilyzer Breath Alcohol (BAC) machine
- Uses computer
- Uses photographic and video camera and related equipment
- Utilizes First Aid Equipment
- Utilizes Traffic Investigation equipment
- Utilizes fingerprint kit
- Uses surveillance kits/equipment
- Uses a flashlight

### **ENVIRONMENTAL CONDITIONS AND SAFETY CONCERNS**

Works out-of-doors in all types of weather. Due to the nature of the job, there is potential for damage to health, life, and property. Will work varying shifts and holidays. Must be able to deal with all kinds of people who may be exposed to HIV Hepatitis B or other communicable diseases or who have vomited, or have been severely injured. Must be able to wear a ballistic vest and cope with all safety concerns of the department.

### **ENTRY LEVEL REQUIREMENTS**

- Must be a U.S. citizen, or have proper alien status to work in the United States as required by Oklahoma Statutes for Police Officer Certification, and have the ability to read, write and speak the English language
- Must be at least 21 years of age
- Must possess a high school diploma or GED equivalent
- Must successfully pass all written and physical agility testing

### **SPECIAL REQUIREMENTS**

- Must have or obtain an Oklahoma State Driver's License at time of appointment, with a good driving record.
- Must pass background investigation, which includes screening of criminal history, sexual offenses, recent or past drug use, driving record, work history, personal relationships, etc.
- Must pass polygraph examination for law enforcement personnel
- Conditional employment offer will include police pension medical exam with drug screen and psychological evaluation for aptitude to work in law enforcement.

- Must obtain Oklahoma police officer certification from the Oklahoma Council on Law Enforcement Education and Training through one of the following venues:
  1. Oklahoma Council on Law Enforcement Education and Training (CLEET) Basic Academy; or
  2. CLEET recognized basic police academy; or
  3. Collegiate Officer Program (COP); or
  4. Reciprocity
- Must successfully complete the Field Training Officer Program.
- Must successfully complete twelve (12) month probationary period.

### **PHYSICAL REQUIREMENTS**

- Must be able to pass the Oklahoma Police Pension Physical, which includes among other things, standards for thinking, hearing, speaking, running, using service firearms, and other requirements of a police officer to perform the essential job functions.
- Static and trunk strength to use all the muscle force possible to lift, carry, push or pull very heavy objects (lift/carry a body or push a car); explosive strength enough to use short bursts of muscle forces to propel one's self (subdue a suspect).
- Stamina and dynamic strength enough to exert oneself physically over a period of time without muscle fatigue or without getting winded (chasing a suspect).
- Extent flexibility to bend, twist or reach out with the body, arms, or legs and mobility enough to move one's body from place to place (pursue and/or subdue a suspect).
- Gross body coordination and equilibrium enough to coordinate the movement of the arms, legs and body together while in motion or balancing the body while in an unstable position (pursue/subdue suspect or rescue victims).
- Arm-hand steadiness, manual dexterity and finger dexterity enough to which arm-hand-finger movements can be carried out skillfully and quickly (operate a weapon safely and accurately).
- Correctable near, far, and peripheral vision enough to see objects in both close and distant surroundings (identify suspects; detect presence of weapons or danger, read driver's licenses, car tags, street signs, and other surrounding items).
- Hearing sufficient to understand conversation in quite and noisy environments and hearing enough to distinguish among environmental sounds and to determine the location of sounds (understanding radio transmissions, distinguish between car backfires and gunshots, determining location of persons in distress, etc.).
- Speech sufficient to speak clearly and distinctly in English so that one is clearly understood (transmitting information over two-way radios, talking with victims, suspects, etc.).
- Must be able to demonstrate in the MMPI-2 and or CPI or related personality performance tests the ability to do the job effectively of a police officer including:
  - Honest self-appraisal
  - Self-confidence, able to lead, takes charge and makes decisions
  - Even-tempered, reacts well to stress
  - Willingness to work with others and follow orders

- Sensitive and responsive to the needs and feelings of others.
- Must be able to drive in a vehicle for extended periods, communicate on the radio, and affect an arrest of an uncooperative citizen.

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The statements contained in this job description 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. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the workload

