



APPLICATIONS ACCEPTED UNTIL FILLED

POLICE OFFICER – POLICE DEPARTMENT

Salary: \$55,214-\$58,382/YR. w/Benefits

*This position is designated as safety/security sensitive and is subject to pre-employment, reasonable suspicion and random drug and alcohol screening.

JOB DESCRIPTION

Under the direct supervision of a Lieutenant, performs day to day enforcement of municipal, state and federal laws (including making arrests, working accidents, testifying in court, preliminary investigations, traffic regulations, etc.) in a designated area on an assigned shift.

RESPONSIBILITIES AND DUTIES

1. Responsible for enforcing all municipal, state and federal ordinances, statutes and laws. Patrols designated area of City in patrol car.
2. Checks houses and businesses during non-active hours for unlocked doors, broken windows or any abnormalities in or around the building.
3. Responds to all dispatched calls which may include domestic quarrels, fights, drunks, bar disturbances, larcenies, vandalism, fire calls, prowlers, stranded motorist, etc. and maintains constant contact with dispatcher.
4. Provides assistance and support to other law enforcement agencies as required.
5. Investigate accidents including assessing for injuries, calling for required assistance and writing and filing accident reports as required.
6. Issues citations, written warnings or verbal warnings to motorist in violation of ordinances or laws.
7. Directs and controls traffic as required.
8. Inspects bars and private clubs in order to insure compliance with State and City law.
9. May be assigned to assist investigators in searching, locating and processing drugs and narcotics and transporting them to the State Lab for chemical analysis.
10. Performs stake-out duties on possible targets of crime, known offenders and other as required.
11. Serves warrants and other official documents.
12. May be assigned to various duties in different divisions within the Police Department.
13. Interview/interrogates victims, suspects and witnesses to obtain information.
14. May be assigned to perform field training officer duties.
15. Utilizes crime analysis data provided by the department to address crime problems in the community.
16. Testifies in court.
17. Makes initial contact, writes and files report on any type of criminal activity assigned including armed robbery, burglary, rape, assault and battery, public drunk, DUI, child abuse, etc.
18. May be required to act as a field supervisor in the lieutenant's absence.
19. Performs other duties as required.

JOB REQUIREMENTS

1. Knowledge of municipal, state and federal laws.
2. Knowledge of departmental rules, regulations and procedures.
3. Knowledge of the geography of Midwest City including streets, buildings and jurisdictional lines.
4. Knowledge of FCC regulations, 10 codes and Midwest City signal codes.
5. Knowledge of standard arrest procedures.
6. Knowledge of crime prevention techniques.
7. Knowledge of social service organizations that may provide assistance to the citizens of the community.
8. Knowledge of adult learning procedures and/or instructional techniques and methods.
9. Skill in applying effective public relations principles.
10. Skill in communication effectively, both orally and written.
11. Must maintain firearms qualification.
12. Skill in the four basic arithmetical functions.
13. Skill in writing concise, accurate reports.
14. Skill in the operation of a two-way radio.
15. Ability to make decisions using good judgment.
16. Ability to document and maintain accurate records.
17. Ability to retain and recall diverse information.
18. Ability to relate to others using tact and diplomacy.
19. Ability to assess facts, analyze and think logically.
20. Ability to teach/instruct others in methods and techniques of police officers.
21. Ability to maintain confidentiality of departmental matters.
22. Ability to operate a computer terminal and various software programs in order to retrieve information.
23. Must possess and maintain C.L.E.E.T. certification.
24. Must possess a valid Oklahoma driver license and be insurable.
25. Must meet medical requirements set forth by the Oklahoma Police Pension & Retirement System

OTHER SIGNIFICANT FACTS

DIFFICULTY OF WORK:

Nature of the work is enforcement of the law. Employee is frequently under stress due to the diversity of duties and responsibilities. Worker must make complex decisions based on concrete and abstract variables and work requires a high degree of accuracy.

INTERPERSONAL RELATIONS:

The employee routinely comes in contact with individuals of all economic levels and social levels and must frequently deal with irate or dangerous persons. The employee also works closely with other law enforcement agencies and other City departments. Must possess personality and psychological traits that are not likely to pose a direct threat to others or are incompatible with the duties of a police officer. Social skills are very important in this position.

WORKING CONDITIONS:

Worker routinely works in the field and is subject to various weather conditions. Significant job hazard exist including offensive sights and odors. Worker may be subject to bodily harm with the possibility of loss of life. The employee is subject to emergency calls and occasionally extended tours of duty. Worker may work various shifts which include weekends and holidays.

PHYSICAL EFFORT

1. Be able to run distances of several blocks.
2. Be able to climb fences and other similar barriers.
3. Be able to use physical force to subdue resistive persons in an arrest situation.
4. Be able to qualify in the use of firearms.
5. Be able to lift, carry or drag another human being.
6. Be able to operate a standard motor vehicle at high speeds safely.
7. Be able to distinguish color so as to be able to give clothing and vehicle descriptions.
8. Be able to function in the absence of corrective lens to the limit set out in the Oklahoma State Police Pension System.
9. Be able to listen and speak over a two-way radio.
10. Be able to distinguish odors such as marijuana smoke and gas leaks.

SUPERVISION:

Employee does not formally supervise others but may provide on-the-job field training for new officers. Employee works independently under the direct supervision of the lieutenant. General supervision and review of progress is received from the shift commander.

EDUCATION AND EXPERIENCE

In accordance with any existing labor contract and/or the City Merit System, must possess a high school diploma or equivalent. College degree preferred. Must be 21 years of age.

ADDITIONAL INFORMATION

This classification is a "safety-sensitive" position as defined by the United States Department of Transportation drug and alcohol testing regulations, the Oklahoma Standards for Workplace Drug and Alcohol Testing Act and/or Oklahoma Medical Marijuana laws. As a "safety-sensitive" classification, you will be subject to drug and alcohol testing, including random testing. Marijuana is one of the substances included in the drug panel screening. Possession of a medical marijuana license will not excuse you from the testing process, or the consequences of testing positive for marijuana.

*This is a job posting abbreviated from the full job description. For the full job description, please contact Human Resources.