

CITY OF BARTLESVILLE

POLICE OFFICER

JOB SUMMARY

Under general supervision, performs general duty police work involving a wide range of duties performed to protect life and property, enforce laws and ordinances, and preserve order within the community. May be assigned to specialized duties at the discretion of management. Inspects the assigned patrol vehicle prior to beginning shift to include: checking under all seats, front and back, and all compartments where the public or incarcerated suspects may have had access. Operates the assigned patrol vehicle in accordance with all applicable laws and regulations. Patrols assigned area to include all public and private businesses and residences, parking lots, surface streets and highways enforcing all federal, state and local laws. Directs vehicular traffic; enforces traffic laws; directs pedestrian traffic; investigates road damage; removes hazards from the roadway; issues citations, explains legal procedures, checks vehicle license plates, registration and other required documents. Investigates traffic accidents, by determining cause; protects, processes and stores all physical evidence related to a specific incident; requests the necessary emergency equipment required at the scene; takes precautions at an accident scene by creating detours or working traffic control to reduce the possibility of other accidents. Positions vehicles at road blocks to effectively isolate the scene of hazardous situations. Reviews and investigates all hit & run vehicular accidents. Enforces all applicable City, local, state and federal laws. Uses oral communication skills to testify in a courtroom setting or other legal proceeding to ensure complete and correct information is related to all participants. Secures and protects the scene of a crime and the immediate area surrounding the crime scene so that no evidence is disturbed. Reviews all documents, papers and notes related to an investigation to allow for knowledgeable courtroom testimony. Provides depositions or courtroom testimony to the court on incidents where officer may have direct knowledge or information. Makes arrests of persons observed or suspected of committing crimes. Advises persons under arrest and explains their rights according to the Miranda decision to ensure complete understanding of these rights. Conducts stop and frisk searches on suspicious persons for the safety of all involved parties. Searches movable vehicles both interior and exterior under independent probable cause in accordance with established search and seizure rules and procedures. Searches persons, premises, or property incident to a lawful arrest with a warrant or consent in accordance with established departmental policy and search and seizure laws. Plans methods and procedures for conducting a search of a person or premise using all available information on the size and location of the person or premise. Removes weapons from armed persons. Advises victims or other involved persons of their rights according to current law and the proper procedures to follow to prosecute a case. Confiscates property for evidence resulting from an arrest. Works in conjunction with school teachers, school counselors, and principals by coordinating, instructing and participating in the DARE program in the public schools. Maintains and inspects all issued equipment to include: uniforms, hand guns, ammunition, magazines, hand cuffs, flashlight, badges, and other equipment. Demonstrates a proficiency in the use of all issued equipment to include issued fire arms. Identifies, confiscates, preserves, and maintains the chain of custody of all evidence in accordance with current search and seizure laws and departmental policy. Communicates over and listens to police radio, issues lookout and other required information while on patrol. Orally communicates with the public, fellow officers, and supervisors to a degree that complete understanding is accomplished. Assists in the evacuation or rescue of persons and property in emergency situations such as aircraft crashes, fires, floods and other natural or manmade disasters. Advises, through oral communications skills, all parties involved in domestic disputes of the proper legal procedures to obtain warrants, other sources of assistance and the consequences of actions. Speaks with, and refers citizens in need to appropriate public and social services. Speaks with and interacts with citizens to establish rapport and trust. Maintains and organizes field notes and other information to complete final departmental reports. Obtains information on persons or property involved in a crime from witnesses, victims or others with knowledge of the incident. Attends in-service and specialized training to insure the required number of training hours has been acquired. Performs highly specialized duties and tasks associated with specialized assignments such as police public information officer, community policing coordinator, FTO, and DARE Officer. Performs other related duties as assigned.

DESIRABLE QUALIFICATIONS

Education and Experience: High School diploma or GED; and, No prior experience or training is required; or, Any combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job. **Licenses and Certifications:** State Certified Police Officer. Valid State Driver's License. Must be 21-45 years of age according to state statute. **Knowledge of:** Local, state and federal laws and current city ordinances. Judicial system, operation and procedures for criminal prosecution. Laws pertaining to citizen disputes and domestic violence. Laws pertaining to the issuance of valid arrest or search warrants. Legal limitations of police officer's authority and the limits and requirements in use of force. Recordkeeping, report preparation, filing methods and records management techniques. Correct English usage, including spelling, grammar, punctuation, and vocabulary. Standard business arithmetic, including percentages and decimals. First Aid procedures and equipment at the first respondent level. Suspect/victim/witness interview and interrogation concepts, principles and practices. Departmental policies and standard operating procedures. Public relations techniques for handling calls for service or complaints. Crime scene processing procedures and the security and protection of a crime scene. Basic crime

prevention techniques. Defensive tactics to protect self and others. Proper arrest and suspect apprehension techniques. Crime patterns, potential problem areas, and prior offenders within patrol area. All computer applications and hardware related to performance of the essential functions of the job. Modern procedures, practices, and methods of police administration. **Skill in:** Preparing clear and concise reports, correspondence and other written materials. Using tact, discretion, initiative and independent judgment within established guidelines. Organizing work, setting priorities, meeting critical deadlines, and following up on assignments with a minimum of direction. Applying logical thinking to solve problems or accomplish tasks; to understand, interpret and communicate complicated policies, procedures and protocols. The use and operation of all assigned equipment to include; police vehicle, emergency equipment, fire arms, restraint devices, technical and/or specialized equipment and basic first aid equipment. **Mental and Physical Abilities:** Ability to mediate disputes between diverse groups of people. Ability to be articulate while testifying in court or other legal proceedings. Ability to understand and carry out oral and written instructions, giving close attention to detail and accuracy. Ability to instruct and train individuals in general duty police work. Ability to read and interpret documents such as safety rules, operation and maintenance instructions, procedure manuals, and so forth. Ability to write routine reports and correspondence. Ability to speak effectively before public groups and respond to questions. Ability to interpret a variety of instructions in written, oral, diagram or schedule form. Ability to rapidly and accurately recall names, faces, and details of incidents. Ability to understand and carry out oral and written instructions. Ability to deal courteously and firmly with the general public in emergency and non-emergency situations. Ability to establish and maintain effective working relationships with a variety of people. Ability to maintain peace and order during potentially violent or disruptive situations. Ability to respond calmly during emergencies. Ability to analyze police problems and to adopt quick, effective, and reasonable courses of action with due regard to surrounding hazards and circumstances. Ability to apply common sense and sound judgment with regard to daily activities. Ability to read, analyze and interpret professional periodicals and journals, technical procedures and government regulations. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to define problems, collect data, establish facts and draw valid conclusions. Ability to use physical strength of arms and legs to climb up and over or to jump over, across, ascend, or descend large obstacles. Ability to pursue suspects on foot for a sustained period while bearing duty equipment. Ability to subdue suspects in a physical confrontation bearing duty equipment. Ability to push or pull self through openings of varying nature by using the necessary upper or lower body strength of the arms or legs. Ability to drag, push, pull, lift, or carry heavy objects or persons to push vehicles from roadway, move heavy equipment, rescue individuals, restrain suspects or victims, and drag persons away from dangerous situations or respond to incidents. Ability to run up or down stairways or respond to other incidents. While performing the essential functions of this job the employee is frequently required to sit, use hands to finger, handle, or feel, stoop, kneel, crouch, or crawl, speak and hear, and lift and/or move up to 25 pounds. While performing the essential functions of this job the employee is occasionally required to lift and/or move more than 100 pounds. **Working Conditions:** While performing the essential functions of this position the employee is frequently exposed to outdoor weather conditions. While performing the essential functions of this position the employee is occasionally exposed to risk of electrical shock, work in high precarious places, toxic or caustic chemicals, and work with explosives. Exposure to unknown and dangerous conditions such as intoxicated or violent arrestees and life threatening situation such as armed and/or violent arrestees. Occasional exposure of work time to hazardous situations which involve armed or physically violent persons, or interviewing mentally or emotionally disturbed persons. Occasional exposure of work time to communicable and infectious diseases. Working time may require irregular hours and shift times. The incumbent's working conditions are typically moderately quiet. At emergency scene, the incumbent's working conditions may be moderately loud.

HOW TO APPLY Application packets must be obtained from the Police Department. Contact 338-4052.

Accepting applications April 27, 2017 until May 26, 2017 or until a suitable applicant pool is collected.

Salary range \$18.50-\$26.03 per hour.

AN EQUAL OPPORTUNITY EMPLOYER

City of Bartlesville

401 S. Johnstone / Bartlesville, Oklahoma 74003 / (918) 338-4261

www.cityofbartlesville.org