

THE CITY OF DEL CITY JOB DESCRIPTION

PATROL OFFICER

POLICE DEPARTMENT

GENERAL FUNCTION:

This is general duty police work in enforcing laws and ordinances. This employee is responsible for the protection of life and property; prevention, detection, and investigation of crime and maintaining law and order. Work involves an element of danger and may be performed either in plain clothes or in uniform. The Patrol Officer is engaged in constant and varied contact with the public which requires the exercise of individual initiative. Specific assignments are received from superior officers and are carried out in accordance with established rules and procedures. This employee may be responsible for the direct supervision of trainee officers or reserve officers as assigned. Employees must be able to react with discretion and authority in meeting emergencies. Work is reviewed through reports, inspections and observation of results obtained.

ESSENTIAL DUTIES:

- Patrols are assigned in an area by district.
- Enforces traffic laws and issues citations or warnings to violators.
- Patrols school zones and high activity areas.
- Directs traffic, investigates traffic accidents, assists the injured, prepares reports and assists the public with the preparation of accident reports.
- Investigates unusual crowds of people, wanted and missing persons and property, checks vehicles and individuals engaged in suspicious activity.
- Answers and investigates citizen complaints and reports.
- Checks doors and windows of business establishments and private homes as assigned.
- Provides assistance and answers miscellaneous service calls for citizens.
- Investigates the scenes of crimes and searches for and preserves evidence.
- Interviews victims, suspects, and witnesses; searches for and apprehends violators.

- Logs and safeguards confiscated property held as evidence until surrendered to Property Officer.
- May take photographs and fingerprints as required
- May operate Breathalyzer.
- Checks criminal records.
- Apprehends persons, including juveniles, suspected of committing crimes.
- Confers with parents of juvenile delinquents and makes or suggests referrals to resource agencies.
- May speak before parent groups, university students and school children; participates in the planning, organizing and administration of the departmental training programs.
- Prepares special reports using data compiled from police records, researches and reports on various police administration topics. Performs related work as required.
- Remembers and documents names, faces and details of incidents.
- Understands and carries out oral and written instructions; reacts quickly and calmly in emergency situations; makes quick, reasonable, and effective decisions.
- Establishes and maintains effective working relationships with associates and the public.
- May defend self and others in physical combat, within one's own physical ability.
- Qualifies and maintains qualification in firearms.
- May qualify to work special assignments.
- May conduct field and building searches.
- Performs duties as Jailer as needed.
- Works rotating shifts, weekends and holidays.
- Performs related work as assigned or required.

MINIMUM ACCEPTABLE QUALIFICATIONS:

- Ability to communicate effectively both orally and in writing.

- Possess a valid Oklahoma State Driver's License and a driving record acceptable to the City's insurance carrier.
- Graduation from high school or GED.
- Ability to pass State mandated physical.
- Must be not less than 21 years of age at time of appointment.
- Ability to pass psychological evaluation.
- Ability to obtain State Certification as a Police Officer.

ADDITIONAL DESIRABLE QUALIFICATIONS:

- Thirty (30) hours of college credit.
- Experience in work involving public contact and prior experience as a Police Officer.
- Possess State Certification as a Police Officer.

Signature

Date