



**JOB TITLE: Police Officer**

**Purpose of Position:** This is a non-exempt position as an entry level law enforcement officer in the Police Department. The Chief of Police will maintain ultimate control and responsibility for the department.

**Summary of Essential Duties:**

- Patrol assigned area of the city and enforce state and federal laws and city ordinances; patrol and examine buildings and residences to detect suspicious conditions and handle situations accordingly.
- Direct traffic in congested and emergency areas; report safety hazards; respond to scene of accident, administer first aid, and investigate cause and file accident reports; issue citations.
- Visit the scene of crimes and accidents; search for and preserve evidence; investigate and interview victims, witnesses and potential suspects; apprehend those suspected of crimes or misdemeanors; participate in line-ups; make oral and written reports; provide testimony in court.
- Speak before citizens and citizen's groups with prior approval by the Chief of Police; participate in various training sessions; relieve dispatchers, in their absence as needed.
- Perform all other related duties as assigned. This position consists of multi-functional duties encompassing the major functions, but not limited to those items listed above describing the duties of a Police Officer.

**Minimum Qualifications:**

- Must be 21 years old. Must complete 12 months as a probationary officer by completing both written and knowledge requirements and field experience under direct supervision of a field training officer. Must be able to qualify on the shooting range with pistol and shotgun as required by the Department.
- Must have the certificate as issued by the Council on Law Enforcement Education and Training (CLEET) as required by the state of Oklahoma.
- Must receive state mandated CLEET accredited training hours each year.
- Must take a psychological examination.
- Ability to operate two-way radio, walkie-talkie in field situations, and to operate effectively radar equipment, police information, etc.; to perform routing preventive maintenance on vehicle.
- Ability to read, understand and interpret ordinances, laws, and other operating procedures and communicate orally and in writing; ability to investigate crimes and do reports.
- Ability to deal effectively with the public using tact and diplomacy and remain calm in emergency situations; provide constitutional Miranda warnings, and perform first aid or CRP.
- Must be able to respond to varying situations with tact and diplomacy and know how to deal with stressful, hostile or irrational persons, whether due to physical or mental disability, drugs, socio-economic differences or other factors.
- Must be able to interpret, effectively, maps of streets and geographic features in community.
- Ability and willingness to maintain strict confidentiality.
- Must comply with all policies and procedures set forth by the City of Hooker.

**Working Conditions/Physical Requirements:**

- Must possess a valid driver's license.
- Ability to tolerate exposure to unpleasant weather and requires continuous attention to safe working and operating procedures to ensure the safety of one's self and fellow citizens.
- Possibility of body attacks while making an arrest; sever bodily harm while dealing with felons.
- Must possess the physical strength and stamina to chase and subdue fleeing person, to arrest them if necessary, and to bring them into custody. Must respond to baring situations with tact and diplomacy and know how to deal with stressful, hostile or irrational persons.
- Work rotation shifts, extended hours, emergency call outs, and to testify at court on days off.
- Must have the physical strength and stamina to rescue victims.
- Must have the visual acuity to identify suspects, detect danger, read licenses and tags, etc.
- Must be able to communicate effectively to transmit information via the radio, talk to victims, suspects, etc.
- Flexibility to bend, twist, and lift. Strength to lift on occasions more than 100 pounds.
- Ability and willingness to maintain strict confidentiality.