

CITY OF DURANT JOB DESCRIPTION

Title: **Police Officer**
Department: Durant Police Department

POSITION SUMMARY

Under general supervision, performs a wide variety of duties involved in the enforcement of laws and the prevention of crimes; controls traffic flow and enforces state and local traffic regulations; issues citations; participates in and conducts a variety of criminal investigations; makes arrests; provides support and assistance to special crime prevention and law enforcement programs, and performs a variety of technical and administrative tasks in support of law enforcement services and activities.

ESSENTIAL FUNCTIONS

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Patrol designated areas of the City in car, by foot, or other means to preserve law and order, discover and prevent the commission of crimes, and enforce traffic and other laws and ordinances; protect real and personal property by providing security checks of residential, business, and public premises; maintain awareness of and remains alert for wanted suspects, known criminals, stolen vehicles, missing persons, traffic violators, and crimes in progress; issue warnings and citations.
2. Respond to calls for the protection of life and property, the enforcement of laws and ordinances, general public service calls, and complaints, including those involving automobile accidents, traffic hazards, misdemeanor, and felony incidents, domestic disturbances, property control, civil complaints, and related incidents; investigate complaints and takes appropriate action, which may include the use of deadly or nondeadly force; use sound judgment under adverse, stressful conditions.
3. Conduct investigations at scenes of incidents to which summoned or incidents observed; determine what, if any, crime has been committed; identify, collect, preserve, process, and book evidence; locate and interview victims and witnesses; identify and interrogate suspects.
4. Work in partnership with the District Attorney's Office to obtain and file criminal complaints on arrested subjects.
5. Prepare and serve search and arrest warrants; apprehend and arrest offenders for crimes committed under federal, state, and local laws and codes; control and mitigate people under the influence of drugs or alcohol or other potentially hostile situations.
6. Serve as liaison and public relations officer to the public; establish and preserve good relationships with the general public; answer questions from the public concerning local and state laws, procedures, and activities of the department; make presentations before a variety of public groups to promote crime prevention activities and to enhance public understanding of Police activities.
7. Contact and cooperate with other law enforcement agencies in matters relating to the apprehension of offenders and the investigation of offenses; may respond to requests for assistance from agencies outside the City for mutual aid in the suppression of civil disturbances, apprehension of criminals, or other related requests.
8. Participate in continuous training to enhance law enforcement skills, including firearms proficiency, defensive driving skills, apprehension, and arrest techniques, investigative skills, and general law enforcement skills.

9. Perform a variety of administrative and other types of duties in support of law enforcement services, programs, and activities; attend meetings.
10. Initiate and complete reports, legal documents, and other required paperwork; prepare various reports, including those on activities, operations, arrests made, and unusual incidents observed; prepare investigative reports and case information.
11. Testify in courts and at hearings; prepare and present case evidence; respond to mandatory court calls during irregular hours.
12. Direct traffic at fires, special events, and other emergency situations; provide traffic and crowd control at events; provide security at Municipal Court and other City functions.
13. Enforce parking regulations, issue citations; have vehicles towed that are in violation of codes.
14. When assigned as a Field Training Officer, train recruits and lateral police officers; document trainee progress and prepare evaluations; serve as acting field supervisor as assigned.
15. When assigned as School Resource Officer, serve as law enforcement officer, law-related counselor, and law-related instructor at assigned school; create a positive role model for students; serve as the liaison between students and law enforcement; investigate crimes that occur within the school and on school property; provide information and assistance to school staff and administration, parents, and students regarding law enforcement and community problems; make group presentations; attend committee meetings; maintain program statistics and reports.
16. When assigned to traffic, patrol assigned areas; perform a full range of traffic enforcement duties; observe, monitor, and control routine and unusual traffic conditions; assist and advise motorist; use radar to detect speed; issue citations and warnings; investigate traffic accidents.
17. Other duties as assigned.

KNOWLEDGE SKILLS AND ABILITIES

Knowledge of:

- Police methods and procedures including patrol, crime prevention, traffic control, and investigation.
- Pertinent federal, state, and local laws, codes, and regulations including laws governing the apprehension, arrest, and custody of persons accused of felonies, misdemeanors, and petty offenses.
- Rules of evidence pertaining to the search and seizure and the preservation of evidence.
- Offensive and defensive weapons nomenclature and theory.
- Techniques and applications of self-defense and proper use of force.
- Operational characteristics of police equipment, vehicles, and tools including firearms, chemical agents, baton, and other related paraphernalia.
- Use of firearms and other modern police equipment.
- Methods and techniques used in interviewing witnesses, victims, or suspects.
- Principles and applications of public relations.
- Principles and practices of data collection and analysis.
- English usage, spelling, grammar, and punctuation.
- Basic principles of business letter writing and basic report preparation.
- Geography of the local area.
- Standard broadcasting procedures of a police radio system.
- First aid and CPR techniques.

Ability to:

- Perform a wide range of law enforcement assignments.
- Understand, interpret, apply, enforce, and make decisions in accordance with applicable federal, state, and local policies, laws, and regulations.
- Interpret and explain City law enforcement policies and procedures.
- Think clearly and act quickly in a variety of situations.

- Judge situations/people accurately.
- Effectively use and qualify with law enforcement tools and weapons, including firearms, batons, defensive tactics, and other safety equipment.
- Operate specialized law enforcement equipment, including specialized police vehicles, radios, video systems, and radars.
- Conduct a variety of criminal and special investigations.
- Gather, assemble, analyze, evaluate, and use facts and evidence.
- Interview victims, complainants, witnesses, and suspects.
- Accurately observe and remember names, faces, numbers, incidents, and places.
- Control violent people and affect arrests.
- Administer first aid.
- Prepare clear and concise reports and routine correspondence.
- Maintain contact and preserve good relations with the public; respond to requests and inquiries from the general public.
- Prepare and make presentations related to law enforcement efforts in the community.
- Work independently in the absence of supervision.
- Understand and carry out oral and written directions.
- Work irregular and on-call hours including weekends, evenings, and holidays.
- Meet and maintain required peace officer employment standards.
- Meet and maintain the departmental firearms qualifications standards.
- Meet the physical requirements necessary to safely and effectively perform the assigned duties.
- Meet department's psychological and background requirements.
- Secure information from witnesses, victims, and suspects.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The physical and work environment characteristics described in this description are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions or as otherwise required by law.

- Work is performed in a reactive emergency, natural or man-made disaster, and routine peacekeeping environments with travel from site to site.
- The employee is regularly exposed to outside weather conditions; occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, risk of electrical shock, risk of radiation, and vibration; potentially hostile environments; extensive public contact.
- The noise level in the work environment is usually moderate but may be very loud due to sirens, firearm training, etc. Incumbents required to work various shifts, including evenings and weekends and may be required to travel outside City boundaries to attend meetings.
- Work requires the ability to restrain or subdue individuals.
- Work requires frequent walking, standing, sitting, or run for prolonged periods of time; occasional stooping, bending, kneeling, crouching, reaching, and twisting; occasional climbing and balancing.
- Regularly push, pull, lift, and/or carry light to moderate weights.
- Frequently lift and/or move moderate to heavy weights; occasionally lift and/or move heavy weights.
- Operate office equipment including use of computer keyboard.
- Requires a sense of touch.
- Requires finger dexterity, and gripping with hands and fingers.
- Ability to speak and hear to exchange information.
- Ability to operate a vehicle to travel to various locations.
- Ability to operate and use specialized law enforcement tools and equipment including guns and handcuffs.

- Ability to hear in the normal visual range with or without correction.
- Ability to hear in the normal audio range with or without correction.

MINIMUM REQUIRED QUALIFICATIONS

- High School Diploma or equivalent.
- Valid Class D Driver's License.

PREFERRED QUALIFICATION

- Bachelors degree in Criminal Justice, Criminal Science, or other related field.
- CLEET Certification.
- Previous law enforcement experience.

OTHER REQUIREMENTS

- Successful completion of a background investigation.
- Successful completion of a physical agility test.
- Successful completion of a written exam.
- A mental health evaluation falling in the normal range of functioning as determined by a qualified mental health professional.