

STILWELL POLICE DEPARTMENT POLICE OFFICER JOB DESCRIPTION

1. POLICE OFFICER JOB RESPONSIBILITIES

THIS IS A GENERAL AND VARIED DESCRIPTION OF DUTY IN THE PROTECTION OF LIFE AND PROPERTY THROUGH THE ENFORCEMENT OF LAWS AND ORDINANCES. A POLICE OFFICER PROTECTS CITIZENS BY PREVENTING CRIME; ENFORCING LAWS AND ORDINANCES; APPREHENDING SUSPECTS; AND MONITORING TRAFFIC. OFFICERS MAY RECEIVE SPECIAL DUTY ASSIGNMENTS, WHICH CALL ON SPECIALIZED ABILITIES. OFFICERS MAY BE REQUIRED TO ASSIST OTHER PERSONNEL OF THE POLICE DEPARTMENT, SHERIFF DEPT, OR OTHER DEPARTMENTS IN CONDUCTING INTERROGATIONS, SEARCHES, AND OTHER RELATED DUTIES. ASSIGNMENTS, GENERAL WORK AND SPECIAL INSTRUCTIONS ARE RECEIVED FROM A SUPERIOR OFFICER WHO REVIEWS WORK METHODS AND RESULTS THROUGH REPORTS, PERSONAL INSPECTION, AND DISCUSSION WITH OTHER SUPERVISING OFFICERS. RECEIVE SEVERAL HOURS OF TRAINING AND TAKE SEVERAL HOURS OF CONTINUING EDUCATION TRAINING ONCE THE OFFICER IS CLEET CERTIFIED. BE ABLE TO FUNCTION AND USE A SEMI AUTO PISTOL, SHOTGUN, AND RIFLE TO QUALIFYING STANDARDS.

2. EXAMPLES OF WORK FOR POLICE OFFICERS

- A. PATROLS AREAS OF THE CITY TO PRESERVE LAW AND ORDER, TO PREVENT AND DISCOVER THE COMMISSION OF A CRIME, AND TO ENFORCE TRAFFIC VIOLATIONS.
- B. ANSWER CALLS AND COMPLAINTS OF BOTH MISDEMEANORS AND FELONIES.
- C. AT CRIME SCENE ADMINISTER FIRST AID, CONDUCTS PRELIMINARY INVESTIGATION, GATHERS EVIDENCE, OBTAINS WITNESSES AND WITNESS STATEMENTS, MAKES ARRESTS, AND TESTIFIES AS A WITNESS IN COURT PROCEEDINGS.
- D. CONDUCTS ACCIDENT INVESTIGATIONS PROVIDING FIRST AID TO THE INJURED, TAKING SAFEGUARDS TO PREVENT FURTHER ACCIDENTS, INTERVIEWS DRIVER AND OCCUPANTS OF VEHICLES, INTERVIEWS WITNESSES AND RECEIVE WITNESS STATEMENTS, EXAMINES VEHICLES AND ROADWAYS, TAKES NECESSARY STREET AND HIGHWAY MEASUREMENTS, ASSIST IN CLEARING THE SCENE FROM OBSTRUCTION AND WRECKAGE.
- E. ESCORTS PRISONERS TO AND FROM COURT, INSURES THAT THE PRISONERS ARE PROPERLY GUARDED.
- F. ASSIST IN INTERVIEWS AND INTERROGATIONS OF PERSONS SUSPECTS OF CRIMES, WITNESSES TO CRIMES, AND/OR VICTIMS TO A CRIME.
- G. CONDUCT AND PREPARE, THOROUGH INVESTIGATIONS AND PROPER PAPERWORK, CASES TO BE PRESENTED TO THE COURT FOR PROSECUTION.
- H. TESTIFY IN COURT AS A WITNESS
- I. OTHER DUTIES AS ASSIGNED.

3. NECESSARY KNOWLEDGE, SKILLS AND ABILITIES

- A. ABILITY TO COPE WITH SITUATIONS FIRMLY, COURTEOUSLY, TACTFULLY, AND WITH RESPECT FOR THE RIGHTS OF OTHERS.
- B. ABILITY TO ANALYZE SITUATIONS QUICKLY AND OBJECTIVELY, AND TO DETERMINE PROPER COURSE OF ACTION TO BE TAKEN.
- C. ABILITY TO UNDERSTAND AND CARRY OUT ORAL AND WRITTEN INSTRUCTIONS.

- D. ABILITY TO READ, WRITE, AND SPEAK EFFECTIVELY.
- E. ABILITY TO DEVELOP SKILL IN THE USE AND CARE OF FIREARMS.
- F. GOOD GENERAL INTELLIGENCE AND EMOTIONAL STABILITY.
- G. WILLINGNESS TO COOPERATE WITH SUPERIOR OFFICERS AND OTHER POLICE OFFICERS.
- H. WILLINGNESS TO LEARN AND INCREASE SKILLS ASSOCIATED WITH POLICE WORK.

4. REQUIRED TRAINING AND EXPERIENCE

- A. MUST BE AT LEAST TWENTY-ONE (21) YEARS OF AGE.
- B. GRADUATE FROM HIGH SCHOOL WITH HIGH SCHOOL DIPLOMA OR POSSESS A VALID CERIFICATE OF EQUIVALENCY ISSUED BY A STATE DEPARTMENT OF EDUCATION.
- C. MUST BE A CITIZEN OF THE UNITED STATES.
- D. MUST BE A RESIDENT OF THE STATE OF OKLAHOMA AND POSSESS A VALID OKLAHOMA DRIVERS LICENSE.
- E. MUST NOT HAVE A FELONY CONVICTION OR A VIOLATION OF MORAL TERPITUDE.
- F. MUST COMPLETE THE STATE OF OKLAHOMA BASIC CLEET ACADEMY