

City of Tecumseh
Job Description

Job Title: Patrol Officer
Department: Police
Reports To: Shift Supervisor
FLSA Status:
Prepared By: Payroll
Prepared Date: 02/14/2019
Approved By: City Manager
Approved Date: 02/14/2019

Summary Patrols assigned beat on foot, or in patrol unit, prevent crime or disturbance of peace, and arrest violator by performing the following duties..

Essential Duties and Responsibilities include the following. Other duties may be assigned.

Patrol familiarizes self with beat and with persons living in the area.

Notes suspicious persons and establishments and reports to superior officer.

Reports hazards; streets, lights, signs, abandoned vehicles.

Disperses unruly crowds at public gatherings.

Responds to accidents and renders first aid to injured persons. Investigates accidents and determine violations of traffic laws, and make reports of the accident.

Directs and routes traffic around fire or other disruption.

Prepare criminal cases for court and must be able to testify in any court whether Municipal, State, or Federal.

Responds to medical calls to render aid to victim or other professionals (first responders and paramedics) when needed.

Issues citations to traffic violator.

Responds to calls of disturbances.

Warns or arrests persons violating animal ordinances.

Notifies communications center of location of abandoned vehicles to tow away after all attempts to location have been exhausted and twenty-four (24) hour notice has been posted on vehicle.

Supervisory Responsibilities: This job has no supervisory responsibilities.

Qualifications To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience: High school diploma or general education degree (GED).

Language Skills: Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

Mathematical Skills: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Ability: Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Certificates, Licenses, Registrations: Must obtain CLEET Certification within six (6) months and must maintain certification with twenty-six (26) hours CLEET Training annually to include two (2) hours of mental health. Must possess a valid Oklahoma Driver's License.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to talk or hear. The employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl and taste or smell. The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Work Environment: The work environment characteristics described here 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.

While performing the duties of this job, the employee is frequently exposed to outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions; moving mechanical parts; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; extreme cold; extreme heat; risk of electrical shock; explosives; risk of radiation and vibration. The noise level in the work environment is usually moderate.