



CLASS TITLE | POLICE OFFICER

PAY GRADE: PD-01 | www.cityoftulsa.org/pay

Effective Date: 01/01/2005

CLASS CODE: 4509

PURPOSE OF THE CLASSIFICATION: Under supervision, is responsible for the execution of a wide variety of duties involving the protection of citizens and property; and other related assigned duties.

ESSENTIAL TASKS:

- Enforces federal, state and City ordinances
- Patrols assigned areas
- Directs traffic in congested and emergency areas
- Responds to emergency calls
- Responds to the scene of crimes and accidents
- Searches for evidence and preserves chain of custody
- Investigates and interviews victims, witnesses and potential suspects
- Apprehends individuals suspected of felony or misdemeanor crimes
- Enforces parking and traffic laws and ordinances, issuing citations and/or towing vehicles
- Participates in arrest and apprehension of suspects or offenders
- Creates and presents reports
- Provides testimony in court
- Maintains assigned vehicle, equipment and weapons to Department standards
- Performs various non-supervisory duties required of a Corporal or Sergeant as needed
- Provides community service through public speaking and training presentations
- Participates in Department in-service training sessions
- Communicates with dispatcher and other police personnel via radio

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience: Must meet the following criteria:

All applicants must be at least twenty-one (21) years of age; and have graduated from an accredited college or university with a bachelor's degree in criminal justice, business administration, behavioral science or a related field of study. Individuals who have been convicted of a felony or crime of moral turpitude will not be considered.

Knowledge, Abilities and Skills:

Knowledge of:

- Comprehensive knowledge of relevant federal, state, and local laws and ordinances

Ability to:

- Communicate effectively with diverse groups of individuals



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- Read, understand and interpret ordinances, laws, and other operating procedures
- Communicate verbally and in writing
- Deal effectively with the public using tact and diplomacy and remain calm in emergency situations
- Make split decisions
- Operate equipment
- Drive a vehicle safely
- Locate places utilizing a map or directions from others
- Utilize the highest level of interpersonal skill in order to understand, select, develop, and motivate people at any level within or outside the organization
- Use a computer and other technical equipment

Physical Requirements: Physical requirements include ability to defend others and self in combat; ability to lift or move people or heavy objects. Must be able to run for various distances and climb, jump or overcome other physical obstacles. Other requirements include arm and hand steadiness and finger dexterity enough to use a keyboard and telephone; frequent lifting and carrying up to five pounds, with occasional lifting and carrying up to ten pounds; may be subject to walking, standing, sitting, reaching, bending, and handling; sufficient hand-eye coordination and position mobility in the ankles, knees, hips, and back for required Department proficiency standards; and vision, speech, and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Must be a certified Police Officer and available to obtain CLEET certification within twelve (12) months of hire. Must hold an Oklahoma Class "D" driver's license.

WORKING ENVIRONMENT: Working environment is primarily outdoors in inclement weather, and occasionally indoors; may be required to ride in motor vehicle for extended periods of time; may be exposed to hazardous materials; subject to rotating and/or changing shifts, extended hours, overtime, and emergency call back.

EEO Code: N-04
Group: Public Safety
Series: Police