

Kelly Parker – Mayor  
Daniel Winters – Ward 1, Seat 1  
Connor Martin – Ward 1, Seat 2  
Christopher Eckhardt – Ward 2, Seat 1  
Brandon Sherman – Ward 2, Seat 2



OKLAHOMA

Bo Hannaford – Ward 3, Seat 1  
Mary Hamilton – Ward 3, Seat 2  
Brian Wallis – Ward 4, Seat 1  
Randy Stelling – Ward 4, Seat 2  
Joe Don Dunham – City Business Manager



## Job Description

**Job Title:** Police Officer  
**Department:** Police  
**Reports to:** Assistant Police Chief  
**FLSA Status:** Non-Exempt, Full-Time  
**Salary Range:** \$30,519.38 - \$42,245.95  
**Salary Grade:** 7  
**Hours:** 40 hours per week  
**Prepared Date:** February 4, 2020

### Job Summary

Under general supervision, Police Officers perform police services in accordance with the mission, goals and objectives of the Alva Police Department, and in compliance with governing federal, state and local laws. It is the responsibility of police officers to safeguard the public peace, protect life and property, prevent crime, enforce the law, protect the rights of all persons, and generally uphold the community articulated standard.

### Essential Functions

1. Patrols all assigned areas of the City checking buildings, bars/private clubs, and residences for suspicious activity to deter crime and to protect lives and property of the citizens.
2. Enforces state and federal laws and City ordinances and City and State traffic laws.
3. Investigates crime scene; talks to or interviews witnesses or victims; searches for, collects and preserves evidence; participates in line-ups; makes oral or written reports such as criminal complaint forms or narrative reports; testifies in court.
4. Makes arrest on criminal and traffic related offenses at the scene. Executes search warrant and arrest after obtaining sufficient evidence to arrest.
5. Assists stranded motorists, provides assistance to those who need aid, comfort or who are in distress.
6. Determines if a person is in danger to self or others and their ability to provide for their life's daily needs, evaluates their mental stability, performing and Emergency Order of Detention if needed.
7. Investigates traffic accidents. May back-up animal control officers. May assist other officers in diverse tasks involving the recognition, collection, and analysis of evidence and information.
8. Speaks before citizens and citizen's groups; participates in various in-service training; communicates with other law enforcement personnel in various agencies and with the City/District Attorney's office.
9. Must demonstrate proficiency with firearms and with physical defense techniques to defend self and others.
10. Must be familiar with and follow the Standard Operation Procedures for Police Officers on file in the Police Department.

11. Must be willing to perform other duties as assigned.

### **Educational/Experience Requirements**

Must be a U.S. citizen, or have proper alien status to work in the United States as required by Oklahoma Statutes for Police Officer Certification, and have the ability to read, write and speak the English language. Applicants must be at least 21 years of age and must possess a high school diploma or GED equivalent. Applicants must also successfully pass all written and physical agility testing.

### **Certificates, Licenses, Registrations**

The employee must have or obtain an Oklahoma State Driver's License at time of appointment, with a good driving record; must pass a background investigation, which includes screening of criminal history, sexual offenses, recent or past drug use, driving record, work history, personal relationships, etc.; conditional employment offer will include police pension medical exam with drug screen and psychological evaluation for aptitude to work in law enforcement; must obtain Oklahoma police officer certification from the Oklahoma Council on Law Enforcement Education and Training through an approved venue; must successfully complete the Field Training Officer Program; must successfully complete twelve (12) month probationary period.

### **Knowledge, Skills and Abilities**

- Ability to operate two-way radio, handheld portable radio in field situations, and to operate effectively radar equipment, breathalyzer, in car computer, etc. and to perform routine preventive maintenance on vehicle.
- Updating and Using Relevant Knowledge – Keeping up-to-date technically and applying new knowledge to your job.
- Ability to read, understand and interpret ordinances, laws, and other operating procedures and communicate orally and in writing; ability to investigate crimes and make reports.
- Ability to draw/read maps and diagrams.
- Ability to drive vehicle both safely and efficiently while under stress, to communicate information on the radio, pursue violators, or handle emergency situations.
- Ability to deal effectively with the public using tact and diplomacy and remain calm in emergency situations. Ability to diffuse a potentially volatile situation.
- Ability to make split second decisions that could affect the life and property of the public, department, fellow employees as well as the officer's safety.
- Ability to locate places on a map, receiving radio instructions, and to provide directions to others.
- Must possess self-confidence; ability to lead or take charge of a situation and to make proper decisions.
- Willingness to work with others and follow orders or allow a superior officer(s) or other trained experts to take charge as required. Must be flexible in dealing with situations.
- Ability of interface properly with other law enforcement personnel in the City and in other agencies and to cooperate in law enforcement work.
- Ability and skill in firearms hand to hand combat and other means or defense. Ability to affect the arrest of a resisting person.
- Sensitive and responsive to the needs and feelings of others; sensitive to community values and norms; knowledge or appreciation of special lingo or slang to communicate with public; sensitive to alternative life styles and social-economic groups and races in applying or

enforcing the law.

- Ability to maintain strict confidentiality. Must be honest in his/her dealings with the public and obey the laws.
- Ability to work rotating shifts, holidays, weekends, and long hours as necessary.
- Must be able to respond to varying situations with tact, evenhandedness, and diplomacy and know how to assess and handle stressful, hostile or irrational persons, whether due to physical or mental disability, drugs/controlled substances or alcohol, or other factors.
- Ability to immediately respond to high emotional/high stress or physically-taxing situations without any warning or warm up and to quickly return to daily activities thereafter.
- Ability to act in the capacity as a negotiator during a hostage or standoff situation.
- Ability to gather information from a crime scene and determine motive or clues; ability to question witnesses and glean important information; ability to be objective and sensitive to the feelings of those harmed or injured while communicating information; ability to testify under direct/cross examination.
- Knowledge and ability to use mathematical formulas to determine accident investigations and complete other investigations at a level generally obtained in high school. Must be able to understand and comprehend reading of laws, ordinances, etc. generally of at least a high school level.
- Special contact includes being able to notify parents and guardians of the arrest or detention of juveniles; to confer with the District Attorney, City Attorney, or other law enforcement personnel relative to law enforcement duties; to talk with citizens to gather and exchange information or to provide assistance; to testify in Court or before other tribunals.
- When the need exists, must serve as a Field Training Officer (FTO) as requested.

### **Physical/Mental Requirements**

- Must be able to pass the Police Pension Physical.
- Must be able to safely lift large and/or heavy objects that weigh up to 40 pounds.
- Physical requirement includes other things:
  - Static and trunk strength to use all the muscle force possible to lift, carry, push or pull very heavy objects (lift/carry a body or push a car); explosive strength enough to use short bursts of muscle force to propel one's self (subdue a suspect).
  - Stamina and dynamic strength enough to exert oneself physically over a period of time without muscle fatigue or without getting winded (chasing a suspect).
  - Extend flexibility to bend, twist or reach out with the body, arms, or legs and mobility enough to move one's body from place to place (pursue and/or subdue a suspect).
  - Gross body coordination and equilibrium enough to coordinate the movement of the arms, legs and body together while in motion or balancing the body while in an unstable position (pursue/subdue suspect or rescue victims).
  - Arm-hand steadiness, manual dexterity and finger dexterity enough to which arm-hand-finger movement can be carried out skillfully and quickly (operate a weapon safely and accurately).
  - Correctable near, far, and peripheral vision enough to see objects in both close and distant surroundings (identify suspects, detect presence of weapons or danger, read driver's licenses and car tags and other surrounding items).
  - Hearing sufficient to understand conversations in quiet and noisy environments and hearing enough to distinguish among environmental sounds and to determine the

location of sound (understanding radio transmissions, distinguish between car backfires and gun shots, determining location of persons in distress, etc.).

- Speech sufficient to speak clearly and distinctly in English so that one is clearly understood (transmitting information over two-way radio, talking with victims, suspects, etc.).
- Must be able to demonstrate in the MMPI-2 and/or CPI or related personality performance tests the ability to do the job effectively of a police officer including:
  - Honest self-appraisal.
  - Self-confidence, able to lead, take charge, and make decisions.
  - Even tempered, reacts well to stress.
  - Willingness to work with others and follow orders.
  - Sensitive and responsive to the needs and feelings of others.

### **Environmental Conditions and Safety Concerns**

Employee will work out-of-doors in all types of weather. Due to the nature of the job, there is potential for damage to health, life, and property. The employee will work varying shifts and holidays. Must be able to deal with all kinds of people who may be exposed to HIV Hepatitis B or other communicable diseases or who have vomited, or have been severely injured. Must be able to wear a ballistic vest and cope with all safety concerns of the department.