

City of Sallisaw
Job Description

Job Title: Patrolman

Exempt (Y/N): No
Date: December 2004

Department: Police
Reports To: Chief of Police

SUMMARY

Enforces federal, state, and municipal laws to insure the safety and welfare of the citizens of Sallisaw.

ESSENTIAL DUTIES AND RESPONSIBILITIES include, but are not limited to, the following:

1. Enforces state and federal laws and City ordinances.
2. Makes arrests on criminal and traffic related offenses, prepares citations
3. Operates motor vehicle while on patrol in a safe manner for extended periods of time in all environmental conditions, and on occasion operates the vehicle at high speeds and in congested traffic situations.
4. Defends self and others by engaging in actual physical combat when the situation dictates.
5. Directs and controls traffic.
6. Operates and maintains a variety of weapons, including pistols, rifles and shotguns both in the field and in order to meet department standards of proficiency.
7. Views crime scenes and identify/preserve physical evidence of a crime.
8. Completes Oklahoma State Uniform Vehicle Accident Report form.
9. Writes narrative reports and other correspondence in longhand or typewritten form and/or dictates reports to be transcribed, as required in the performance of duty.
10. Testify clearly and truthfully in front of a judge and/ or jury in court of law.
11. Interviews and interrogates victims, suspects, and witnesses in crime incidents.
12. Determines "probable cause" in making arrest of individuals.
13. Determines when and under what circumstances to use non-lethal or deadly force.

14. Books suspects and evidence and transports to the appropriate facility.
15. Participates in arrest and search warrant operations.
16. Appear for scheduled work with regular, reliable, and punctual attendance.
17. Performs other duties as required or assigned.

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.

Must be able to pass Oklahoma State Police Pension requirements for the City of Sallisaw, and be accepted by the Oklahoma State Police Pension Board.

EDUCATION and/or EXPERIENCE

Must have high school diploma or GED. Twelve to eighteen months experience in the field of law enforcement preferred.

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures and governmental regulations. Ability to write reports and business correspondence. Ability to effectively present information and respond to questions from co-workers and the general public. Must be able to maintain a cooperative working relationship with other departments and personnel of the city.

INTERNAL AND EXTERNAL COMMUNICATION

Contacts within the department such as those required in coordination of effort; frequent contacts with other departments or offices of the city, generally in the normal course of performing duties. Frequent contacts with the general public and/or other outside agencies.

MATHEMATICAL SKILLS

Ability to: Add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals; ability to compute rates, ratios, and percentages.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS

Must possess a valid Oklahoma driver's license. Must obtain CLEET Certification within twelve (12) months of hire.

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 and hear. The employee frequently is required to sit for extended periods of time. The employee must be able to stand; walk; use hands; feel; reach with hands and arms; climb and balance; and stoop, kneel, crouch and crawl. The employee may occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this position include; close, distance, depth perception, peripheral vision and the 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 position the incumbent is exposed to all types of outdoor weather conditions. The incumbent could be exposed to hazardous chemicals and/or fumes. The noise level in the work environment is usually moderate.

** A pre-employment drug test is required.

Approved: 
City Manager

Date: 2/9/2022

Date Modified: 7/23/2013; 02/27/2017; 02/09/2022

Sallisaw Police Department Employment Requirements

The Sallisaw Police Department is a professional agency, committed to recruiting, hiring and training the most highly qualified people to protect and serve the Sallisaw community, its' citizens and guests.

To become a Sallisaw Police Officer, all applicants must follow and meet the requirements outlined below.

- Must be at least 21 years of age.
- Must be a citizen of the United States and possess a High School Diploma or GED.
- Must have a VALID Oklahoma driver's license at the time of employment.
- Must not have been convicted of a felony crime or have a pending crime action.
- Must not be living with anyone who:
 - Has been convicted of two or more felonies.
 - Has been convicted of a felony within the last five years.
 - Has been convicted of more than two criminal misdemeanors within the last two years.
 - Is currently a fugitive from justice.
- Must not be a current user of any controlled substance (narcotics).
- Must not be on probation or a deferred sentence for any crime at the time of application.
- Must not have been convicted of or not admit to:
 - Sexual assault (of any nature)
 - Public lewdness
 - Indecent exposure
 - Domestic abuse
- Must not have been convicted of DUI, DWI, or APC within the last five (5) years preceding the date of application.
- Must successfully complete during the first twelve months of employment with the Sallisaw Police Department, which will be considered a probationary period, a basic police academy as taught by the Council on Law Enforcement Education and Training (CLEET).

TESTING

ALL applicants, including previously CLEET certified officers, are required to successfully complete each of the following.

- **Written Examination-** This test will assess the applicants reading comprehension, abstract reasoning, and judgment, among other traits. Applicants must pass the examination with a minimum score of 70% to be able to continue with the application process.

- **Physical Agility-** the Physical Agility test is a pass or fail portion of the selection process. Section one of the test is a timed event in which the applicant must listen and follow exact directions, complete a 100 yard run, climb over a 6 foot wall, climb through a three foot by three foot window and an 18 inch crawl space, and push a standard sized police cruiser 25 feet with the vehicle in neutral on level ground. This entire course must be completed within two (2) minutes. Section two of the physical agility test is comprised of three segments. The first segment is the “1 Minute Sit Up”, this segment is a measure of the muscular endurance of the abdominal muscles. The second segment is the “1 Minute Push Up”, this segment measures how much force the upper body can generate. And the third and final segment is the “200 meter sprint”; this segment measures the heart and vascular system’s capability to transport oxygen in an anaerobic manner. All applicants must achieve the minimum requirements for each segment to continue the application process.
- **Oral Interviews-** a series of oral interviews will be conducted by a panel of police officers, civilians, the Chief of Police, and his staff.
- **Extensive Background Investigation-** The background investigation includes, but is not limited to, previous employment, traffic and criminal, fingerprint submittal to the Oklahoma State Bureau of Investigation (OSBI) and the Federal Bureau of Investigation (FBI), education, financial responsibility, and personal interviews of various character references and acquaintances. The background investigation is a pass or fail step of the selection process.
- **Psychological Examination-** this examination consists of a variety of tests that are evaluated by a licensed professional and are offered to only to the top applicants. This process includes the completion of the Minnesota Multiphasic Personality Inventory (MMPI), which is state mandated for Police Applicants. All applicants must take the MMPI regardless of their current profession or if they have similar test results on file with other law enforcement agencies. The results of this subsequent investigation may be grounds for dismissal.
- **Medical Examination-** an Oklahoma Police Pension & Retirement System physical examination that includes a complete medical examination and evaluation.
- **Pre-employment Drug Screen-** a complete pre-employment drug screening will be administered. This process is mandatory and will be a pass or fail step in the selection process.

SKILLS, ABILITIES AND KNOWLEDGE

All perspective applicants:

- Must have the ability to operate two-way radios (vehicle and handheld types), radar equipment, and intoxilyzer equipment.

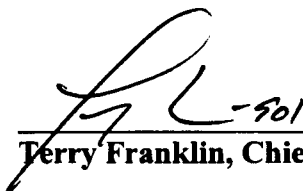
- Must have the ability to read, understand and interpret ordinances, laws, and other operating procedures and to communicate both orally and in writing.
- Must have the ability to drive a vehicle safely and efficiently while under stress and while communicating over a radio.
- Must have the ability to deal effectively with others in both stressful and routine day-to-day situations.
- Must be willing to follow orders and work with others.
- Must have the ability to maintain strict confidentiality.
- Must be honest in dealing with the public and obey all laws.
- Must have the ability to work rotating shifts, holidays, weekends and long hours as necessary.
- Must have the ability to read and interpret maps and give directions as needed.
- Must have the ability to handle emergency situations in a calm manner.

JOB FUNCTIONS

All perspective applicants:

- Must be able to operate a motor vehicle for routine patrol assignments and to respond to the needs of the community.
- Must enforce State and Federal laws and City ordinances and traffic laws.
- Make arrests on criminal and traffic related offenses.
- Must demonstrate proficiency with:
 - Firearms: both handgun and long gun on an annual basis.
 - Self-defense
- Must be willing to perform other duties as assigned, which includes but is not limited to:
 - Investigations of crime scenes
 - Preservation and collection of evidence
 - Preparation of hand written and typed reports
 - Oral testimony in courts of law
 - Investigation of traffic accidents, etc.

Approved by:



 Terry Franklin, Chief of Police

4-23-2020

 Date