

NORMAN POLICE DEPARTMENT

**JOB TITLE:** Police Officer **JOB CODE:** 04  
**DEPARTMENT:** Police  
**SALARY:** \$35,896 Annually  
**STARTING DATE:** July 5, 2007  
**JOB LOCATION:** 201-B West Gray  
**WORK PERIOD:** Any of three shifts

**MINIMUM QUALIFICATIONS:**

**Age:** Applicant must be 21 years of age, and not over 45 years of age (unless prior member of the Oklahoma Police Pension and Retirement System). **Education and Experience:** High school diploma or equivalent plus sixty (60) college credit hours from an accredited college or university. An **official** transcript from your college or university, verifying the number of credit hours you have obtained, **MUST BE INCLUDED WITH YOUR APPLICATION.** **License and Certifications:** Valid driver’s license. (Out-of-state applicants must obtain an Oklahoma Driver’s license as required by Police Department, if selected.) **Knowledge:** Must be able to learn law enforcement theory and practice in order to function as an effective police officer. **Skills:** Working and interacting with others. Performing strenuous physical activities for long periods of time. Controlling personal emotions and reactions. Communicating verbally and in writing. Performing effectively in stressful and emergency situations. Operating police vehicle and equipment. **Mental and Physical Abilities:** Ability to obtain CLEET certification. Must be able to perform work in emergency situations involving hazardous conditions and use discretion in taking action. Ability to analyze complex and unknown situations, determine alternative strategies, and draw conclusions. Must be able to perform effectively during prolonged periods of stress. Physical ability to run after/apprehend suspects and strength to maintain control over unruly suspects. Ability to lift and carry moderately heavy (25-50 lb.) to heavy (50-100 lb.) materials, supplies and equipment. **Additional Information:** Selected applicants must pass extensive background investigation, physical ability test, polygraph, psychological test, physical examination, drug screen, and must be able to meet the requirements of the Oklahoma Police Pension and Retirement System.

**DUTIES AND RESPONSIBILITIES:**

**Essential Functions:** Enforce state and federal laws, city ordinances, and traffic laws; operate a law enforcement vehicle; make arrests on criminal and traffic related offenses and obtain information for required reports; use a firearm proficiently; conduct criminal investigations; conduct vehicle accident investigations; communicate effectively both verbally and in writing; engage in law enforcement patrol functions; respond immediately to emotional, high stress, or physically taxing situations without warning; and perform related duties as required.

**WORKING CONDITIONS:** Exposed to unknown and dangerous conditions. Required to adhere to a high standard of personal appearance, morals, ethics, and conduct. Drives vehicles under dangerous and hazardous conditions. Exposed to inclement weather conditions. Exposed to potentially hazardous diseases and materials. May be required to work variations in hours of assignment, duration, and scheduling.

Human Resources Director/Designee (date) Department Head/Designee (date)

**January 8 through February 2, 2007**

RECRUITMENT PERIOD Requesting Supervisor /Designee (date)