

Glenpool Police Department

The City of Glenpool is currently accepting applications for Police Officer and Reserve Police Officers

GENERAL STATEMENT OF DUTIES: Under general supervision, performs the full range of police work as a sworn officer responsible for the maintenance of the peace, protection of life and property, enforcement of federal, state and municipal laws and ordinances and performs related work as required.

DISTINGUISHING FEATURES OF THE CLASS: This class of work is responsible for law enforcement, crime prevention and investigation. Work of this class will normally consist of patrol and traffic activities in the City of Glenpool on an assigned shift, but assignments may vary at the discretion of the Chief of Police or shift supervisor. Work involves an element of danger and employees will be expected to exercise considerable judgment in responding to emergency situations and performing law enforcement duties. Duties will require considerable contact with other local, state and county law enforcement agencies and the general public. Work will require the use of a variety of field and office equipment, including patrol vehicles, weapons and communication systems. Employees occupying positions of this class will be responsible for providing duties ranging from aiding persons in trouble and providing information on laws and crime prevention, to conducting crime investigations, citizens' complaints and traffic accident investigations. Work will normally be performed in patrol vehicles patrolling the City of Glenpool; however, duties may require significant physical exertion in the apprehension of suspects.

EXAMPLES OF WORK: (Illustrative Only) Drives patrol vehicle in an assigned area and observes conditions and activities, taking appropriate actions where there appears to be potential or are actual violations of the law, disruption of public order, or harm to persons or property; responds to reports of criminal activity, traffic accidents, civil disturbances, misdemeanors, felonies and other incidents; investigates or assists in the investigation of conditions conducive to crime or in response to reports, obtains witnesses and gathers evidence; upon investigation, takes action deemed necessary, including the issuance of citations or warnings, tests and books offenders, secures the crime or accident scene, administers first aid, calls for medical assistance, and issues warnings of precaution; serves warrants of arrest, arrests persons on misdemeanor or felony charges, handcuffs, searches and secures their custody; completes related reports; prepares formal descriptive reports of action taken and of suspected illegal conditions or activity for use by the department or other public agencies; maintains complete and comprehensive logs of daily activities and prepares detailed reports of all incidents dealt with; takes necessary follow-up action such as appearing in court as arresting officer or witness or by making call-backs; responds to citizen complaints, provides advice and information and resolves problems when possible; inspects motor vehicles for serviceability such as need for repair, service, safety and emergency equipment; conducts residential and commercial security checks; transports prisoners; provides information and assistance to the general public; performs traffic patrol, conducts breathalyzer tests, assists drivers of stalled or accident vehicles; may be assigned to the Criminal Investigative Division as a Detective; maintains order in crowds; watches for stolen cars or missing persons; performs a daily condition and safety check of vehicle and reports maintenance needs; and performs such other duties as may be properly assigned by the Chief of Police or shift supervisor and works overtime as required.

EMPLOYMENT STANDARDS: Ability to demonstrate a thorough knowledge of, and effectively apply, police methods, practices and procedures, including the use of firearms and the administration of first

aid; ability to read, comprehend and provide information on laws, ordinances and regulations; ability to think clearly, to analyze situations quickly and objectively, to recognize actual and potential danger, to determine and execute proper course of action; ability to observe and recall details and prepare comprehensive narrative reports pertaining to accidents or crime scene incidents; ability to communicate effectively, both orally and in writing; ability to follow specific oral and written instruction; ability to work effectively with the public and business community; ability to work effectively with fellow officers; ability to acquire within a reasonable period of time, a thorough knowledge of laws, regulations, policies and procedures applicable to law enforcement; requires physical strength and agility as well as freedom from serious physical defects that may interfere with the performance of duty.

SPECIAL REQUIREMENTS: Minimum age of 21; must be a citizen of the United States; must possess or be able to obtain a valid Oklahoma driver's license; high school diploma or GED; ability to pass an extensive background, physical and psychological examination; pass a drug and alcohol screening; and any other special requirement as may be established by the Chief of Police, the Council of Law Enforcement Education and Training, or the Oklahoma Police Pension and Retirement System. All officers are required to obtain a minimum of 25 hours of training approved by the Council on Law Enforcement Education and Training and 2 hours of mental health training annually. All Officers are required to qualify annually with issued weapons including handguns, shotguns, rifles and tasers, as issued. All officers are required to receive legal updates, at a minimum yearly, to stay current with new and existing laws. All officers holding any specialized certifications, such as Intoxilyzer Operator, Basic or Advanced Instructor, Firearms Instructor, LEDT Instructor, Taser Instructor, etc. or any other specialized field, must attend schools for that field and maintain their certifications yearly.

Requirements

- Must be a U.S. citizen and reside within the Tulsa Metropolitan area once hired
- Must be between 21 and 45 years of age (unless a previous member of the Oklahoma Police Pension and Retirement System)
 - Must possess a high school diploma or GED
 - Must possess a valid driver's license
 - No felony convictions nor crimes of moral turpitude
 - Be of good physical and mental health
 - Meet the requirements of the State Pension Board Initial Required Documents
 - Birth certificate / Proof of citizenship
 - High school diploma or GED certificate
 - Copy of current valid driver's license
 - If applicable, "Honorable" military discharge or DD-214 DISQUALIFIERS Federal Law
 - Applicant has been convicted in any court of a crime punishable by imprisonment for a term exceeding one year.
 - Applicant is a fugitive from justice.
 - Applicant is an unlawful user of or addicted to any controlled substance.
 - Applicant has been adjudicated as a mental defective or who has been committed to a mental institution.
 - Applicant, being an alien, is illegally or unlawfully in the United States; or has been admitted to the United States under a nonimmigrant visa.
 - Applicant has been discharged from the Armed Forces under less than honorable conditions.
 - Applicant, having once been a citizen of the United States, has renounced their citizenship.

- Applicant is subject to a court order that restrains the applicant from harassing, stalking or threatening an intimate partner or child of an intimate partner.
- Applicant has been convicted in any court of a misdemeanor crime of domestic violence. State Law
- Applicant has a FBI or OSBI record of a conviction of a felony, a crime of moral turpitude or domestic violence.
- Applicant has received a verdict of guilt or entered a plea of nolo contendere or is participating in a deferred sentence, for a felony, a crime of moral turpitude or a domestic violence offense.
- Applicant is subject to an order of the Council on Law Enforcement Education and Training (CLEET) revoking, suspending or accepting a voluntary surrender of their peace officer certification.
- Applicant has voluntarily surrendered and relinquished their peace officer certification to CLEET within (5) five years of the date of this application.
- Applicant has had their police or peace officer certification from another state revoked or voluntarily surrendered within (5) five years of the date of this application.
- A licensed psychologist by the State of Oklahoma within one year of application has found applicant unsuitable for employment or certification.
- Applicant does not possess a high school diploma or GED equivalency certificate.
- Applicant is under 21 years of age or over 45 years of age prior to certification as an officer.
- Applicant cannot provide proof of United States citizenship or resident alien status.

Interested applicants should download this application packet and mail, fax or return in person the completed application, forms, a copy of your valid state driver's license, certified copy of your high school diploma or GED, a certified copy of your birth certificate and if applicable Honorable military discharge or DD-214 to the address above or fax or email to:

Mail: City of Glenpool Human Resources Department
12205 S. Yukon Avenue
Glenpool, OK 74033

Fax: City of Glenpool HR Department (918)209-4641

Hand Deliver: Glenpool City Hall/Conference Center 3rd Floor
12205 S. Yukon Avenue
Glenpool, OK 74033

Email: dpengelly@cityofglenpool.com

You will be contacted when your application is received. Current telephone and email contacts are essential. **Application packets must be received no later than 5:00 P.M. on Friday, April 29th, 2016.**

www.Glenpoolonline.com