

Police Officer Job Description

FLSA Status:	Non-Exempt	Supervisor:	Police Chief
Job Type:	Full-time	Supervision Given:	N/A
Department:	Police Department		
Pay Grade:	15	Salary:	\$25.03 - \$41.37

The City strives to maintain a Drug and Alcohol-Free work place. Employees could be subject to the following types of testing: Pre-employment, Post-accident, Random and Reasonable Suspicion. The City participates in e-verify. Employment is contingent upon passing a criminal and local background check.

GENERAL DESCRIPTION:

General duty police work in the protection of life and property through the enforcement of laws and ordinances.

ESSENTIAL JOB FUNCTIONS:

1. Effect an arrest, forcibly if necessary, using handcuffs and other restraints; subdue resisting suspects using maneuvers and weapons and resort to the use of hands and feet, and other approved weapons in self-defense.
2. Prepare investigative and other reports, including sketches, using appropriate grammar, symbols and mathematical computations.
3. Exercise independent judgement in determining when there is reasonable suspicion to detain, when probable cause exists to search and arrest and when force may be used and to what degree.
4. Operate a law enforcement vehicle during both the day and night; in emergency situations involving speeds in excess of posted limits, in congested traffic and in unsafe roads conditions caused by factors such as fog, smoke and rain.
5. Communicate effectively and coherently over law enforcement radio channels while initiating and responding to radio communications.
6. Conduct preliminary investigations at scenes of traffic accidents and crimes. Collect and preserve evidence, locate witnesses and gather information in criminal investigations by interviewing and obtaining the statements of victims, witnesses, suspects and confidential informers.

7. Pursue fleeing suspects and perform rescue operations which may involve quickly entering and exiting law enforcement patrol vehicles; lifting, carrying and dragging heavy objects; climbing over and pulling up oneself over obstacles; jumping down from elevated surfaces; climbing through openings; jumping over obstacles, ditches and streams; crawling in confined areas; balancing on uneven or narrow surfaces and using body force to gain entrance through barriers.
8. Load, unload, aim and fire from a variety of body positions – handguns, shotguns and other agency firearms under conditions of stress that justify the use of deadly force and at levels of proficiency prescribed in certifications standards.
9. Perform searches of people, vehicles, buildings and large outdoor areas which may involve feeling and detecting objects, walking for long periods of time, detaining people and stopping suspicious vehicles and persons.
10. Conduct visual and audio surveillance for extended periods of time.
11. Engage in law enforcement patrol functions that include such things, as working rotating shifts, walking on foot patrol and physically checking the doors and windows of buildings to ensure they are secure.
12. Effectively communicate with people, including juveniles, by giving information and directions, mediating disputes and advising of rights and processes.
13. Demonstrate communication skills in court and other formal settings.
14. Detect and collect evidence and substances that provide the basis of criminal offenses and infractions and that indicate the presence of dangerous conditions.
15. Endure verbal and mental abuse when confronted with the hostile vies and opinions of suspects and other people encountered in an antagonistic environment.
16. Perform rescue functions at accidents, emergencies and disasters to include directing traffic for long periods of time, administering emergency medical aid, lifting, dragging and carrying people away from dangerous situations and securing and evacuating people from particular areas.
17. Process and transport prisoners using handcuffs and other appropriate restraints.
18. Extinguish small fires by using a fire extinguisher and other appropriate means.
19. Read and comprehend legal and non-legal documents, including the preparation and processing of such documents as citations, affidavits and warrants.

20. Process arrest suspects to include taking their photographs and obtaining a legible set of inked fingerprint impressions.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related marginal duties as required.)

MINIMUM QUALIFICATIONS:

KNOWLEDGE, SKILLS AND ABILITIES:

1. Knowledge of Department Rules and Regulations; Department written directives; police report writing; law enforcement procedures and operations; Federal, State and City criminal laws and ordinances; criminal justice system operations.
2. Ability to analyze situations quickly and objectively to determine proper course of action to be taken.
3. Ability to cope with situations firmly, courteously and tactfully and with respect for the rights of others.
4. Ability to learn the geography of the City and its physical and social characteristics.
5. Ability to understand and carry out oral and written instructions.
6. Ability to read, write and speak effectively.
7. Ability to meet physical requirements and standards.
8. Ability to communicate effectively.
9. Ability to demonstrate interpersonal skills and integrity.
10. Ability to manage personal finances.
11. Successful completion of BCC testing procedures.

EDUCATION AND EXPERIENCE:

1. High School graduation or possession of an acceptable equivalency diploma, college training at an accredited college or university preferred.
2. Completion of the Minimum Standards courses as set forth by the Florida Police Standards Council.

PERSONAL CHARACTERISTICS:

1. Since enforcement officers are required to enforce the law and they are exposed to certain temptations to show favoritism, corruption, or unlawful monetary gain, it is a 'business necessity' that officers exhibit a history and characteristics of honesty, reliability, ability to manage personal finances, interpersonal skill, and integrity.
2. Additionally, law enforcement officers are frequently placed in a position of physical and mental stress. Therefore, a history of mental or physical disability may be grounds for denying employment; or, these factors might be consideration in the hiring process. Applicants posing a substantial risk or injury to themselves, other officers, and the public are at a substantial disadvantage in the hiring process.

(A comparable amount of training, education or experience may be substituted for the above minimum qualifications.)

SPECIAL REQUIREMENTS:

1. Florida Law Enforcement Certification.
2. Possess of a valid Florida State Driver's License.
3. Must successfully complete psychological and polygraph tests, fingerprinting, and driving record check.
4. Subject to emergency call - out during off-duty hours and on weekends if required.

ESSENTIAL PHYSICAL SKILLS:

1. Light (up to 15 pounds) to heavy (45 pounds and over) lifting and carrying.
2. Endure sustained acts of physical exhaustion and endure periods of duty under unfavorable and life threatening situations.
3. Meets all physical requirements needed to complete certification requirements.
4. Acceptable eyesight (with or without correction).
5. Acceptable hearing (with or without hearing aid).
6. Reaching, climbing, pulling, pushing, walking, standing, crawling, knelling, bending, stooping, smelling, jumping, running, balancing, tasting, throwing.
7. Depth perception, distinguish colors.

8. Driving.
9. Ability to communicate both orally and in writing.
10. Must be able to qualify with a firearm.

ENVIRONMENTAL CONDITIONS:

1. Works inside.
2. Works outside in various weather conditions with: noise, fumes, gases, smoke or flames, odors.
3. Slippery and uneven surfaces.
4. In or with moving objects or vehicles.
5. Heights.
6. Poor lighting.
7. In hazardous and stressful conditions.

(Reasonable accommodations will be made for otherwise qualified individuals with a disability.)