



JOB DESCRIPTION

Job Title: Police Officer

Reports To: Police Lieutenant

Work Comp Code: 7720

Department: Police

Exempt

Non-exempt

Full Time

Part Time (hrs./week)

Pay Grade: 35

Salary Range: \$45,492.72 - \$70,521.36

Date: 10/01/2018

POSITION SUMMARY:

An entry level law enforcement position, under the general direction of the shift Lieutenant, that performs a full range of police duties necessary to enforce the law, which include the enforcement of laws and ordinances within their jurisdiction.

ESSENTIAL FUNCTIONS AND DUTIES include the following. Other duties may be assigned as dictated by operational necessity.

- Observe, detect, and apprehend violators of traffic and other laws;
- Observe and take appropriate action regarding any hazards to the community and any illegal criminal activities;
- Respond to emergency calls for service and assist the Fire Department and EMS as necessary;
- Conduct investigations as needed;
- Determine appropriate action to be taken at each incident;
- May be required to complete a written report of various activities during a shift.
- Complete all appropriate forms when required for an incident, including reports to other local or state law enforcement agencies, departmental forms, logs, and summaries;
- Complete the processing of evidence, as needed;
- Review necessary reports and documentation of incidents.
- Provide testimony concerning an incident, as may be required by the court; and
- Safely operate a police motor vehicle in an emergency-mode.

MINIMUM QUALIFICATIONS: To perform this job successfully, an individual must be able to carry out each essential duty or responsibility satisfactorily. The requirements listed below are representative of the knowledge, skills, and abilities; education and/or experience; and, certificates or licenses required in order to fill the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job. In lieu of certain requirements listed below, Employee may accrue or acquire certain specified time in service, specialized skills, and/or certifications, thereby qualifying for this position through the City's career progression policy.

KNOWLEDGE / SKILLS / ABILITIES:

- Knowledge of local and State statutes, laws, ordinances, and the necessary procedures for their enforcement;
- Knowledge of the use of emergency communication equipment, codes, and response protocols;
- Knowledge of the use of technical equipment including but not limited to: computers, cameras, and radar units;
- Knowledge of the use of law enforcement equipment, including but not limited to: personal safety devices, firearms, non-lethal weapons (TASER, baton, subject control spray), and suspect restraints;
- Knowledge of defensive tactics techniques and techniques for restraining suspects;

- Knowledge in operating a police vehicle, including a high-speed pursuit, proper placement during an incident and/or traffic stop, and proper general care and maintenance;
- Skills in the use of emergency communication equipment, codes, and response protocols;
- Skills in the use of technical equipment including computers, cameras, and radar units;
- Skills in the use of law enforcement equipment, including personal safety devices, fire arms, non-lethal weapons (TASER, baton, subject control spray), and suspect restraints;
- Skills in operating a police vehicle, including a high-speed pursuit, proper placement during an incident and/or traffic stop, and proper general care and maintenance;
- Ability to identify and analyze problems, evaluate alternative solutions, and make sound judgments;
- Ability to move quickly and forcefully in response to unexpected situations;
- Ability to maneuver and work in a variety of ground conditions;
- Ability to operate patrol vehicles in emergency mode;
- Ability to get in and out of a patrol car on a frequent basis; and
- Ability to successfully pass a physical skills and agility test.

EDUCATION, EXPERIENCE, LICENSES AND CERTIFICATIONS:

- Must possess a high school diploma or equivalency.
- Associate degree in police science, sociology or related field preferred.
- Must meet the minimum requirements as established by the Florida Department of Law Enforcement.
- Previous experience dealing with the general public preferred.
- Must possess a valid Florida driver’s license.
- Must possess a current Florida Law Enforcement Officer (LEO) Certificate, or be able to acquire it within six months of being hired by the Department.

SUPERVISORY RESPONSIBILITIES:

- None, unless promoted or temporarily acting as a Shift Supervisor

ESSENTIAL PHYSICAL ABILITIES:

Code: Constant = 2/3 or more of the time
 Frequent = from 1/3 to 2/3 of the time
 Occasional = up to 1/3 of the time
 N/A = Not applicable

Physical Skills	Constant	Frequent	Occasional	N/A
Heavy lifting (45 lbs. and over)			X	
Moderate lifting (15 to 44 lbs.)			X	
Light lifting (under 15 lbs.)		X		
Heavy carrying (45 lbs. and over)			X	
Moderate carrying (14 to 44 lbs.)			X	
Light carrying (under 15 lbs.)		X		
Reaching above shoulder		X		
Use of fingers	X			
Both hands required	X			
Climbing (use of legs and arms)			X	
Climbing (legs only)		X		
Good near vision	X			

Physical Skills	Constant	Frequent	Occasional	N/A
Good distant vision	X			
Both eyes required	X			
Depth perception	X			
Distinguishing basic colors	X			
Distinguishing shades of colors			X	
Good hearing (with or without hearing aid)	X			
Straight pulling			X	
Pulling hand over hand			X	
Pushing			X	
Walking		X		
Standing		X		
Crawling			X	
Kneeling			X	
Bending		X		
Balancing			X	
Stooping			X	
Jumping			X	
Running			X	
Throwing			X	
Driving (cars, small vans, pick-ups, etc.)	X			
Driving & operating (heavy equip., trucks, etc.)			X	

ENVIRONMENTAL CONDITIONS:

Code: Constant = 2/3 or more of the time

Frequent = from 1/3 to 2/3 of the time

Occasional = up to 1/3 of the time

N/A = Not applicable

Environment	Constant	Frequent	Occasional	N/A
Work Inside		X		
Work Outside		X		
In the Heat		X		
In the Cold			X	
In High Humidity		X		
In Dampness or Chilliness		X		
In Dry Conditions		X		
In or with Noisy Conditions			X	
In Darkness		X		
In or with Dusty Conditions			X	
With Silica, Asbestos, etc.				X
With Fumes or Gases				X
With Smoke or Flames			X	
With Chemicals				X
With Solvents				X

Environment	Constant	Frequent	Occasional	N/A
With Grease or Oils				X
With Radiant Energy				X
With Electrical Energy			X	
On Slippery Surfaces			X	
On Uneven Surfaces		X		
In or With Moving Objects			X	
In or With Ladders/Scaffolding				X
At Heights above Ground Level			X	
Below Ground Level			X	
In Water			X	
With Explosives			X	
With Poor Ventilation			X	
With Odors			X	
With Unusual Fatigue Factors			X	

DISCLAIMERS:

All requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Individuals who cannot perform some of the requirements because they pose health or safety risks to themselves or other employees may be excluded from this position.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by this supervisor.

Requirements are representative of minimum levels of knowledge, skills and/or abilities or aptitudes to perform each duty proficiently.

This document does not create an employment contract, implied or otherwise.

EMERGENCY RESPONSE STATEMENT:

Every City employee has emergency response responsibilities, though not every position will require routine assignments during an emergency event. All employees may be subject to recall around the clock for emergency response operations, which may require irregular work hours, work at locations other than the normal work location, and may include duties other than those specified in the employee's official job description. Assignments in support of emergency operations may be extensive in nature, with little advance notice, and may require employees to relocate to emergency sites with physically and operationally challenging conditions.

I have read and understand the contents of this Job Description. I certify that I am capable of carrying out the Essential Functions and Duties of the job as specified.

(Print Name)

(Date)

(Signature)

(Supervisor Name)

(Date)

(Supervisor Signature)

(HR Manager Name)

(Date)

(HR Manager Signature)

(City Manager Name)

(Date)

(City Manager Signature)