

## **POLICE OFFICER I**

**16-3**

### **GENERAL DESCRIPTION**

General police functions in the prevention of crime, protection of life and property, and apprehension of criminal offenders through the enforcement of laws and ordinances, and the maintenance of community order through the performance of numerous human services as well as providing general information and assistance to the public. This position is designated as a safety sensitive position.

### **REPORTING RELATIONSHIPS**

Reports to:     Sergeant or Shift Supervisor in Command of the Assigned Shift  
                  Police Lieutenant  
                  Police Chief

### **ESSENTIAL POSITION FUNCTIONS**

1. Operates and is responsible for assigned police vehicle.
2. Patrols City streets and participates in crime control duties.
3. Makes security checks on personal, City and business property.
4. Responds to a wide variety of calls and complaints, and requests for assistance.
5. Maintains community order by responding to calls and situations which may escalate from minor disputes (social crises or personal problems) to community disorders, and resolves these, insofar as possible, through application of personal skills or through referral to appropriate social agencies.
6. Apprehends and subdues suspects.
7. Pursues and stops speeders and suspected felons.
8. Investigates and stops disturbances, domestic and group.
9. Enforces City Codes and Ordinances.
10. Issues warnings and citations and makes arrests. Issues summonses and serves subpoenas and warrants.
11. Searches subjects and confiscates property.
12. Maintains surveillance of known criminals or persons suspected of criminal activities.
13. Oversees custody, care and control of prisoners. Transports and books prisoners.
14. Secures and searches crime scenes for clues and evidence. Preserves and correlates evidence.
15. Reconstructs criminal events.
16. Locates and interviews witnesses.
17. Assists and interviews victims.
18. Interrogates subjects and suspects.
19. Records statements.
20. Prepares cases against suspects.
21. Enforces traffic laws.
22. Investigates traffic accidents, determines cause and fills out accident reports.
23. Directs traffic.
24. Provides first aid or obtains necessary medical or other types of assistance needed.
25. Fills out complaint reports and writes notes and other types of correspondence and reports.
26. Conducts follow-up investigations.

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27. Appears at court proceedings and gives testimony.
28. Provides security for community activities, and assists in controlling crowds.
29. Provides escort service to businessmen.
30. Transports and delivers items, as required.
31. Uses a variety of weapons and other types of law enforcement equipment.
32. May be assigned to serve as training officer.
33. Provides backup and other types of assistance to other law enforcement officers and offices.
34. Coordinates and functions with other operational units and serves as a part of such units when assigned.
35. Locates and cultivates reliable sources of information.
36. Answers questions asked by the public and gives general information and directions. Explains laws and ordinances to citizens.
37. Advises and counsels elderly and indigent persons.
38. Investigates cases of juvenile delinquency and submits reports to juvenile court.
39. Assists in the supervision of juveniles held in custody.
40. Attends training and instructional sessions on law enforcement methods and use of equipment.
41. Assists fire control and emergency medical service personnel.
42. Utilizes firearms, communication equipment, electronic detectors, audio vision equipment, and similar devices.
43. Reports conditions needing repair or attention.
44. Operates personal computer; software applications including word processing.
45. Makes suggestions for crime prevention.
46. Works various shifts/schedules, including nights, weekends, and holidays as required.
47. These essential job functions are not to be considered as a complete statement of all duties performed. Employees will be required to perform other job-related duties as necessary and consistent with the position.

## **MINIMUM QUALIFICATIONS**

### **KNOWLEDGE, SKILLS, & ABILITIES**

- Knowledge of modern law enforcement methods and procedures.
- Knowledge of practical human relationships.
- Knowledge of local geography and social conditions.
- Thorough knowledge of criminal investigation techniques, rules of evidence and court proceedings.
- Knowledge of department policies procedures and rules.
- Considerable knowledge of City, County and State laws.
- Knowledge of first aid and general emergency measures.
- Knowledge of interviewing and interrogation techniques.
- Ability to comprehend and follow complex oral and written instructions.
- Ability to communicate effectively, both orally and in writing.
- Extensive skill in the use of law enforcement weapons.
- Ability to act decisively and calmly in emergency situations under little direct supervision.
- Ability to enforce laws in a firm impartial manner.
- Ability to develop sources of information and referral.

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- Ability to work in a potentially hazardous environment.
- Ability to perform simple mathematical computations and reason logically.
- Willingness to work various shifts and be on call as required.
- Ability to interact and interrelate with people and help in the resolution of their collective and individual problems.
- Ability to analyze situations quickly and objectively, determine proper course of action, and prepare reports.
- Ability to safely operate police vehicles.
- Ability to draw valid conclusions from sometimes incomplete data.
- Ability to establish and maintain effective working relationships with the public served, other employees and the representatives of the court and other law enforcement agencies.
- Ability to do physical combat, possessing physical strength and ability; excellent physical condition.

## **EDUCATION AND EXPERIENCE**

Associate Degree and must meet all State Police Minimum Standards requirements as authorized in F.S. 943.13. Language skill or four (4) years of military service may be substituted for the degree. Any equivalent combination of training, education and experience that provides the necessary knowledge, skills and abilities may be considered for the minimum qualifications.

The City does offer a Career Officer Program, which allows a limited number of officers to advance to Police Officer II and Police Officer III, through additional educational training requirements and the availability of those positions within the Police Department. Information regarding the Career Officer Program is contained in the Police Department's General Orders Manual and will be provided upon completion of the Field Training Program.

## **LICENSES, CERTIFICATIONS, OR REGISTRATIONS**

- Possession of a valid Florida Driver's License and maintain compliance with Vehicle Use Policy requirements, Section 8.15 (c) in the City's Personnel Manual.
- Florida Basic Law Enforcement Certification and maintain minimum certification requirements.
- Maintain any certifications currently held for law enforcement, including periodic in-service training and weaponry qualifications, which are deemed relevant to the Law enforcement function, as agreed upon at the time of hiring.
- Compliance with any future training, educational or certification mandates by the State or Federal Government for law enforcement officers.

## **ESSENTIAL PHYSICAL SKILLS**

- Good vision (corrected to 20/20)
- Good hearing (with or without correction)
- Heavy lifting and carrying (over 45 pounds)

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- Reaching
- Climbing (including fences)
- Pulling
- Pushing
- Distinguishing colors
- Walking and standing
- Running
- Crawling
- Kneeling
- Bending
- Stooping
- Jumping
- Throwing
- Balancing
- Smelling
- Physical exertion
- Engage in combat
- Shooting firearms
- Talking
- Writing
- Driving
- Office machine and computer operation
- Written and verbal communications

### **ENVIRONMENT CONDITIONS**

- Works inside and outside in various weather conditions both day and night.
- Works in hazardous conditions: noise, chemicals, fumes, slippery and uneven surfaces, vibrations, moving vehicles, falling structures and debris, odors, poor lighting, heights, confined spaces, trash, garbage, filth, animals.
- Exposure to hazardous materials: blood-borne pathogens and airborne diseases and other hazardous conditions may be expected.
- Works in stressful and confrontational situations.

### **SELECTION GUIDELINES**

Formal application, rating of education and experience; oral interview and reference check.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

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The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. Reasonable accommodation will be made for otherwise qualified individuals with a disability.

Approval:   
Personnel

Approval:   
City Manager

Council Approval Date: November 3, 2015

