

**APPROVED:**

**DATE:**

**Police Officer**

**DEPARTMENT:** Police

**RESPONSIBLE TO:** Sergeant

**GENERAL DESCRIPTION:**

Law enforcement, crime prevention, and public assistance work in protecting life and property through the enforcement of Federal, State and Local laws and ordinances.

**ESSENTIAL FUNCTIONS:**

- Responds to emergency or high risk situations; participates in criminal and other investigations; performs general law enforcement duties, including patrolling assigned areas, checking property for security, conducting visual and audio surveillance, maintaining order and public safety, responding to traffic accidents/incidents and issuing citations, apprehending and arresting suspects, searching suspects, questioning suspects, assisting crime and accident victims, investigating alarms, collecting evidence, taking statements, participates in special unit activities and/or programs as assigned, which may include performing duties as a community police officer, DARE officer, and/or tactical officer.
- May pursue suspicious persons by chasing on foot and/or in the police vehicle.
- Required to be proficient in all aspects with all weapons associated with police work.
- Completion of reports and other job related documents
- Responsible for being knowledgeable of the crime problem in assigned work area and developing strategies to combat the problem.
- Administers first aid, makes preliminary investigations, protects physical evidence, locates witnesses and makes arrests at scenes of crimes or other incidents.
- Interviews complainants and witnesses to obtain information about crimes. Prepares evidence for issuance of complaints and testifies as a witness in court.
- Maintains assigned equipment and vehicle.
- Participate in death investigations; processes crime scenes
- Performs other related duties as required.
- **Patrol Officers**
  - Patrols school zones and high activity areas when assigned. Directs traffic, investigates accidents, recovers stolen automobiles, prepares detailed reports, gives advice and interprets

- laws and ordinances and provides general information to the public.
  - Patrols a designated area of the City in a police car as assigned to preserve the peace, to prevent and discover criminal acts and to enforce traffic regulations. Answers calls and complaints involving drunkenness, domestic disputes, fires, thefts, accidents and other felonies and misdemeanors. Makes arrests as appropriate and transports suspects to the Police Department for questioning and/or booking
- **Code Enforcement Officer**
    - Monitors activities of the public and private sector of the City on a daily basis to assure compliance with assigned aspects of City codes; issues citations for code violations; determines applicable codes, action to be taken to address violation, and sets correction date; performs re-inspections to determine compliance.
    - Responds to/investigates citizen complaints concerning code violations, resolving complaints within scope of knowledge and authority; inspects premises for possible violations and gathers evidence; also conducts self-initiated investigations; meets with business owners, developers, or residents to inform them of violations and discrepancies; explains and interprets codes and communicates solutions; refers to appropriate department or agency as necessary.
    - Develops and maintains forms, records and reports that provide for evaluation and documentation of code enforcement activities; researches legal documents and summarizes information; prepares inspection reports; prepares violation notices and recommendations for correction; assesses fines; follows up on each case to verify corrections have been made to comply with codes.
    - Prepares cases for and provides testimony at Code Enforcement Board and County Courts hearings as necessary; organizes and maintains documentation and prepares cases for court and for filing or submission to City Attorney for prosecution; testifies in court for the City in legal actions taken to gain compliance; presents the entire code violation case to the Court, including all evidence and witnesses, for final disposition if the defendant is not represented by counsel
- **Detective**
    - Examines crime scenes, makes analyses of evidence, processes fingerprints and other traces, photographs evidence and crime scenes; maintains control and responsibility for the evidence locker and the disposition of all evidence maintained by the Department
    - Implements special operations and activities, including undercover operations, stakeouts, and other surveillance activities; coordinates investigations with personnel of other divisions and other agencies as appropriate; reviews cases and assigns to investigators; reviews case progress with investigators; offers advice and assistance as needed. Ensures that crimes are investigated thoroughly and properly to aid in case prosecution
- **Special Investigations Officers**
    - Prevention of crime through mean outside the standard shift schedule including; change of shift days and hours with minimal advanced notice, on call duties during nights, weekends, and holiday, ability to respond with short periods of notice, change of uniforms during a shift

- Ability to assist other sections of the Police Department as called upon including; patrol duties as required, deal with animal control issues and obtain training certificates for animal control duties, perform finger printing for the community
- Duties may include undercover investigative work or discrete surveillance in standard uniforms, alternate uniforms, or plain clothes

*This position is part of the City's Emergency Management Team and, as such, shall be expected to perform all duties that are assigned during an emergency management operation. Any additional compensation, above the normal salary shall be outlined by the City Manager in the City's Personnel Policies and Procedures Manual and Emergency Declaration. Failure to appear to perform emergency management assignment and to work assigned shifts as scheduled by the City's Emergency Management Officer (Fire Chief) or individuals designated by the City Manager to assign such functions will result in disciplinary action up to and including termination.*

**(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:**

- High School diploma or possession of an acceptable equivalency.
- At least one (1) year experience in Law Enforcement or related field.
- A comparable amount of training, education or experience can be substituted for the minimum qualifications.

### **Knowledge, Skills and Abilities**

- Ability to establish and maintain effective working relationships with management personnel, co-workers, outside agencies and the general public.
- Ability to analyze situations quickly and objectively and to determine the proper course of action to be taken.
- Ability to cope with situations firmly, courteously and tactfully, and with respect for the rights of others.
- Ability to read, write, speak and communicate effectively.
- Ability to maintain physical requirements and standards to perform duties above.
- Ability to understand and carry out oral and written instructions.
- Ability to recognize safety hazards and to take precautionary measures to protect self and others.
- Ability to work rotating shifts and to be on call 24 hours a day, 7 days a week.

### **Licenses, Certifications, or Registrations**

- Possession of a valid Florida Driver license.

- Possession of Florida Law Enforcement Certification.

### **Essential Physical Skills**

- While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and talk and hear.
- Must be physically able to operate a variety of machines and equipment including firearms, automobile, office equipment, radio, telephone, etc. Must be able to exert up to thirty pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Physical demands are in excess of those for sedentary work; must be able to remain on feet for periods of time, stoop, kneel, crouch, lift, carry, push, pull, climb, balance, walk, run. Must be physically fit and able to defend one's self from attack or physical assault. Must be able to restrain, lift and/or carry adults of varying weights.
- The employee must regularly lift and/or move up to ten (10) pounds and frequently lift and/or move up to one hundred (100) pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus
- Acceptable hearing (with or without hearing aid)

**The characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.**

### **ENVIRONMENTAL CONDITIONS:**

- Works indoors
- Works outside in various weather conditions with: noise, dust, fumes; gases; chemicals; grease or oils; electrical energy; slippery surfaces; uneven surfaces; in or with moving objects, odors.
- Poor lighting
- Exposure to loud noises within work environment