

FULL TIME POSITION Police Officer

The City of Key Colony Beach is accepting applications for 2 FULL TIME Police Officer positions. One opening is for a road patrol position and the other is for marine patrol/code enforcement and shift coverage police officer.

Applicants must possess a current Florida certification as a police officer. Applicants will undergo a thorough background investigation, including drug screening, medical, polygraph and psychological exams. Salary range \$52,500 — \$55,000 depending on qualifications. Mail resume to:

Chief of Police P.O. Box 510141 Key Colony Beach, FL. 33051

Or

Call for additional information—305-289-1212

Equal Opportunity Employer

KEY COLONY BEACH POLICE DEPARTMENT

POLICE OFFICER

MAJOR FUNCTION

This class involves law enforcement work in protecting the public and preserving the peace while serving in a variety of assignments within the Police Department. The work involves responsibility for carrying out assigned duties in the areas of road patrol, criminal investigations, civil process, transportation, traffic enforcement, or other areas deemed appropriate by supervisors. Positions in this class typically operate singly, but may operate with others. Officers interpret and enforce all applicable laws and ordinances in the State of Florida, City of Key Colony Beach, and other applicable statutes, general orders, special instructions, and policies and procedures of the Police Department. Unusual situations and serious matters are referred to supervisors for action or guidance. Work is performed under general supervision of a Corporal, Sergeant or Chief of Police who reviews work through reports, conferences, inspections, and observations of citations and results.

MINIMUM ELIGIBILITY REQUIREMENTS

In order to qualify for a SWORN position, an applicant must:

1. Be at least 24 years of age, this may be lowered at the discretion of the Chief.
2. Be a U.S. citizen. (Native born or naturalized)
3. Be a high school graduate or have equivalent. (GED)
4. No drug use within 36 months.
5. No hard drug involvement within the past 10 years.
6. Never convicted of a felony or domestic battery
7. Have good moral character.

JOB COMPLEXITY

Individual must apply knowledge of law enforcement procedures as they relate to the interpretation and enforcement of all applicable laws and ordinances.

CONSEQUENCE OF ACTIONS

Individual may be required to make decisions and handle unusual situations independently.

WORK CONTROLS

Generally the work is performed independently under the general supervision of a law enforcement Corporal or Sergeant; some unusual and difficult situations may be handled independently.

PERSONAL CONTACTS

Work involves contacts with a variety of people; some contacts may be difficult requiring the officer to use considerable tact and skill or commands or force to obtain what is desired.

SAFETY OF OTHERS

Position involves responsibility for the safety of citizens and for the enforcement of the laws and standards of public safety.

PHYSICAL EFFORT

Occasionally, the work may require strenuous physical effort such as heavy manual work, or physically controlling others.

HAZARDS

Generally, the work involves considerable risks requiring the worker to observe safety precautions and use extreme care in performing job duties.

WORK ENVIRONMENT

Occasionally, work may be performed in conditions that cause discomfort and unpleasantness.

SUPERVISORY AUTHORITY

Work does not involve any significant supervisory authority.

EXAMPLES OF DUTIES

Performs patrol duties to prevent and detect violations of the law.

Responds to numerous emergency and routine calls from the public ranging from domestic complaints, accidents, fires and criminal actions in progress; assists in settling complaints, arrests offenders, collects and preserves evidence, prepares reports and testifies in court as required.

Performs traffic enforcement duty: Executes traffic stops, issues traffic citations and court summons, administers breathalyzer and other tests, makes arrests, and books potential prisoners.

Responds to traffic accidents and assists Monroe County Sheriff's Office or Florida Highway Patrol with traffic incidents and arranges for ambulances to assist sick or injured.

Represents the State of Florida in requested or mandatory court hearings or judicial proceedings at traffic, misdemeanor or felony level.

Police Officer

May be required to work extra shifts during the event of an emergency situation such as hurricanes, etc.

Assists citizens in preparing criminal affidavits in conjunction with the complaints of criminal activity; initiates criminal investigations from information developed from sources other than the ordinary citizen complaint; investigates crime scenes, collects and preserves evidence, develops prints, photographs, sketches and descriptions of scenes; submits evidence to laboratories for further analysis; interviews witnesses and interrogates suspects to develop information and evidence in criminal investigations; conducts surveillances to gather evidence for search warrants, to prevent potential crimes from happening such as burglaries, robberies and thefts.

Serves civil papers (code enforcement subpoenas) on citizens, corporate officers or others; makes personal contact with individuals at their home or place of business; processes papers for criminal actions.

Transports arrestees to the county jail.

Makes presentations to the public dealing with various categories of crime and crime prevention; establishes "crime watch" groups throughout the city to aid in the prevention of such crimes as burglary and assault.

Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of law enforcement procedures as they relate to the interpretation and enforcement of all applicable laws and ordinances, particularly those dealing with civil and criminal processing, transportation of prisoners, public information, traffic enforcement, criminal and civil investigations, and road patrol.

Knowledge of policies, rules, regulations, and procedures governing law enforcement operations within the Police Department.

Knowledge of crime prevention techniques and the procedures for the collection and preservation of evidence at the crime scene.

Knowledge of the geography, physical and social characteristics of the city.

Knowledge of community resources and organizations which may be called upon in an emergency such as shelters for abused spouses.

Knowledge of law enforcement communications and record keeping procedures and operations; of federal, state and other local law enforcement agencies.

Police Officer

Skill in operating a variety of technical equipment related to law enforcement.

Ability to respond quickly in emergencies, to exercise sound judgement and act decisively in an emergency situation; and to administer first aid and other life-saving procedures.

Ability to act forcefully and to use physical restraint when called upon.

Ability to enforce the law impartially and with the proper regard for all legal procedures and safeguards governing the work.

Ability to read, understand, interpret and apply court rulings, general policies and written instructions as they apply to the work.

Ability to communicate effectively with the public, prisoners, and other law enforcement officers within and outside the organization; and to make formal presentations to the public or in classrooms; and to interview and interrogate effectively.

SPECIAL REQUIREMENTS

Must have completed State-approved training and be certified as a law enforcement officer in compliance with the requirements of the State of Florida.

Must demonstrate proficiency in the use and care of law enforcement equipment, including firearms, vehicles, radio, radar and similar equipment.

Must possess a valid driver's license issued by the State of Florida.

Must be willing to work shifts, weekends and holidays.

Must be in excellent physical condition upon appointment and maintain good physical condition throughout term of appointment.

**MARINE /CODE ENFORCEMENT/ (SHIFT COVERAGE)
(ALONG WITH THE REQUIREMENTS AND JOB
DESCRIPTION OF A POLICE OFFICER LISTED ABOVE)**

MARINE PARTOL OFFICER

EXAMPLES OF DUTIES

1. Provides routine boat patrol on public waterways in the City of Key Colony Beach.
2. Provides boat patrol outside of Key Colony Beach waterways upon the request from any outside agency after the approval of the Sergeant or Chief.
3. Provides high-visibility patrol for deterring violations of the law.
4. Enforce boating laws and ordinances.
5. Promotes boating safety through direct contact with boaters.
6. Provides public education on boating safety through personal contacts and vessel safety inspections.
7. Assist disabled or distressed boats.
8. Seeks out, investigates, and removes or reports to the appropriate authority any obstructions, hazards, and derelict vessels which interfere with safe boating.
9. Assists other governmental agencies in marine matters when requested.
10. Investigates marine-related criminal activity according to current KCBPD policy of procedures.
11. Renders special assistance during hurricanes, tropical storms, and other marine related disasters as set forth by the Chief or his/her designee.
12. Performs search, recover, and rescue missions as required and requested by appropriate authority.
13. Attends and offers assistance pertaining to safe boating classes upon request.
14. Attends public meeting relating to marine topics and speaks at functions when requested.
15. Completes all required marine unit documentation on a daily bases, to include service logs, inspection logs, case reports and daily activity logs, with copies being presented to the Marine Unit supervisor on a monthly bases.

MINIMUM ELIGIBILITY REQUIREMENTS

1. Successful completion of a USCG or FWC basic boating course.
2. Successful completion of a 40 hour law enforcement boating course or equivalent in-house training.
3. New Marine officers will receive a minimum of two weeks on the job training in all aspects of Marine by an experienced Marine Officer who, when available, is also FTO certified. The training officer will complete the daily observation report.
4. All Marine officers will receive periodic in-service training to conform to current KCBPD minimum training standards.
5. All Marine officers will maintain qualifications specified in the Policy and Procedures Manual.

CODE ENFORCEMENT OFFICER

Code enforcement officer means any authorized agent or employee of the municipality appointed by the city whose duty it is to assure code compliance.

It shall be the duty of the code officer to initiate enforcement proceedings of the various codes and ordinances.

A code enforcement officer is authorized to issue a citation to a person when, based upon personal investigation, the officer has reasonable cause to believe that the person has committed a civil infraction in violation of a duly enacted code or ordinance and that the county court will hear the charge.

Prior to issuing a citation, a code enforcement officer shall:

Provide notice to the person that the person has committed a violation of a code or ordinance.

Establish a reasonable time period within which the person must correct the violation.

Such time period shall be no more than thirty (30) days. If, upon personal investigation, a code enforcement officer finds that the person has not corrected the violation within the time period, a code enforcement officer may issue a citation to the person who has committed the violation.

A code enforcement officer does not have to provide the person with a reasonable time period to correct the violation prior to issuing a citation and may immediately issue a citation if a repeat violation is found or if the code enforcement officer has reason to believe that the violation presents a serious threat to the public health, safety, or welfare or if the violation is irreparable or irreversible.

If a citation is issued, the person whom committed the code or ordinance violation is afforded the right to present the citation to a Code Board for a hearing. The code enforcement officer will be present at these hearings to testify on behalf of the City.

SHIFT COVERAGE

Along with marine patrol and code enforcement duties, this officer will be expected to cover vacant shifts as they on planned vacations. This officer will have a work schedule that is based on the needs of the Department and approved by the Chief of Police.

Police Officer