



City of DeLand

120 South Florida Avenue
DeLand, FL 32720
Phone: (386) 626-7000

POLICE OFFICER

Department:	127/Police Operations	Exempt:	No
Reports To:	Police Sergeant	Pay Grade/Wage:	P101
Position Type:	Full-Time	Hours:	42 hrs/week

Job Summary:

This is highly responsible, independent work of a critical, high-hazard nature, protecting the life and property, health and welfare of citizens. This position's primary tasks include enforcing the law, apprehending violators and preventing crime. Work is performed under the immediate direction and control of a Sergeant or a Commander and is reviewed and inspected, formally and informally, on a continuous basis for compliance with the prescribed agency policies and procedures.

Job Description:

DUTIES & RESPONSIBILITIES

- Attends meetings, roll calls, briefings, squad meetings, division meetings, etc., at the direction of the Sergeant.
- Develops and maintains good working liaison with agencies contacted during the course of assigned duties.
- Insures that equipment and vehicles used are properly maintained.
- Reports unsafe working and equipment/vehicle conditions.
- Maintains safe work practices and habits.
- Cooperates with other department personnel.
- Requests teletype checks or wants warrants, driver's licenses, criminal histories, registrations, etc.
- Uses K-9 dogs to track suspects, search buildings, check the scene of burglaries and performs narcotic searches.
- Requests records checks. (such as firearms, stolen equipment, vehicles, etc.)
- Makes arrests and completes attendant booking procedures and paperwork.
- Interviews persons. (Suspects, citizens, informants, etc.)
- Interrogates suspects.
- Apprehends and restrains suspects.
- Detains people and vehicles, conducts traffic stops, felony stops, field frisk, strip search, also searches in buildings, grounds vehicles, people, evidence and contraband, etc.
- Performs building checks. (vacation house checks and building security)
- Coordinates activities at scenes of accidents, crimes or incidents.
- Protects chain of evidence.
- Packages, seals and labels evidence.
- Preserves evidence, transports evidence and property.
- Makes court and court-related appearances as required.
- Testifies at trials, hearings, and grand juries.
- Meets with attorneys.
- Investigates abandoned vehicles.
- Calls for supplementary aid for example, wrecker, ambulance, rescue, back-up officer, etc.
- Prepares reports, forms, and required paperwork.
- Collects descriptions of property, persons and sequence of events.
- Establishes identity of suspects.
- Directs and controls vehicular and pedestrian traffic.
- Estimates and records motor vehicles and property damage at accidents and incidents.
- Conducts accident investigations.
- Controls disorderly or irate persons.
- Secures and protects crime scenes.
- Provides general police services not involving criminal acts such as calls for assistance.

POLICE OFFICER 1

LAST UPDATED: April 6, 2020



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- Identifies possible leads.
- Monitors obedience to traffic control devices.
- Responsible for the care and custody of evidence including transportation to and from the laboratory.
- Takes photographs and fingerprints.
- Performs video surveillance, drug testing and destruction of seized property or evidence, film processing and photo printing.
- Participates in the execution of search warrants.
- Conducts routine patrol of residential, commercial, rural areas as well as roadways and waterways.
- Responds to emergency and non-emergency calls and requests for service.
- Reports hazards and problems observed.
- Criminal investigation of assigned cases.
- Preparation of cases to be presented in court.
- Checks pawn shop receipts against stolen property lists.
- Other duties as assigned.

QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and /or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND EXPERIENCE REQUIREMENTS

- High school or general education degree (GED) from an accredited institution is required.
- Meet minimum employment requirements as established by Florida Statutes for the Florida Department of Law Enforcement, Criminal Justice Standards and Training Commission.

LICENSES AND SPECIAL REQUIREMENTS

- Possession of a valid Florida driver's license and an acceptable driving record is required
- Must pass a physical examination by a licensed physician based on established specifications.

LANGUAGE SKILLS

- Ability to effectively, clearly and distinctly communicate verbally and in writing.
- Ability to establish and maintain effective working relationships with City employees, City officials, other agency officials, public groups and the general public.
- Ability to develop and maintain good personal relationships with other employees and the public.
- Must be able to speak and deal directly with the public in a firm and courteously manner, and be able to communicate under times of emergencies.
- Ability to prepare clear and comprehensive reports, and written and oral instructions.

REASONING ABILITY

- Ability to plan, organize and direct people and other resources.
- Ability to understand and carry out complex and written instructions.
- Ability to plan and conduct research projects.
- Ability to work independently and to exercise good judgment.
- Ability to stay alert, to remain calm and make decisions in emergency situations.

OTHER SKILLS AND ABILITIES

- Knowledge of FLSA rules.
- Knowledge of the geography of the City.
- Good observation and memory capabilities with the ability to remember names, faces and details.
- Excellent physical condition.
- Good knowledge of law enforcement practices.

POLICE OFFICER 2

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- Dependability, efficiency, and exceptional judgment are essential.

WORK ENVIRONMENT/ADA: While performing the duties of this job, the employee is regularly required to reach, climb, walk, stand, kneel, bend, stoop, throw, drive, taste, balance, crawl, push and smell. The employee may work outside in various weather conditions, in or with moving vehicles and/or equipment, with heights, radiant energy, electrical energy, grease or oils, solvents, chemicals, and in dusty or noisy conditions.

Lifting:	Lift up to 45 Pounds	Vision:	20/20 or Corrected to 20/100
Environment:	Office Work and Outside Work in Various Conditions	Hearing:	Normal Noise Levels for Work Environment

***Class Descriptions are not intended to be restrictive. The use of (or absence of) a particular illustration of duties shall not be held to exclude or limit the authority of a Department Head to assign other duties which are similar and related to work.**

I acknowledge that on _____ I read and received a copy of my job description.
(Date)

EMPLOYEE NAME PRINTED

EMPLOYEE SIGNATURE