



Law Enforcement Officer Police Department

GENERAL DESCRIPTION:

General duty police work in the protection of life and property through the enforcement of laws and ordinances.

MAJOR JOB FUNCTIONS:

- Patrol a designated area of the city on foot, on bicycle, or in a patrol car, or specialty vehicle to preserve order, prevent crime and discover criminal acts, and make arrests.
- Answer radio dispatched or citizens' request for police services at accident scenes, domestic disputes, law violations, and peace disturbances.
- Conduct investigations, gather evidence, interview witnesses, take statements, make arrests, or write citations and make written reports at crime or accident scenes.
- Testify in court at criminal hearings and trials.
- Provide traffic control at accident scenes, fires, and congested areas.
- May work in plain clothes to conduct follow-up investigations, and to suppress vice or narcotics activities.
- Conduct lineups for identification of suspects.
- Attend community meetings to discuss crime problems.
- Evaluate and control violent situations and subjects.
- Order and direct emergency equipment at accident and disaster scenes.
- Search for missing subjects.
- Drive vehicles under hazardous and emergency conditions.
- Train new employees in proper police procedures.
- Provide first aid to injured or sick subjects.
- **NOTE:** additional duties and responsibilities will be assigned as needed.

MINIMUM QUALIFICATIONS:

- Be at least 19 years of age.
- Be a citizen of the United States.
- Have earned a high school diploma or equivalent (GED)
- Valid Florida Driver's License.
- Current Florida Law Enforcement Certification or successful completion of a CJSTC approved academy with the ability to obtain certification.
- Have not been convicted of any felony or of a misdemeanor involving perjury or false statement. Any person who, after July 1, 1981, pleads guilty or nolo contendere to, or is found guilty of a felony, or of a misdemeanor involving perjury or a false statement, shall not be eligible for employment or appointment as an officer, notwithstanding suspension of sentence or withholding of adjudication.
- Have not received a dishonorable discharge from any of the Armed Forces of the United States
(if applicable)

- Pass a physical examination by a licensed physician, physician assistant, or certified advanced registered nurse practitioner.
- Have good moral character as determined by a background investigation under procedures established by the Criminal Justice Standards and Training Commission.

MINIMUM PHYSICAL QUALIFICATIONS:

- Ability to lift and or carry up to 50 pounds and over if required
- Acceptable eyesight (with or without correction)
- The ability to properly discern colors and possess necessary depth perception to effectively perform job functions
- Acceptable hearing (with or without hearing aid)
- Ability to clearly communicate through speech
- Ability to run, walk, climb, stand, crawl, kneel, bend, jump, pull, push, and smell

MINIMUM COGNITIVE QUALIFICATION:

- Ability to analyze situations quickly and objectively and to determine proper course of action to be taken.
- Ability to cope with situations firmly, courteously and tactfully, and with respect for the rights of others.
- Possess good judgment and decision-making skills, and good listening skills.
- Ability to understand and carry out oral and written instructions.
- Ability to read, write and speak effectively in English

Qualified applicants must submit completed application. Application and complete job posting are available at www.cityofportrichey.com or by contacting the Human Resources office at (727) 816-1900 ext. 136 or email r.wood@cityofportrichey.com