

City of Bartow
Job Description

Position: Police Officer
(Revised 05/2017)

FLSA:	Non-Exempt	CBA Unit:	PBA
Pay Grade:	P-1	Department:	Police
Shift:	Shift Work	Supervisor:	Police Sergeant

Summary:

Performs responsible protective service work involving a variety of general or support duty police assignments. Work is performed under regular supervision. Work is frequently performed under emergency situations and involves considerable personal hazard and danger.

Essential Duties and Responsibilities:

- On an assigned shift, operates a patrol vehicle, walks or rides bicycle to observe for violations of traffic laws, suspicious activities or persons and disturbances of law and order; investigates suspicious conditions and complaints;
- Responds to radio dispatches and answers calls and complaints;
- Issues citations for traffic violations;
- Serves warrants and makes arrests; escorts prisoners; testifies in court;
- Provides police escorts; directs traffic; performs residential and commercial checks;
- Fills out arrest records;
- Conducts investigations; identifies and collects evidence;
- Investigates traffic accidents; makes weekly checks on senior citizens;
- Reports unsafe conditions existing in street or other public facilities;
- Ensures vehicle properly maintained;
- Maintains order in crowds;
- Prepares detailed reports on activities and assignments;
- May be assigned to special duty, special operations, school resource, etc;
- Performs related tasks as required.

Supervisory Responsibilities:

None.

Education and Experience:

Graduation from high school or equivalent.

Knowledge, Skills, and Abilities:

- General knowledge of police methods, practices and procedures;
- General knowledge of the geography of the City and location of important buildings;
- General knowledge of the rules and regulations of the Police Department ;

- Knowledge of the Criminal Justice System;
- Knowledge of Florida State Statutes;
- Skill in the use of firearms and the operation of motor vehicles.
- Ability to understand and carry out oral and written instructions and to prepare clear comprehensive reports;
- Ability to deal courteously but firmly with the public;
- Ability to analyze situations and to adopt quick, effective and reasonable courses of action with due regard to surround hazards and circumstances;

Special Requirements:

Possession of an appropriate driver's license valid in the State of Florida. Possession of Florida police certification. Must meet and maintain all minimum state and local training and education requirements for position.

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

This physical job involves inside and outside work and is exposed to all weather conditions.