

City of Sebring, FL

JOB DESCRIPTION

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Police Officer

Department: Police

Pay Grade: 111

FLSA Status: Non-Exempt

JOB SUMMARY

A Police Officer assigned to the Patrol Division performs general duty police work in the protection of life and property through the enforcement of laws and ordinances.

A Police Officer assigned to the Criminal Investigations Division performs the duties of an Investigator or Police Inspector.

A Police Officer assigned as the CRA Officer performs all the duties of a Police Officer, though is responsible for the functions associated with being the Evidence / Property Technician as well.

ESSENTIAL JOB FUNCTIONS

The duties and responsibilities in this job description are illustrative only and are not meant to be all-inclusive. Job responsibilities also include any other duties as assigned by the City. The City reserves the right to vary, add to, eliminate, or otherwise modify the job duties set forth in this description at any time and for any reason.

- Works rotating shifts performing proactive patrols, traffic enforcement and control, crash investigations, first aid, the detection and investigation of criminal activity, and processing criminal charges for people who have committed crimes
- Patrols streets, parks, commercial and residential areas of the city to preserve the peace and enforce the law
- Prevents, detects, and investigates misdemeanor, felony, and other law violations
- Responds to requests for assistance regarding civil, criminal, and emergency incidents
- Takes law enforcement action as determined necessary and appropriate
- Investigates traffic crashes and renders assistance as determined necessary
- Attempts to identify, locate, and interview victims and witnesses
- Interrogates suspects
- Conducts follow-up investigations of crimes

- Develops criminal intelligence, leads, and tips
- Searches scene of crimes for evidence
- Analyzes, evaluates, and facilitates the processing of evidence
- Prepares complete and accurate reports
- Prepares cases for judicial proceedings
- Testifies in judicial proceedings
- Maintains contact with police supervisory personnel to coordinate investigative activities, provides mutual assistance during emergencies and provides general information about department activities
- Assists the Corporal with reviewing a variety of reports, correspondence, memoranda, and files prepared by subordinates for adequacy and completeness; prepares various narrative and statistical reports, identifies problems, recommends solutions, and documents activity reports and facilitates equipment inspections
- Assists with employee training and development
- Performs other related duties as assigned

QUALIFICATIONS

Education and Experience:

Requires High School graduation or possession of an acceptable equivalency diploma.

Licenses or Certifications:

Valid Florida Driver's License

- Driving record will be considered

Ability to be certified as a Florida Law Enforcement Officer

Special Requirements:

Must meet minimum requirements as established by State Statutes.

Knowledge, Skills and Abilities:

- Must be of good moral character
- Knowledge of Rules and Regulations of the department
- Knowledge of Federal, State, and Municipal case law
- Knowledge of physical and social characteristics of the City
- Ability to analyze situations quickly and objectively to determine proper courses of action
- Ability to deal courteously and professionally with others
- Ability to communicate clearly and concisely
- Ability to effectively read and write English
- Skill in the use and care of firearms and weapons
- Skill in the use and care of commonly used law enforcement equipment
- Ability to operate common office equipment including copy and fax machines
- Must be computer literate. Familiar with basic computer principles, be competent using MS Office applications (Word, Excel, Power Point), and have the ability use various law enforcement reporting software

PHYSICAL DEMANDS

Upon request, reasonable accommodations will be made in accordance with applicable law.

- Must be able to operate a computer
- Light (up to 15 pounds) to heavy (45 pounds and over) lifting and carrying
- Endure sustained acts of physical exhaustion and endure periods of duty under unfavorable and life threatening situations
- Driving a patrol vehicle for extended periods of time, possibly in hazardous conditions and in inclement weather
- Communicate effectively
- Reaching, climbing, pulling and other physical actions
- Depth perception and distinguishing colors
- Acceptable eyesight (with or without correction)
- Acceptable hearing (with or without correction)
- Standing for extended periods of time

WORK ENVIRONMENT

Work environment varies from indoor office work to outside work in various weather conditions with uneven surfaces, moving objects and vehicles, heights and poor lighting in hazardous and stressful situations.

Positions may be considered disaster-essential as determined by the City.

The City of Sebring has the right to revise this job description at any time. This description does not represent in any way a contract of employment.

Employee Signature

Date

Supervisor (or HR) Signature

Date

E.O.E. The City of Sebring does not discriminate on the basis of race, color, national origin, sex, religion, age, disability or military service in employment or the provision of services.