

## **PUBLIC SAFETY OFFICER**

*Town of Jupiter Island*

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**DEPARTMENT:** Public Safety  
**FLSA DESIGNATION:** Non-Exempt

**CLASSIFICATION:** Hourly  
**APPROVED BY:** MV

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### **REPORTING RELATIONSHIPS:**

Position Reports to: JIPSD Director (“Chief”) and Shift Supervisors  
Positions Supervised: None

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### **DISTINGUISHING FEATURES OF THE POSITION:**

A Public Safety Officer (“Officer”) is responsible for the enforcement of State of Florida laws and Town of Jupiter Island (“Town”) ordinances, as well as the protection of lives and property. Jupiter Island Public Safety Department (“JIPSD”) Officers are triple certified as a law enforcement officers, fire fighters and emergency medical technicians. Officers must work in accordance with the rules and procedures of the Jupiter Island Public Safety Department (“JIPSD”), the laws of the State of Florida and the ordinances of the Town. Officer assignments may be based on a variety of factors, including but not limited to: the needs of a particular shift; the needs of the JIPSD; and/or, the experience or ability of the Officer. Officer responsibilities require constant attention and commitment to the JIPSD’s mission and must be performed in an effective, efficient and safe manner. Each Officer must work to support and promote the Department’s mission and comply with its directives.

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### **DUTIES & RESPONSIBILITIES:**

- Respond to calls from the public for service complaints, violations of law or ordinances.
- Perform routine security and safety checks of neighborhoods and locations of specific or special concerns.
- Identify and apprehend offenders.
- Advise individuals of their constitutional rights.
- Conduct frisk and pat down searches.
- Arrest violators and handcuff and transport prisoners as directed by and in keeping with applicable rules and regulations, policies, ordinances and/or or Statutory law.
- Attain and maintain weapons efficiency.
- Investigate crimes.
- Preserve evidence.
- Secure crime scenes.
- Conduct interviews.
- Investigate suspicious persons or vehicles.
- Investigate real or potential safety hazards for possible corrective action and notify the proper authorities.
- Respond to and resolve complaints involving animals.
- Interact and work with citizens.
- Testify in court.
- Control, regulate and direct traffic.
- Issue traffic citations.
- Patrol the Town or assigned area in Town vehicle.
- Escort dignitaries.

- Check condition and status of assigned patrol equipment and vehicle.
- Respond to all fire alarms. In the event of an actual fire, direct the route to the fire and upon arrival, determine what fire apparatus is needed. Make decisions as to the best methods of attacking the fire and direct scene operations until relieved by a superior officer.
- Assist in searching for, identifying and safeguarding of prisoners.
- Respond to citizen and community needs and provide information to public upon request.
- Develop positive working relationship with colleagues.
- Prepare written reports in keeping with JIPSD policy, applicable law or as needed or requested.
- Provide information to public upon request and in keeping with any limitations pursuant to state, federal or local law or General Orders II-011.
- Maintain professional image and work habits.
- Assist in emergency medical care.
- Keep abreast of current trends, practices, and programs in criminal justice by participating in career and professional development.
- Perform additional duties as assigned, required or needed by supervisors or the Chief, which may include but are not limited to:
  - Perform relief operations for all road patrol officers and dispatch.
  - Perform certain criminal investigations.
  - Recruit for new employees.
  - Act as a Field Training Officer.
  - Act as a liaison with Police and Fire Training Centers.
  - Act as a Member of Accreditation Committee.
  - Operate beach ATV patrol, patrol boat and/or 4-wheel ATV, once properly trained and certified.
  - Perform maintenance and oversee care of fire apparatus and equipment.

When assigned as a Marine Patrol Officer, must possess:

- Comprehensive knowledge of waterways.
- Comprehensive knowledge of boats, hulls, motors, etc.
- Ability to work with neighboring agencies; including local police, county, state, and federal agencies, to develop a solid working relationship.
- Ability to work without supervision, demonstrate initiative and sound judgment.
- Comprehensive knowledge of Federal, State, County and Town laws on boating, mangrove trimming, manatee zones, and boating inspections.
- Ability to qualify for ICE Blue Lightning Task Force Cross Designation
- Ability to operate marine radar, GPS (Global Positioning System), marine VHF radio and depth sounder.

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## **EDUCATION/CERTIFICATIONS:**

- High School Diploma (the completion of the twelfth grade) or equivalent required.
- Associate's Degree in Law Enforcement, Fire Science, Business, or any other Social Science area or higher is preferable. An accredited high school diploma or possession of a State of Florida General Equivalency Diploma with 15 semester hours of college may be considered for an entry level position.
- An Associate's Degree and other advanced training must be obtained in order to qualify for step pay raises.
- Florida State Tri-Certification: Current Florida Law Enforcement Certification; State of Florida Firefighter Standards Certification, and Emergency Medical Technician Certificate. Tri-

certification as a law enforcement officer, fire fighter/ EMT must be obtained within 12 months of date of hire. The Chief may give a 12-month extension in order to accommodate the training requirement; failure to secure tri-certification within the 24-month period will be cause for immediate termination. Certifications must remain valid and current for the entire period of employment.

- Must be FCIC/NCIC Teletype certified. Recertification is required every two years.
- Must be able to drive a vehicle, possess a valid Florida Driver's License (Class E) (with E endorsement) and maintain a good driving record; position will require use of personal or Town vehicles on Town business.
- Must be able to operate fire apparatus and related equipment, when necessary or requested and once qualified and trained in the specific vehicle and/or apparatus.
- Must meet physical requirements of (National Fire Protection Association) NFPA A1582" Standard on Medical Requirements for Firefighters (1992), which is attached hereto and incorporated by reference.
- Must satisfy the requirements of Florida Statutes Chapters 943(Department of Law Enforcement) and 633 (Fire Prevention and Control).

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**EXPERIENCE:**

- Successful completion of the Law Enforcement & Firefighter Academies and one year of public safety experience.

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**KNOWLEDGE, SKILLS & ABILITIES:**

- Knowledge of police, fire, and EMS sciences and methods.
- Knowledge of applicable laws and ordinances.
- Knowledge of personnel techniques as related to training, placement, and evaluation of police and fire personnel.
- Knowledge of scientific methods and crime detection, criminal detection, criminal identification and radio communications.
- Knowledge of Town geography
- Ability to recall facts or information and describe person, things, events in great detail.
- Ability to maintain cooperative relationships with Town officials and residents.
- Ability to demonstrate resourcefulness and use sound judgment in emergencies.
- Knowledge of principles and practices involving Emergency Medical Technician procedures, such as advanced first aid, CPR, and other medical assistance techniques.
- Knowledge of fire apparatus, equipment, tools, devices, facilities, and their proper use and maintenance.
- Training and skill in responding to hazardous materials and proper decontamination.
- Knowledge of radio and CAD communications procedures.
- Ability to drive a multitude of vehicles and fire apparatus.
- Ability to work for long periods of time, requiring sustained physical activity and intense concentration.
- Ability to communicate both orally and in writing.
- Ability to effectively perceive red, yellow, and blue colors to recognize hazards identified by fire diamonds / placards.
- Ability to observe situations analytically and objectively.
- Ability to react quickly and courteously with the public and to remain calm in emergencies.
- Ability to use all PPE as directed in JIPSD policy.

- Knowledge of various fire hazards located within the Town.
- Knowledge of fire apparatus, equipment, tools, devices, facilities, and their proper use and maintenance.
- Knowledge of firefighting techniques, policy procedures and practices.
- Ability to use emergency medical technique and BLS treatment practices.
- Basic knowledge of computer and technical skills.
- Ability to see with or without corrections.
- Ability to hear without a hearing aid.
- Ability to print legibly.
- Must be a United States citizen and nineteen years of age or older.
- Must be able to walk, sit, stand and drive a vehicle.
- Must be able to perform repetitive motions, balance, kneel, crouch, grasp, run, reach, touch, grasp, jump, stoop, push, pull, touch, see, smell, climb and drag.
- Must be able to use force.
- Must be able to speak and hear.
- Must be able to lift and carry 165 pounds for 100 feet.
- Must be able to operate a police radio, computer, and other office equipment.
- Must be able to work in a confined space.

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#### **WORKING CONDITIONS:**

- Conditions may vary by shift and weather conditions and can include dirt, dust, heat, cold, noise, darkness, sun exposure.
- Work is conducted primarily outdoors, with varying environmental and man-made hazards.
- Some positions will require the performance of other duties and responsibilities depending upon work location, assignment service call type or shift

## **DISCLAIMER: INTENT AND FUNCTION OF JOB DESCRIPTIONS**

Job descriptions assist the Town in ensuring that qualified employees are selected for employment. Job descriptions are also essential to effective appraisal systems and related promotions, transfers, layoffs and termination decisions. Well-constructed job descriptions are an integral part of any effective compensation system.

The duties, responsibilities and requirements included in this Job Description illustrate the minimum standards required to successfully perform in this position. However, the included duties, responsibilities and requirements are not meant to be all-inclusive and additional duties, responsibilities or requirements may be assigned by supervisors or Town management, as appropriate or necessary.

Nothing within this job description is intended to create a contract for employment, express or implied, or a guarantee of continued employment for a specific duration. The Town maintains its status as an at-will employer.

By signing below, I acknowledge that I have read and understood the contents of this Job Description. I further understand that this Job Description supersedes and replaces all previously existing Job Descriptions for this position.

Signed By: \_\_\_\_\_  
Incumbent

Date: \_\_\_\_\_

**ADVERTISEMENT LANGUAGE:**

*Proposed:*

*Jupiter Island Public Safety Department's Public Safety Officer is the first responder to the scene of all police, fire and emergency medical calls in the Town of Jupiter Island. The same officer may respond to a crime, motor vehicle accident, medical and fire service call, all within the same shift*

*The Town of Jupiter Island is looking for a Full-time Public Safety Officer. A Public Safety Officer is triple certified as a police officer, firefighter, and EMT. The Town may consider hiring single certified police officers or firefighter/EMT. If hired with a single certification, the Town may also assist with tuition to attend the additional academy.*

*Application and complete job description are available at <http://townofjupiterisland.com/employment-opportunities/>. Completed applications can be sent via email to [HR@tji.martin.fl.us](mailto:HR@tji.martin.fl.us) or by mail to 2 Bridge Road, Jupiter Island, FL 33455. Telephone: 772-545-0103. Applications will be accepted until 4:30 PM, Friday, February 4, 2022. Town of Jupiter Island is an Equal Opportunity Employer.*