

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodation 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 explicitly written out in this job description.

This is a broad job description. Employees in this classification with additional essential job functions, education/experience, licenses/certifications, or knowledge/skills/abilities may be placed at a higher tier within the assigned pay grade. The requirements for advancement to a higher tier will be determined by the City Manager.

Certified/Lateral Police Officer

Department: South Miami Police Department
Reports To: Police Sergeant
FLSA Status: Full-Time | Non-Exempt
Annual Salary Range: *\$73,350 - \$119,472
*Salary commensurate with experience

General Summary

The Police Officer position performs general police functions in the prevention of crime, protection of life and property, and apprehension of criminal offenders through the enforcement of laws and ordinances, and the maintenance of community order through the performance of numerous human services as well as providing general information and assistance to the public.

Supervision Received & Exercised

General and specific assignments are received as to beats or details, and work is normally performed under supervision, as required, with some latitude for the use of independent judgment in the selection of work methods and procedures, subject to close review for compliance with departmental standards and objectives through reports, personal inspections, and discussion. The Police Officer position generally exercises no supervision (unless assigned) and works under the general supervision of the Police Sergeant. This position is classified as a non-exempt, full-time position.

Duties & Responsibilities

- Patrols and prevents crime, answers a wide variety of calls, responds to complaints, and arrests those engaged in any violation of a criminal law or ordinance.
- Maintains community order by responding to calls and situations which may escalate from minor disputes (social crises or personal problems) to community disorders and resolves these, insofar as possible, through application of personal skills or through referral to appropriate social agencies.
- Enforces traffic laws and investigates traffic accidents.
- Directs traffic.
- Answers questions asked by the public and gives directions.
- Issues summonses and warnings and serves subpoenas and warrants.
- Assists in controlling crowds.
- Testifies in court and prepares reports.
- Performs duties and assignments in coordination with the investigation division.

- Utilizes firearms, communications equipment, electronic detectors, audio visual equipment and similar devices.
- Properly maintains issued equipment.
- Works at the complaint desk, screening requests for services, answering telephones and performing various clerical and administrative tasks as required.
- Oversees custody, care, and control of prisoners.
- Explains laws, ordinances and general information to citizens.
- Conducts investigations at the scene of a crime or accident.
- Issues citations and makes arrests and participates in crime control duties.
- Transports and receives property, evidence, and prisoners.
- Advises and counsels elderly and indigent persons.
- Maintains surveillance of known criminals or persons suspected of criminal activities.
- Locates witnesses, interrogates suspects and prepares cases against suspects.
- Investigates cases of juvenile delinquency and submits reports to juvenile court.
- Assists in the supervision of juveniles held in custody.
- Coordinates and functions with other operational units and serves as a part of such units when assigned.
- Performs other duties as required by Supervisor and/or Police Sergeant.

Minimum Qualifications Required

- Must be a United States Citizen.
- Must possess a High School Diploma or GED equivalent.
- Associates degree in related area from accredited college/university is preferred.
- Must possess a valid State of Florida driver's license with an acceptable driving record. Out of state applicants must be able to possess a valid Florida Driver's license upon hire date and have an acceptable driving record.
- Must be a Certified Police Officer in the State of Florida, with a current/valid certification. Lateral transfers must enroll in Equivalency of Training upon hire and pass state exam within three months.
- Must be able to work outdoors while being exposed to various weather conditions, with the possibility of strenuous physical activity, which may include but is not limited to: walking, running, climbing, reaching, stretching, or similar activity.

Knowledge, Skills & Abilities

- Ability to comprehend and retain knowledge of various fields relative to the police function including, but not limited to, interrogation, criminal law, laws of arrest, search and seizure, rules of evidence, and court procedures.
- Ability to interact and interrelate with people and help in the resolution of their collective and individual problems.
- Ability to understand and carry out complex oral and written instruction.
- Ability to effectively work in emergency situations and under little direct supervision.
- Ability to develop skill in the use of firearms.
- Ability to analyze situations quickly and objectively, determining proper course of action.
- Ability to communicate effectively both orally and in writing.
- Excellent physical condition, strength and ability.
- Ability to establish and maintain effective working relationship with other employees and the general public.
- Willingness to work various shifts and be accessible.
- Ability to work in a potentially hazardous environment.

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- Working knowledge of modern office practices and procedures.
 - Proficiency in Microsoft 365 (Word, Excel, Outlook), Mobile Field Reporting.
 - Ability to maintain confidential and sensitive information.
 - Ability to communicate clearly and concisely both orally and in writing.

Disclaimer

The City of South Miami provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, or genetics. In addition to federal law requirements, the City of South Miami complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

An applicant, who, at any time during the employment application process, demonstrates dishonesty, untruthfulness, withholds information (omissions), makes false statements, or whose background investigation reveals derogatory information or moral turpitude issues, will be disqualified.