

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.

Police Cadet | Non-Certified Recruit

Department:	Police Department
Reports To:	Police Sergeant
FLSA Status:	Full-Time Non-Exempt
Annual Salary:	\$61,495

General Summary

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.

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.
- 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.

Minimum Qualifications Required

- Minimum 20 years of age.
- Must possess a High School Diploma or GED.
- Must possess a valid State of Florida driver's license and acceptable driving/traffic history: All applicants for positions which may require operating a City vehicle, must possess a valid State of Florida driver's license along with the appropriate endorsement, class, rating, etc. Out of state applicants must be able to obtain a valid State of Florida driver's license prior to date of hire. Additionally, an unfavorable driving history may be grounds for disqualification, including but not limited to history of suspended and/or revoked driver's license (not insurance or toll related); automobile accidents, and any other traffic related violations. The applicant must demonstrate a good and safety-oriented driving history.

Special Requirements

- Incumbent must complete all requirements established by the City of South Miami for employment as a Police Officer. This may include, but is not limited to a written examination, an oral board, psychological evaluation to determine suitability for position, polygraph examination, physical agility test, a comprehensive background investigation and a job-related medical examination including a drug and alcohol screening test.
- Vision must be binocular and monocular of 20/100 uncorrected, 20/30 or better corrected.

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 relationships with other employees and the general public.

- Willingness to work various shifts and be accessible.
- Ability to work in a potentially hazardous environment.
- Working knowledge of modern office practices and procedures.
- Proficiency in Microsoft Windows, Microsoft Word, Excel, and Microsoft Outlook.
- Ability to maintain confidential and sensitive information.
- Ability to communicate clearly and concisely both orally and in writing.

Application Process & Documentation

Applicants who are qualified for Oral Interview Boards will be asked a series of questions based on the essential functions and required knowledge, skills, and abilities of the position, which have been pre-approved by the Human Resource Department prior to the interview. The Board will determine if the applicant will continue in the selection process.

If an applicant continues in the selection process, they can expect to be subject to the following:

- **Oral Interview Board:** Applicants are required to attend an Oral Interview Board comprised of a diverse selection of City employees to ensure all individuals are given an equal opportunity for employment, regardless of race, sex, creed, color, age, religion, national origin, sexual orientation, genetic information, familial status, or physical impairment.
- **Psychological/Emotional Suitability Screening Process:** The applicant must receive an "acceptable" rating in order to continue in the selection process.
- **Job-Related Medical Evaluation and Drug Screening**
- **Background Investigation:** Disqualifying factors include financial/credit irresponsibility, immoral/unethical conduct, criminal conduct and/or substance abuse.
- **Moral Character:** An applicant, who, at any time during the employment application process, demonstrates dishonesty, untruthfulness, withholds requested information (omissions), makes false statements, or whose background investigation reveals derogatory information or moral turpitude issues, will be disqualified.
- **Termination by Former Police Agency:** Any applicant who has been terminated by another law enforcement agency will be disqualified unless he/she has been exonerated through a review process, or the circumstances have been resolved to the satisfaction of the South Miami Police Department.
- **Military Discharge:** Must be "honorable". Discharges other than honorable may be evaluated on a case-by-case basis. Dishonorable discharge will be disqualified.
- Other Disqualifying Factors include but are NOT limited to (1) an applicant who is the subject of any legal action (civil or criminal) may be ineligible for consideration until the action is concluded, except for employment discrimination claims and claims of a similar nature (2) any applicant that currently has an unresolved or pending case on file with FDLE or any other state standards board that revolves around discipline, standards, or training as a law. The enforcement officer may be disqualified (3) any applicant who fails to appear for a test during the application process and does not contact the Human Resource

Department and/or the South Miami Police Department Personnel Selection Sergeant in writing within thirty (30) days.

Application Special Instructions

The information you are required to provide in the employment application must be true, accurate, complete and without omission of any kind. It is the applicant's responsibility to provide this information, and the omission or failure to do so for any reason will result in your application not being considered further.

Non-certified applicants considered for employment by the City of South Miami must complete the Police Academy's Basic Training Program. Upon completion of the Academy, the candidate is eligible to take the Florida Dept. of Law Enforcement (FDLE) State Officer Certification examination. Upon achieving a passing score, the candidate is promoted to the sworn position of Certified Police Officer.

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.