



**Police Officer**  
Police Department

PD/10

**JOB SUMMARY**

This position is responsible for actively enforcing and upholding that of federal, state and local laws and ordinances, as well as the protection of life and property.

**MAJOR DUTIES**

- Proactively patrols the city to detect, deter, and neutralize criminal activity and traffic violations.
- Responds to calls for service, including but not limited to domestic disputes, assaults/batteries, burglaries, robberies, traffic accidents, lost or missing persons, verbal and physical altercations, stranded or disabled motorists, alarms, trespasses, and public service duties.
- Responsible for the preliminary investigation into traffic accidents and other incidents, which could include interviewing suspects, victims, complainants and witnesses, gathering information, collecting evidence, securing crime scenes, conducting follow ups, and making lawful arrests.
- Apprehends, arrests, processes, and transports offenders.
- Provides assistance and backup support to fellow officers, as well as providing mutual aid to other agencies and emergency service providers.
- Provides traffic control and direction as needed for special occasions such as parades, funerals, concerts, holiday celebrations, school crossings, and other events.
- Testifies and assists in judicial proceedings as necessary.
- Interacts with the public by providing community policing.
- Completes all required reports and forms in a timely manner.
- Responsible for maintaining assigned patrol vehicle, uniform, and equipment.
- Participates in the training and mentoring of less-experienced personnel.
- Participates in specialized teams and task forces such as, Tactical Response Team, Traffic Homicide Investigation, Field Training Officer, Canine, Emergency Vehicle Operations, Firearms, and more.

- Performs related duties.

#### KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of relevant federal and state laws, constitutional rights, criminal and traffic codes, city ordinances, and department policies and procedures.
- Knowledge of traffic accident investigation techniques and procedures.
- Knowledge of the streets, businesses, and neighborhoods within the city.
- Knowledge of the court system and judicial procedures.
- Knowledge in basic computer literacy.
- Knowledge and proficiency in operating and understanding police vehicles, firearms, and emergency equipment.
- Knowledge in operating radios and communications equipment.
- Knowledge and proficiency in restraining and or lawfully arresting persons without causing physical harm.
- Knowledge and skill in oral and written communication.

#### SUPERVISORY CONTROLS

The Police Sergeant and Corporal assigns work through general instruction. Work submitted by an officer is reviewed for compliance determined by established procedures, accuracy, detail, and the nature and justness of the final results.

#### GUIDELINES

Guidelines include state and federal laws, traffic laws, city ordinances, court rulings, constitutional guidelines, training manuals, and department policies and procedures. These guidelines are generally clear and specific but may require some interpretation in application.

#### COMPLEXITY/SCOPE OF WORK

- The work consists of related law enforcement duties. The varied nature of calls and the potential for emergencies contribute to the complexity of the work.
- While the purpose of this position is to protect life and property while enforcing federal, state, and local laws, the scope in which this is performed is continuously growing. Due to the varied nature of calls and potential for emergencies, the complexity of the work can be high.

## CONTACTS

- A police officer's interactions are mostly with that of other law enforcement and the general public. However, through the course of their duties, and officer will interact with other city employees, emergency service providers, court system personnel, attorneys, judges, and medical personnel.
- Contacts are typically to give or exchange information, provide services, interview persons, and resolve problems.

## PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while in a patrol vehicle, or while intermittently sitting, standing, bending, crouching, walking, and running. The employee will frequently lift light and heavy objects, perform tasks or use equipment requiring a high degree of dexterity, drive at higher rates of speed while being fully aware and cognizant of civilian safety, distinguishes between shades of color, and utilizes the sense of smell.
- The work is generally performed in a patrol vehicle and outdoors, occasionally in inclement weather. The employee may be exposed to dust, dirt, sand, machinery with moving parts, biohazards, and contagious or infectious diseases. The work requires the use of specialized law enforcement equipment.

## SUPERVISORY AND MANAGEMENT RESPONSIBILITY

Although a police officer is not in a supervisory position within the department, they are still expected and required to supervise and manage any and all calls/scenes they are assigned to. The supervision and management of calls and scenes is vital to the success of the mission.

## MINIMUM QUALIFICATIONS

- No prior experience required.
- Ability to read, write and perform mathematical calculations at a level associated with a high school graduate or equivalent.
- Possession of or ability to readily obtain a valid driver's license issued by the State of Florida for the type of vehicle or equipment operated.
- Possession of or ability to readily obtain appropriate Florida State Officer Certification.
- The ability to follow instruction with an attention to detail.
- Ability to pass the department's physical assessment test.
- Must pass a Computer Voice Stress Analyzer (CVSA).

- Must pass a psychological exam administered by a certified doctor.

EMPLOYEE ACKNOWLEDGMENT

I hereby acknowledge receipt of the job description and certify that I meet the qualification requirements stated herein and I am able to perform the essential duties and responsibilities of this position. I acknowledge that in addition to the duties outlined above I may be required to perform additional duties.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

*\*\*These are intended only as illustrations of various types of work performed. The omission of specific duties does not exclude them from the position if they work is similar, related, or a logical assignment to the position.*