



JOB DESCRIPTION Treasure of the Emerald Coast

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: P22
FLSA Status: Non-exempt

JOB SUMMARY

General duty police work in the protection of life and property through the enforcement of laws and ordinances. Work is performed under the supervision of a superior officer.

ESSENTIAL JOB FUNCTIONS

- Arrests, forcibly if necessary, using handcuffs and other restraints; subdues resisting suspects using maneuvers and weapons and resorts to the use of hands and feet, and other approved weapons in self-defense.
- Prepares investigative and other reports, including sketches, using appropriate computer software programs, correct grammar, symbols and mathematical computations. Prepares comprehensive investigative reports related to major crimes.
- Exercises independent judgment in determining when there is reasonable suspicion to detain, when probable cause exists to search and arrest and when force may be used and to what degree.
- Operates a law enforcement vehicle during both the day and night; in emergency situations involving speeds in excess of posted limits, in congested traffic and in unsafe road conditions caused by factors such as fog, smoke, and rain.
- Communicates effectively and coherently over law enforcement radio channels while initiating and responding to radio communications.
- Gathers information in criminal investigations by interviewing and obtaining the statements of victims, witnesses, suspects, and confidential informers.
- Recruits, manages, and properly controls confidential informants and cooperating individuals.
- Pursues fleeing suspects and performs rescue operations.
- Loads, unloads, aims, and fires from a variety of body positions: handguns, shotguns, and other agency approved firearms under conditions of stress that justify the use of deadly force and at levels of proficiency prescribed in certification standards.

- Conducts short and long term, moving and stationary, visual and audio surveillance. Operates electronic surveillance equipment.
- Demonstrates communication skills in court and other formal settings.
- Prepares and executes search warrants.
- Performs searches of people, vehicles, buildings and large outdoor areas. Plans and executes lawful intrusion. Searches and intrusions may involve feeling and detecting objects, walking for long periods of time, detaining people and stopping suspicious vehicles and persons.
- Detects and collects evidence and substances that provide the basis of criminal offenses and infractions and that indicate the presence of dangerous conditions.
- Endures verbal and mental abuse when confronted with the hostile views and opinions of suspects and other people encountered in an antagonistic environment.
- Processes and transports prisoners using handcuffs and other appropriate restraints.
- Dons a gas mask in situations where chemical munitions are being deployed.
- Extinguishes small fires by using a fire extinguisher and other appropriate means.
- Reads and comprehends legal and non-legal documents, including the preparation and processing of such documents as citations, affidavits and warrants. Prepares comprehensive documentation for Office of State Attorney and U.S. Attorney.
- Processes arrests suspects to include taking their photographs and obtaining a legible set of inked fingerprint impressions.
- Responds as needed and performs duties when major crimes occur after normally assigned duty hours.
- Performs other job duties as assigned.

QUALIFICATIONS

Education and Experience:

High School graduation or possession of an acceptable equivalency diploma. Completion of the Minimum Standards courses as set forth by the Florida Police Standards Council.

Special Qualifications:

- Possession of a Florida Law Enforcement Certification.
- Possession of a valid Florida Driver's License required.

Knowledge, Skills and Abilities:

- Knowledge of State and municipal laws.
- Knowledge of Department policies and procedures.
- Ability to communicate with people, including juveniles, by giving information and directions, mediating disputes, and advising of rights and processes.
- Knowledge of the modern police principles, practices, and methods.
- Ability to analyze situations quickly and objectively and to determine proper course of action to be taken.
- Ability to cope with situations firmly, courteously and tactfully, and with respect for the rights of others.
- Ability to learn the geography of the City and its physical and social characteristics.
- Ability to understand and carry out oral and written instructions.

- Ability to read, write, and speak effectively.
- Ability to meet physical requirements and standards.
- Ability to communicate effectively.

PHYSICAL DEMANDS

The work is heavy work which requires exerting up to 100 pounds of force occasionally, and/or up to 20 pounds of force to move objects. Additionally, the following physical abilities are required:

- **Balancing:** Maintaining body equilibrium to prevent falling while walking, standing or crouching on narrow, slippery, or erratically moving surfaces. The amount of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.
- **Climbing:** Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized.
- **Crawling:** Moving about on hands and knees or hands and feet.
- **Crouching:** Bending the body downward and forward by bending leg and spine.
- **Feeling:** Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
- **Fingering:** Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- **Grasping:** Applying pressure to an object with the fingers and palm.
- **Handling:** Picking, holding, or otherwise working, primarily with the whole hand.
- **Hearing 1:** Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discrimination in sound.
- **Hearing 2:** Ability to receive detailed information through oral communication, and to make the discrimination in sound.
- **Kneeling:** Bending legs at knee to come to a rest on knee or knees.
- **Mental Acuity:** Ability to make rational decisions through sound logic and deductive processes.
- **Pulling:** Using upper extremities to exert force in order to draw, haul or tug objects in a sustained motion.
- **Pushing:** Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.
- **Reaching:** Extending hand(s) and arm(s) in any direction.
- **Repetitive Motion:** Substantial movements (motions) of the wrist, hands, and/or fingers.
- **Speaking:** Expressing or exchanging ideas by means of the spoken word including the ability to convey detailed or important spoken instructions to other workers accurately and concisely.
- **Standing:** Particularly for sustained periods of time.
- **Stooping:** Bending body downward and forward by bending spine at the waist. Occurs to a considerable degree and requires full motion of the lower extremities and back muscles.

- Talking 1: Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- Talking 2: Shouting in order to be heard above ambient noise level.
- Visual Acuity 1: Have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; and/or extensive reading.
- Visual Acuity 2: Including color, depth perception, and field vision.
- Visual Acuity 3: Visual Acuity to determine the accuracy, neatness, and thoroughness of the work assigned or to make general observations of facilities or structures.
- Visual Acuity 4: Have visual acuity to operate motor vehicles and/or heavy equipment.
- Visual Acuity 5: Have close visual acuity to perform an activity such as: visual inspection involving small defects, small parts, operation of machines; using measurement devices; and/or assembly or fabrication parts at distances close to the eyes.
- Walking: Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.

WORK ENVIRONMENT

- Works outside and inside in an office environment.
- May involve quickly entering and exiting law enforcement patrol vehicles; lifting, carrying and dragging heavy objects; climbing over and pulling oneself up over obstacles; jumping down from elevated surfaces; climbing through openings; jumping over obstacles, ditches and streams; crawling in confined areas; balancing on uneven or narrow surfaces and using body force to gain entrance through barriers.