



Job Description

Reserve Police Officer

Pay Grade: G04

Employment Status: Part - Time

FLSA Status: Non-exempt

Experience Required: Completion of the Minimum Standards courses as set forth by the Criminal Justice Standards & Training Commission (CJSTC).

Minimum Education Requirements: High School graduation or G.E.D.

Department: Police.

Direct Supervisor: Assigned Sergeant.

Supervisory Responsibility: N/A

Primary Work Location: Within City of FWB jurisdiction.

Certification: Valid State of Florida driver's license. Florida Law Enforcement Certification

Job Summary: General duty police work in the protection of life and property through the enforcement of laws and ordinances.

Essential Job Functions

An employee in this position may be called upon to do any or all of the following essential duties:

- Arrest, forcibly if necessary, using handcuffs and other restraints; subdue resisting suspects using maneuvers and weapons and resorts to the use of hands and feet, and other approved weapons in self-defense.
- Perform searches of people, vehicles, buildings and large outdoor areas. Plan and execute lawful intrusion. Search and intrusion may involve feeling and detecting objects, walking for long periods of time, detaining people and stopping suspicious vehicles and persons.
- Process arrested suspects to include taking their photographs and obtaining a legible set of inked fingerprint impressions.
- Process and transport prisoners using handcuffs and other appropriate restraints.
- Pursue fleeing suspects and perform rescue operations Detect and collect evidence and substances that provide the basis of criminal offenses and infractions and that indicate the presence of dangerous conditions.
- Gather information in criminal investigations by interviewing and obtaining the statements of victims, witnesses, suspects, and confidential informers.
- Operate 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.
- Exercise 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.
- Read and comprehend legal and non-legal documents, including the preparation and processing of such documents as citations, affidavits and warrants. Prepare comprehensive documentation for Office of State Attorney and U.S. Attorney.
- Prepare comprehensive investigative and other reports, including sketches, using appropriate computer software programs, correct grammar, symbols and mathematical computations.



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Essential Job Functions (continued)

- Communicate effectively and coherently over law enforcement radio channels while initiating and responding to radio communications.
- Recruit, manage, and properly control confidential informants and cooperating individuals.
- Load, unload, aim, and fire 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.
- Conduct short and long term, moving and stationary, visual and audio surveillance.
- Operate electronic surveillance equipment.
- Demonstrate communication skills in court and other formal settings.
- Prepare and execute search warrants.
- Endure verbal and mental abuse when confronted with the hostile views and opinions of suspects and other people encountered in an antagonistic environment.
- Wear a gas mask in situations where chemical munitions are being deployed.
- Extinguish small fires by using a fire extinguisher and other appropriate means.
- Respond as needed and performs duties when major crimes occur after normally assigned duty hours.
- Perform other job duties as assigned.

Knowledge, Skills, and Abilities (KSA's) for Position

An employee in this class must have the following knowledge, skills, and abilities upon application:

Knowledge

- Police concepts and practices, modern police methods, and procedures.
- Rules and regulations of the Department.
- Pertinent laws, ordinances and codes pertaining to criminal and related violations.
- Federal, State, and municipal and controlling court decisions.
- Physical and social characteristics of the City.

Skills

- Strong written and oral communications and relational skills.
- Public relations and customer service.
- Care and use of firearms.
- Follow and relay complex oral and written instructions, policies and procedures.
- Operate a variety of office equipment, including computer terminal, printer, calculator, fax, typewriter, and copier.



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Abilities

- May involve quickly entering and exiting law enforcement patrol vehicles.
- Lifting, carrying, and dragging heavy objects.
- Climbing over and pulling oneself up over obstacles; climbing through openings; crawling in confined areas.
- Jumping down from elevated surfaces; jumping over obstacles, ditches and streams.
- Assimilate information from various sources and prepares reports and recommendations on departmental programs and activities.
- Calm irate persons and calm them when making complaints about officers and/or policies of the Department and to resolve issues courteously & effectively.
- Analyze situations quickly and objectively to determine proper actions to be taken.
- Deal courteously and fairly with the public.
- Works outside in various extreme weather conditions.
- Work in daily environment of hazardous and stressful conditions.

Physical Demands

The work is light work which requires exerting up to 100 pounds of force occasionally, and/or up to 20 pounds of force to move objects. 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.



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Physical Demands (continued)

- 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.

**This position description is a general guideline for work behavior and is not intended to be a comprehensive listing of all job duties. Therefore, it is also not, nor can it be implied to be, a contract of employment. The contents of this position description may be changed without notice, and employment may be terminated by either party, at will. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.



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Signatures / Date

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

Check the appropriate box, fill in the needed accommodations, if required, then sign and date.

- ☐ I have read and understand this job description and acknowledge that I am able to complete the essential functions of my job without accommodations.
- ☐ I have read and understand this job description and I would require the following reasonable accommodations to fulfill the essential functions of this job:

Employee Signature

Date

Supervisor Signature

Date

Human Resources

Date