

## **JOB DESCRIPTION**

**JOB TITLE: POLICE OFFICER**

**CBA 10-1-2023 – 9/30/2026**

**DEPARTMENT: POLICE DEPARTMENT/PATROL**

**RISK: SPECIAL**

**FLSA: NON-EXEMPT**

**SALARY BEGIN: \$52,500**

### **DESCRIPTION OF WORK:**

An employee at this level must have completed the basic recruit training at the Police Academy and be certified by the State of Florida as a Law Enforcement Officer as described under Chapter 943.10(1), F.S. Work involves responsibility for rapid and efficient performance of specialized duties under normal and emergency conditions, and may involve threats to personal safety and/or life. Quality of work performance is constantly reviewed by a supervisory officer; however, a Police Officer is frequently required to use independent judgment and discretion.

### **ESSENTIAL JOB FUNCTIONS:**

The following duties are normal for this position. The omission of specific statements of duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

- Communicates verbally and in writing, in person and by two-way radio and telephone, frequently under stressful conditions.
- Enforces the ordinances and laws of the City and State, by making arrests of law violators, or by issuing traffic citations to violators of the Florida Department of Motor Vehicles laws.
- Assists citizens in a variety of public service situations and promotes favorable public relations through public contact, providing the public with general information pertaining to crime prevention.
- Uses and maintains emergency equipment necessary for apprehending law violators, for rescue, and for fighting small fires, i.e. computer, fire extinguisher, car jacks, etc.
- Patrols an assigned area during a specific period in a police patrol unit, checking doors, windows, and the premises of occupied and unoccupied commercial or residential properties in order to detect suspicious conditions.
- Responds, investigates scenes of medical emergencies, fires, vehicle accidents, or other emergencies or complaints, and takes the appropriate police action.
- Makes daily reports of activities.
- Participates in training.
- Punctuality and regular attendance are essential functions of this position.
- The ability to work evenings, weekends, holidays, and shift work is an essential function of this position.

### **MINIMUM QUALIFICATIONS:**

#### **KNOWLEDGE, SKILLS AND ABILITIES**

- Ability to read and write legibly, and to communicate in a clear and concise verbal manner.
- Knowledge of police, principles, and practices and applicable laws and precedents.
- Ability to learn the city and state ordinances and geography of the City.
- Knowledge of first responder and CPR practices and procedures.
- Ability to observe and detect potential problems and to physically detain lawbreakers.

- Ability to act effectively in crises and to investigate situations and prepare written reports.
- Possession of a valid Florida driver’s license with the skill to operate motor vehicles in hazardous situations.
- Skill in using the care and use of fire weapons and other police equipment.
- Skill in dealing tactfully and effectively with citizens in a wide variety of stressful situations.

**EDUCATION AND EXPERIENCE**

Minimum requirement for employment is a High school diploma or GED, and a State of Florida Certification as a Law Enforcement Officer. An Associates Degree would be an asset in this position.

**ADA COMPLIANCE:**

**Physical Ability:** Must be in good physical condition as determined by a medical exam provided by a licensed physician hired by the City. Employees are required to stand, walk, run, use hands to handle or feel objects, tools, or controls; reach with hands and arms, climb, balance, stoop, kneel, crouch, crawl, physically lift and/or move more than 50 lbs. and occasionally lift and/or move more than 125 pounds.

**Sensory Requirements:** While performing the duties of this job, the employee is frequently required to sit, talk and hear. Specific vision abilities required by this job include close vision, distance vision, color vision, night vision, peripheral vision, depth perception, and the ability to adjust focus. Some tasks require the ability to perceive and discriminate sounds and visual cues or signals.

**Environmental Factors:** Essential functions are frequently performed outside in weather conditions. The employee frequently works near moving vehicles, and is frequently exposed to wet and/or humid conditions, fumes or airborne particles. The employee occasionally works in high, precarious places, and with explosives, toxic or caustic chemicals, extreme cold, extreme heat, and vibration. The noise level in the work environment is usually moderately quiet.

**EMPLOYEE/APPLICANT SIGNATURE REQUIRED**

I \_\_\_\_\_ hereby acknowledge receipt and review of this job description with the Chief of Police and the Human Resources Director. I understand the essential job functions associated with this position and the essential physical skills. I am also aware of the varied and sometimes difficult environmental conditions related to performing the essential functions. I have been advised of any required certifications or licenses for this position and will maintain them if currently held or will obtain them within a time period specified.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)