



CITY OF OKEECHOBEE

JOB DESCRIPTION

POSITION:

Police Officer (Certified)

MAJOR FUNCTION:

This job is located in the police department. Prior to initial job assignment, the employee is required to successfully complete college level work in the Indian River Community College Police Academy as prescribed by the Criminal Justice Standards and Training Commission. Upon completion of the Academy, the officer is normally assigned field duty. Field duty consists of both routine and complex law enforcement responsibilities. General job functions include: (A) Reporting and Documentation; (B) Enforcement of Federal, State and Local Laws; (C) Preliminary Investigation; (D) Preservation of Safety, Peace and Security; and (E) Miscellaneous.

The employee usually works independently which necessitates a high degree of self-discipline, integrity and decision making ability. In addition to the skills, knowledge and abilities generic to the classification, there are specialty positions requiring others. These positions are: Marine Patrol Officer, Identification Officer, Property Management Officer and Animal Control Officer.

ILLUSTRATIVE:

Reporting and Documentation

The police officer performs a wide range of tasks which require the officer to make formal narrative reports. These reports are both verbal and written and are for the purpose of recording and documenting events, information and evidence. Some Examples are:

- Completes a Uniform Citation form by writing in the required information in order to legally charge a traffic offender in county court.
- Prepares a narrative summary report of details of traffic violation for court officials.
- Completes a Florida Accident Report by writing in the required information as well as composing a narrative summary of the details of the accident and its investigation in order to legally discharge his/her duties as accident investigator.

- Completes an offense report in a narrative style on any and all tasks performed and information gathered in the investigation of felonies and more serious misdemeanors in order to gather in logical sequence the details of a crime and its investigation.
- Dictates narrative reports on tasks performed and information gathered on all calls for services.
- Completes Medical Examiner Reports by writing in the required information and compiling a narrative description of the details of an unattended death and its investigation.
- Completes Juvenile Referral Forms for the Florida Division of Youth Services by writing and composing a short narrative describing the details of an investigation and the apprehension of a juvenile.
- Completes a State's Attorney form for all felons arrested by writing in the required information and composing a short summary in a narrative style describing details of the offense and its subsequent investigation.
- Completes Arrest Affidavit Forms for all non-traffic arrests and for all persons for whom it is desirable that arrest warrants be issued by writing in the required information and a summarized narrative describing the essential details of the offense for which the subject was charged.
- Completes various other report forms by writing in the required information, such as correction notices, courtesy notices, faulty equipment notices, parking tickets, vehicle impoundments inventory, refusal to submit to chemical test for intoxication forms, request for blood analysis forms, request for laboratory analysis of evidence forms, voluntary waiver forms and all the various booking forms.

If the Police Officer is a qualified alcohol breath technician and/or a radar operator, he/she has further responsibilities for alcohol influence report forms, blood alcohol concentration forms, test logs and radar arrest logs.

If the Officer is an alcohol breath instrument maintenance operator. He/she is further responsible for the monthly breathalyser maintenance form and checklist.

Discharges many of his duties by verbal communication with the public.

Testifies in court by verbal communication.

The officer must have knowledge of and be able to perform a broad range of law enforcement duties. These duties are defined by and regulated to Federal and State Laws, City Ordinances, Case Laws, Departmental Policies, Procedures, Rules and Regulations and recognized methods and techniques of criminal and traffic enforcement. Some examples are:

- Arrest suspects and offenders when probable cause for such arrest exists.
- Writes traffic citations to violators of State and Local Traffic Laws.
- Shoots pistol to defend self and others.
- Inspects licensed establishments to insure compliance with State and City Laws.
- Patrols assigned zone by driving a police vehicle, observing people and things in order to act as a crime deterrent.
- Responds to appeals for service, help and complaints and endeavors to satisfy the needs of those citizens requesting aid.
- Verbally warns offenders to cease illegal behavior in order to prevent further breaches of peace. The determining factor for either warning or arrest lies in the extenuating circumstances surrounding the situation.
- Removes abused or neglected children from their immediate environment and places them in the custody of State Services.

Preliminary Investigation

The officer performs diverse tasks which involve the recognition, collection, preservation and analysis of evidence and information. These tasks often require the officer to use initiative and creativity. Some examples are:

- Interviews/interrogates victims, suspects and witnesses.
- Inspects buildings to locate unusual activity, criminal activity or suspicious people or activity.
- Executes search warrants for vehicles, building and people.
- Acts/role plays in a required manner to assume the character image of many diversified groups to accomplish his task goals.
- The officer assists groups and individuals preventing opportunities for crime.

Officers aid and give comfort to those who are in distress. Some examples are:

- Assists stranded motorists by summoning the help they need.
- Directs and controls traffic by giving hand signals and blowing whistle in order to maintain traffic flow.

- Talks with citizens to provide advice/information on criminal and civil law, gives direction or aids people in solving criminal problems.
- Determines if a person is dangerous to himself or others and responsible for their actions by evaluating the mental stability of the individual.
- Gives first aid to victim of crimes and/or accidents in order to preserve life and prevent further injury.

Recovers stolen property by any legal means available such as being diligently alert for known articles, being aware of suspicious circumstances which tend to indicate the possibility of information as well as open calls from citizens offering information and assistance.

Performs inspection services which include, but are not limited to routine and non-routine examination of doors and windows of businesses and home which may be potential targets for burglary; garages, and parking lots for potential auto thefts, and parks, bowling alleys, pool halls, bars, theaters, and any place where people gather in order that his/her presence will help reduce the initiative of a potential criminal and/or trouble maker, and failing this, so that he/she might be close enough to a problem when it occurs that he/she might apprehend the wrong doer, or at least minimize his/her anti-social efforts.

Miscellaneous

In addition to above listed job function the officer must perform many other job related tasks. Some of these tasks are:

- Talks on police radios to communicate with headquarters and other officers.
- Maintains duty weapon and other uniform equipment.
- Verbally notifies parents and guardians of arrest or detention of a juvenile.
- Verbally confers with the State Attorney in order to answer questions or give advice concerning all aspects of a criminal case.
- Verbally communicates with other officers to exchange ideas, information and solutions to law enforcement problems.

Occasionally performs specialized duties such as, but not limited to:

- a) Alcohol Breath Technician, which involves intensive training to receive a basic knowledge of several physical, scientific, chemical, and mathematical principles in order to effectively function.

- b) Radar operator, which also involves training in excess of that received in the basic academy in order to effectively function.

Occasionally takes fingerprints of arrested persons and of job applicants as a public service which includes inking the subjects fingers and guiding them in specified ways in order to obtain acceptable and readable prints.

REQUIRED EXPERIENCE, TRAINING, EDUCATION, SKILLS AND ABILITIES:

- **Difficulty.** This job consists of work situations which are of non-repetitive nature. Many complex decisions are based on concrete and abstract variables requiring a high degree of accuracy. This particularly evident in life or death situations. Decisions are frequently made under stress and the officer is held accountable for the end result as well as the legality by which that result was reached. Situations occur which may result in the taking of another person's life as well as the loss of his own.
- **Interpersonal Relationships.** The employee routinely talks/confers with individuals and groups of all social economic levels to provide information, direct their movements and resolve problems of mutual interest, utilizing terminology and phraseology consistent with their sub-culture. The officer works closely with other law enforcement agencies, other officers and professionals, such as lawyers, doctors, judges, etc.
- **Working Conditions.** The officer is subjected to stress regularly. Most positions within this classification require the individual to work on rotating twelve hour shifts under all environmental conditions. Due to the weekly shift rotation, the officer must be able to re-adjust eating and sleeping habits.

The employee routinely encounters both safety and health hazards and occasionally is subjected to bodily harm with the possibility of loss of life. He is subject to emergency call-outs and occasionally extended tours of duty. Frequently, the officer is required to testify in court during off duty time. The officer must be able to drive a motor vehicle for extended periods of time and must be able to withstand obnoxious odors and view heinous crime and accident scenes.

Stress situations are frequently encountered in the performance of the position duties and responsibilities. This is evident in situations involving high speed chases, testifying in court, shoot outs, time limits, public criticism, social pressure and dealing always with the subtleties and vagaries of civil right interpretations.

- **Physical.** The officer must be able to defend himself and others in physical combat. The officer must be able to lift or move people and very heavy objects. The individual has to run for various distances, swim various distances, and climb, jump, or otherwise surmount physical obstacles.

- Supervision. The employee receives generalized work assignments from their immediate supervisor or other superiors and most often are without detailed instruction. Their work is subjected to periodic review by their immediate supervisor by means of periodic performance evaluation visual monitoring of tasks performed and review of reports.

Ability to communicate effectively, both orally and in writing, prepare and compose letters and reports; make decision in accordance with departmental policy. Establish and maintain effective working relationship with co-workers, supervisors and vendors; ability to communicate with the public efficiently and courteously. Display total discretion when dealing with subjects of a confidential nature maintaining the City's best interest at all times. Ability to work after hours if necessary.

- High school diploma or equivalent required.
- FDLE Police Officer Certification.
- Must be at least 19 years of age and a United States Citizen.
- Must have a valid Florida Drivers License with a clean driving record for the past 3 years.
- Fingerprinted and those prints processed for criminal history with Federal Bureau of Investigation and those prints filed with the Criminal Justice Standards and Training Commission.
- Must pass a complete physical examination, including an EKG and Drug Screening Test.
- Be of good moral character and has not been convicted of a felony or a misdemeanor involving moral turpitude.

GENERAL INFORMATION:

Starting Salary: See most recent adopted Salary Step Pay Plan on file in Clerks Office

FLSA Status: Non-exempt

Code of Ethics

State Certification Required: FDLE Police Officer

Work Location: Police Department

Benefits for Full Time positions only:

- Health Insurance. (City pays 100% coverage for employee and contributes toward family/spouse premiums).
- Group Life and Disability Insurance. (City pays 100% coverage for employee). Additional policies can be added at group rates by the employee.
- Job Connected Injury Benefits.
- Uniforms Furnished (Not all positions).
- Leave Benefits (Paid Annual, Paid Sick, Paid Civil, Paid Funeral,

Education or Training Leave, Personal Unpaid Leave, Administrative Leave (Paid), Military Leave (Paid and Unpaid).

- Additional variety of insurance may be obtained at group rates by the employee through payroll deduction. Examples of additional policies are, but not limited to: legal, cancer, long term illness, dental.
- Payroll Direct Deposit (mandatory).
- Available Credit Union membership (Gold Coast Federal Credit Union).
- Pension Plan (City and Employee contribute)