



CITY OF OKEECHOBEE

JOB DESCRIPTION

AN EQUAL OPPORTUNITY EMPLOYER

POSITION TITLE: CERTIFIED POLICE OFFICER/DETECTIVE

Department:	Police	Type:	Full-Time
Supervised by:	Sergeant	Starting Salary:	Probationary Step 1 - \$40,084.00 Annually
Supervision Duties:	None	Opening Date:	03/23/2022
FLSA Status:	Non-Exempt	Closing Date:	Opened until filled

The job description is not intended to be a comprehensive list of duties and responsibilities of the position. The omission of a specific job function does not absolve an employee from being required to perform additional tasks incidental to or inherent in the job. The duties and physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

NATURE OF WORK

This is a highly responsible position that involves networking with the community and the protection of life and property. This is accomplished through patrol work, criminal investigation, community policing and enforcement of the laws of the State of Florida and the Ordinances of the City. Assignments may typically involve routine motor patrol, boats, bicycle, or foot patrol. Employees receive assignments and instructions from Police Officers of a higher rank and perform work in accordance with the City Personnel Policies and Procedures and the Department Standard Operating Procedures.

1. ESSENTIAL FUNCTIONS:

Reporting and Documentation

- a. Completes a Uniform Citation form by writing in the required information in order to legally charge a traffic offender in county court.
- b. Prepares a narrative summary report of details of traffic violation for court officials.
- c. 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 duties as an accident investigator.
- d. 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.
- e. Dictates narrative reports on tasks performed and information gathered on all calls for services.
- f. 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.
- g. 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.
- h. 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.
- i. 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.
- j. 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.
- k. If the employee is a qualified alcohol breath technician and/or a radar operator, they have further responsibilities for alcohol influence report forms, blood alcohol concentration forms, test logs and radar arrest logs.
- l. If the employee is an alcohol breath instrument maintenance operator, they are further responsible for the monthly breathalyzer maintenance form and checklist.
- m. Discharges many of their duties by verbal communication with the public.
- n. Testifies in court by verbal communication.

Enforcement of Federal, State and Local Laws

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

- a. Arrests suspects and offenders when probable cause for such arrest exists.
- b. Writes traffic citations to violators of State and Local Traffic Laws.
- c. Shoots pistol to defend self and others.
- d. Inspects licensed establishments to ensure compliance with State and City Laws.
- e. Patrols assigned zone by driving a police vehicle, observing people and things in order to act as a crime deterrent.
- f. Responds to appeals for service, help and complaints and endeavors to satisfy the needs of those citizens requesting aide.
- g. 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.
- h. Removes abused or neglected children from their immediate environment and places them in the custody of State Services.

Preliminary Investigation

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

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

Preservation of Safety, Peace and Security

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

- a. Assists stranded motorists by summoning the help they need.
- b. Directs and controls traffic by giving hand signals and blowing whistle in order to maintain traffic flow.
- c. Talks with citizens to provide advice/information on criminal and civil law; gives direction or aids people in solving criminal problems.
- d. Determines if a person is dangerous to themselves or others and responsible for their actions by evaluating the mental stability of the individual.
- e. Gives first aid to victims of crimes and/or accidents in order to preserve life and prevent further injury.
- f. Recovers stolen property by any legal means available such as being diligently alert for known articles, being aware of suspicious circumstances, as well as processing and receiving open calls from citizens offering information and assistance.
- g. Performs inspection services which include, but are not limited to routine and non-routine examination of doors and windows of businesses and homes 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 their presence will help reduce the initiative of a potential criminal and/or trouble maker, and failing this, so that they might be close enough to a problem when it occurs that they might apprehend the wrong doer, or at least minimize their anti-social efforts.

Miscellaneous

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

- a. Talks on police radios to communicate with headquarters and other Officers.
- b. Maintains duty weapon and other uniform equipment.
- c. Verbally notifies parents and guardians of arrest or detention of a juvenile.
- d. Verbally confers with the State Attorney in order to answer questions or give advice concerning all aspects of a criminal case.

- e. Verbally communicates with other Officers to exchange ideas, information and solutions to law enforcement problems.
- f. Occasionally performs specialized duties such as, but not limited to:
 - 1) 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.
 - 2) Radar operator, which also involves training in excess of that received in the basic academy in order to effectively function.
- g. Occasionally takes fingerprints of arrested persons and of job applicants as a public service which includes inking the subject's fingers and guiding them in specified ways in order to obtain acceptable and readable prints.

2. QUALIFICATIONS:

a. Knowledge of:

- 1) Modern police principles, procedures, techniques and equipment.
- 2) Human nature, human problems and problem-solving methods.
- 3) Utilizing terminology and phraseology consistent with the subculture of all socio-economic levels, to routinely talk/confer with individuals both in person and by phone to provide information, solicit information, etc.
- 4) Operating a personal computer including word processing, spreadsheets, use of email, and use of internet.
- 5) Laws, ordinances, regulations and statutes which govern law enforcement.
- 6) Occupational hazards of work and the necessary safety precautions which may be needed.

b. Ability to:

- 1) Touch type accurately and efficiently.
- 2) Spell and use correct grammar.
- 3) Speak calmly and distinctly in stressful situations.
- 4) Multi-task in high stress and normal situations.
- 5) Hear and distinguish the spoken word at ordinary auditory thresholds.
- 6) Control personal emotions and reactions.
- 7) Communicate effectively orally and in writing with the public, elected officials, department heads, other employees of the City and employees of other governmental agencies.
- 8) Perform job responsibilities in a timely manner in order to meet scheduled deadlines.
- 9) Physically and mentally work independently.
- 10) Coordinate, delegate and negotiate.
- 11) Represent the City at public special events and projects such as career fairs, etc.; may require outside office hours.
- 12) Follow both verbal and written instructions with the ability to issue clear, concise verbal and or written instructions, and report operations both verbally and in written form.
- 13) Establish and maintain effective working relationships with a wide variety of people.
- 14) Function effectively over a long period of time and under a variety of conditions.
- 15) Perform work which occasionally requires good physical condition.
- 16) Work after hours if necessary.
- 17) Display total discretion when dealing with subjects of a confidential nature, maintaining the City's best interest at all times.
- 18) Defend themselves and others in physical combat.
- 19) Lift or move people and very heavy objects.
- 20) Run for various distances, swim various distances, and climb, jump, or otherwise surmount physical obstacles.

3. MINIMUM REQUIREMENTS:

a. Education and Experience:

- 1) High school diploma or equivalent.
- 2) FDLE Police Officer Certification.
- 3) Any equivalent combination of education and experience relating to law enforcement.

b. Licenses, Certificates, Additional Requirements:

- 1) Valid Florida Driver's License (three-year clean driving record and maintained throughout employment without any restrictions on performance).
- 2) Must be at least 19 years of age.

- 3) United States Citizen or legal resident of the State of Florida.
- 4) Pass background investigation and reference check, including an FDLE criminal background check.
- 5) Pass pre-employment 10-panel substance screening and complete FDLE health physical including an EKG and TB test.
- 6) Current members of the City Police Auxiliary and Part-Time Officers, in good standing, will be given preferred consideration.

4. TOOLS AND EQUIPMENT USED:

Police vehicle, radio, radar, laser, handgun and other weapons as required; emergency equipment, handcuffs, pager, cell phone, personal computer, various computer software packages, fax and copy machine, standard office equipment, first aid equipment, bicycle, and other equipment as assigned.

5. PHYSICAL DEMANDS:

The employee is subjected to stress regularly. Most positions within this classification require the individual to work on rotating 12-hour shifts under all environmental conditions. Due to the shift rotation, the employee 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. Subject to emergency call-outs and occasionally extended tours of duty. Frequently required to testify in court during off duty time. 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.

This job involves various degrees of physical demands, some sedentary, but others may require strenuous physical effort. Employee must be able to successfully complete all police functions at any time. There are no sworn positions available in the City Police Department where an employee can be assured that they will not have to become involved in strenuous physical activity which may be life threatening. The employee in this job may be required to:

- a. Sit, stand, talk, hear, communicate clearly and effectively; must understand and be understood.
- b. Talk on the radio while driving or while out of the vehicle.
- c. Observe activity around the vehicle while driving and react to that activity appropriately.
- d. Operate radar or other equipment while driving and while out of the vehicle.
- e. Adjust to varied hours and sleep patterns.
- f. Function effectively in a wide variety of weather conditions, adapt to changing conditions, assignments, functions or other changes.
- g. Function fully in darkness and daylight, maintain close and distance visual acuity, peripheral vision, color vision, depth perception and the ability to adjust focus, allowing a broad field of vision.
- h. Use hands, fingers, arms, legs and body, feel and manipulate objects, operate tools and equipment effectively.
- i. Use computers for word processing and data entry.
- j. Reach with hands and arms, climb or balance, stoop, kneel, crouch, crawl, taste and smell.
- k. Be able to run in order to catch, subdue and arrest fleeing persons suspected of committing a crime.
- l. Physically wrestle, struggle, fight, restrain or otherwise subdue uncooperative people of various abilities, strength and/or quickness to rescue endangered persons, or physically separate individuals who are fighting, or preparing to fight.
- m. Effectively function for extended periods of time with little rest.
- n. Meet a required level of proficiency with some tools or equipment used in policing, such as: vehicles, firearms, defensive weapons, radio, computer, radar, and an intoxilyzer.
- o. Be able to pinch, grab and manipulate index finger in order to fire a weapon.
- p. Lift and/or move objects weighing 100 pounds or more, including the limp body of a person.
- q. Climb ladders, fences, roofs, or other obstacles.
- r. Jump over obstacles or ditches and negotiate passage through difficult terrain or areas.
- s. Operate various types of motor vehicles.

6. WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

This job consists of work situations which are of repetitive and non-repetitive nature. Many complex decisions are based on concrete

and abstract variables requiring a high degree of accuracy. This is particularly evident in life or death situations. Decisions are frequently made under stress and the employee 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 their own.

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. Works closely with other law enforcement agencies, other Officers and professionals, such as lawyers, doctors, judges, etc.

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

While performing the duties of this job, the employee frequently works in outside conditions. The employee is occasionally exposed to wet and humid conditions, hot and/or cold conditions, or airborne particles. The employee occasionally works near moving mechanical parts; in high, precarious places or with explosives. Occasionally is exposed to fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat and vibration.

Generalized work assignments from their immediate supervisor or other superiors are most often without detailed instruction. Work is subjected to review by immediate supervisors by means of periodic performance evaluation, visual monitoring of tasks performed, and review of reports.

7. WORK LOCATION AND HOURS:

Police Department, 50 Southeast 2nd Avenue.

14-day designated work week; 12-hour rotating shifts; Full-Time: 84 hours per work-week; Part-Time: 10-40 hours per work-week.

Employee is subject to **MANDATORY** overtime, is expected and required to share responsibilities with shift coverages, special events, and be able to work extended hours when required by supervisors, including holidays, evenings, weekends, during hurricane threats and/or any other emergency disasters, or any other period that does not include a normal 12-hour shift. Employee's schedule can include "floating" for periods of time to allow employee to work on all shifts and cover vacancies. Work schedules are assigned by the Police Chief or designee based on the needs of the Department.

8. ADDITIONAL INFORMATION:

- a. **Evaluation Period:** Successful candidates will be on a new hire probationary/evaluation period for a minimum of 6-months, to allow a period for an evaluation of ability, work habits and conduct. The Police Chief has authority to dismiss the new employee without notice and without cause being given. *Employees are not authorized to use accrued annual leave hours while on new hire probation. Salary increases \$1,000.00/year after evaluation period completed.
- b. **Drug Testing Policy:** The City is committed to providing a safe work environment for all of its employees. The abuse of alcohol and drugs is a national problem which impairs the safety and health of employees and the public, promotes crime, and harms the entire community. In order to maintain the highest standards of morale, productivity, and safety, the City has instituted a drug and alcohol-free workplace program.
- c. **E-Verify:** To comply with Federal and State law, the City participates in E-Verify. All newly hired employees are queried through this electron system established by the Department of Homeland Security and the Social Security Administration to verify their identity and employment eligibility. Any employment offer is contingent upon compliance for Form I-9 completion timelines and confirmation of employment authorization by E-Verify.
- d. **Veterans' Preference:** Former military personnel, or their spouse, that have been verified as a "Veteran" under Florida Administrative Code Rule 55A-7.009 will receive an interview if they meet the minimum competency factors of the position. The Veterans' preference laws do not guarantee the Veteran a job. Positions are filled with the best qualified candidate as determined by the hiring Department Head.
- e. **Benefits:** An excellent benefits package accompanies the City's competitive salaries and opportunity for continuing professional development. Our employees enjoy the many advantages of living in South Florida with its wonderful sub-tropical climate, exceptional year-round recreational opportunities, and the following benefits:

- Health Insurance (City pays coverage for employee and contributes toward family/spouse premiums)
- Group Life and Disability Insurance (City pays coverage for employee). Additional policies can be added at group rates by the employee
- Additional variety of insurances may be obtained at group rates by the employee through payroll deduction (examples are, but not limited to, legal, cancer, long term illness, dental, and vision)
- Job Connected Injury Benefits**
- Uniforms Furnished**
- Paid Leave Benefits *(accruing 96.0 hours annual leave and 96.0 hours sick leave per year, plus other types)
- 12 Paid Holidays
- Available Credit Union membership
- Pension Plan (City and employee contributions)
- 457 Deferred Plan (employee contribution)
- Direct Deposit Bi-weekly Payroll
- Salary Step Plan**

****Denotes benefits offered to Part-Time employees**

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