



TOWN OF INTERLACHEN EMPLOYMENT JOB DESCRIPTION

DEPARTMENT: Police Department

LOCATION: 101 Manitoba Avenue

JOB TITLE: Police Officer

REPORTS TO: Police Chief

TYPE OF POSITION:

Full-time

Part-time
(less than 30 hrs)

Contractor

Hours: 40 /week

Exempt

Nonexempt

GENERAL DESCRIPTION

This is protective service work in the enforcement of laws and ordinances for the protection of life and property and requires knowledge of techniques, methods and procedures used in law enforcement activities such as restoring and maintaining order, conducting preliminary investigations and apprehension of criminals which is acquired through specialized training and on-the-job experience. Contacts require skills in understanding human behavior and those factors which influence or cause behavioral changes and are critical in adversarial and confrontational situations. Work follows standard operating procedures; however, the employee has the latitude to determine what procedure or precedent to follow based on the work situation. Officers are confronted with differing situations which require quick assessment and the use of judgment to resolve the incident at hand. Work is performed in the field in an uncontrolled environment, where risks and hazards are substantial, generally unknown and unpredictable and possibly uncontrollable. Operates police vehicle equipped with mobile radio and other electronic data communication devices, fire-arms, restraining devices and related law enforcement equipment. Work is performed under general supervision where the work assignments vary and although subject to standard practices and procedures, the officer is permitted some latitude to set own priorities and subject to supervisor's approval. Officers must be able to work shift work hours, week-ends and holidays as required and serve on the Town's Emergency Management Team. Police Officers are subject to random drug testing.

EXAMPLES OF WORK:

- Apprehend and arrest suspects, complete arrest forms, and advise of applicable rights.
- Investigate suspicious activities and enforce laws and ordinances.
- Patrols assigned area to enforce traffic and other vehicular related regulations.
- Respond to complaints concerning law violations, automobile accidents and requests for assistance.
- Interview persons, prepare reports and make disposition of referral as appropriate.
- Watch for and investigate wanted and missing persons, stolen cars and property.
- Process crime scenes for evidence; photograph crime scenes, search for and lift fingerprints, take impressions or photos of tire tracks and footprints and prepare evidence to be presented in court.
- Guard suspects and provide related security services.
- Transport/escort individuals as appropriate.
- Experienced officers will assist in the training of newly hired officers.

NOTE: These duties are intended only as illustrations of the various types of tasks in this class, can be changed at any time and do not constitute an employment contract. The omission of specific statements of duties does not exclude the related or logical assignment to this position. All Town employees will be subject to random drug testing.

KNOWLEDGE, SKILL AND ABILITIES

- Knowledge of the Department's Standard Operating Procedures and general orders, Florida Statutes, constitutional law, municipal ordinances and applicable court decisions.
- Ability to read, understand and apply information to include laws, ordinances and regulations.
- Ability to prepare clear, concise and comprehensive reports.
- Ability to firmly, courteously and tactfully handle situations with respect for the rights of others.
- Ability to establish and maintain satisfactory working relationships.
- Ability to analyze situations quickly and objectively, and act quickly and calmly in emergencies.
- Ability to observe, understand and recall facts/information and compose and write legibly.
- Ability to apply personal defense techniques and pursue, apprehend and restrain persons.
- Ability to learn and follow prescribed routines and follow oral and written instructions.
- Ability to administer basic first aid.

EDUCATION - LICENSE/CERTIFICATION REQUIREMENTS

- High School Diploma or GED.
- A FL Class E Drivers License is required prior to appointment and must be maintained.
- A FL Law Enforcement Officer Certification must be passed and maintained.
- Certification of Recognition/Compliance/Comparative Compliance in Law Enforcement is required prior to appointment and must be maintained.
- Must be able to pass: drug test, physical and a criminal history background check.

PHYSICAL DEMANDS/WORK ENVIRONMENT

The physical demands/work environment described herein are a representation to successfully perform the essential duties of this job:

- Sitting or walking for long periods of time.
- Ability to meet the physical requirements of police duty.
- Physical exertion in pursuit and restraint of individuals.
- Ability to lift at least fifty (50) pounds.
- Regular interaction with abnormal behavior.
- Duties may be hazardous and life threatening.
- Blood-borne Pathogen Classification II: There may be exposure to blood, body fluids or tissues. Employee will be required to take necessary training and any required vaccinations, which will be paid for by the Town.

REVIEWED BY:

APPROVED BY:

DATE POSTED:

DATE HIRED: