

City of Flagler Beach

JOB TITLE: POLICE OFFICER

DEPARTMENT: Police

SUMMARY: Under general supervision; performs general and specialized police work involving the enforcement of laws and ordinances; protecting life and property; detection and arrest of violators; crime prevention; community services or other specialized assignments; and performs related duties as assigned.

ESSENTIAL FUNCTIONS: (Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.)

DUTIES AND RESPONSIBILITIES: (which are **not** in any hierarchical order)

1. Patrols assigned area of the City for the prevention of crime and enforcement of all applicable criminal, traffic and other laws and ordinances.
2. Responds to calls for service involving crimes such as robberies, assaults, homicides, narcotics, etc. Responds to general public service calls for civil or societal problems.
3. Secures the scene of a crime, makes arrests and books prisoners.
4. Prepares reports to accurately document information.
5. Enforces laws, codes and statutes. Carries out duties in conformance with federal, state, county and city laws and ordinances.
6. Investigates vehicle accidents and reports of criminal activity.
7. Performs a variety of general and specialized criminal investigations involving property and persons crimes, gathers evidence and preserves crime scene.
8. Prepares and presents cases for prosecution and testifies in court.
9. Directs and controls the flow of vehicular traffic and crowd control at planned or spontaneous events.
10. Maintains contact with police supervisory personnel to coordinate investigative activities.
11. Provides mutual assistance during emergency situations.
12. Assists in the training of officers as assigned.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

Knowledge of the protocols in a law enforcement agency.

Knowledge of the proper maintenance and upkeep of law enforcement tools.

Knowledge of the principles and practices of the criminal justice system.

Knowledge of principles and practices of modern police work and law enforcement methods.

Knowledge of federal, state and city laws governing police operations, custody of prisoners, search and seizure, and the rules of evidence.

Knowledge of departmental policies and procedures.

Knowledge of general law enforcement problems.

Knowledge of patrol, criminal and traffic investigations.

Skill in the use of handgun and self-defense.

Skill in the use of crime scene evidence collection.

Skill in both verbal and written communication.

Skill in analyzing situations, maintaining composure, and making effective and reasonable decisions.

Skill in remembering names, faces and details of incidents.

Skill in performing work requiring physical vigor.

Skill in remaining in control physically and emotionally during stressful situations.

Skill in pursuing and controlling suspects.

Skill in learning the city's geography.

Ability to establish and maintain cooperative relationships with supervisors, coworkers and the general public.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT:

1. Work involves exposure to potentially hazardous, uncontrollable and life threatening situations. There is frequent need to walk, run, lift and climb. This position may also have varying shifts.
2. The City of Flagler Beach promotes a drug/alcohol free work environment through the use of mandatory pre-employment, random and/or reasonable suspicion drug testing.
3. This position will also require the use of City vehicles on City business. Individuals must be physically capable of operating the vehicles safely and have an acceptable driving record.

MINIMUM QUALIFICATIONS: The equivalent of a High School Diploma. Must be able to successfully complete all phases of the pre-employment selection process. Florida Criminal Justice Standards and Training Commission Certificate of Compliance in Law Enforcement and/or currently enrolled in a Florida Police Academy is required. Must be a US citizen, not less than twenty (20) years of age, and have a valid State of Florida driver's license. Specialized training or certification may be required based on area of assignment.