CITY OF UMATILLA, FLORIDA

JOB DESCRIPTION

POLICE OFFICER

**JOB CHARACTERISTICS** – Under general supervision, performs general duty police work involving the prevention of crime and the enforcement of laws and ordinances. Specific assignments are received from a superior officer, however, the employee must be capable of reacting with considerable independent judgment and initiative in dealing with routine and emergency situations.

**EXAMPLES OF MACHINES, TOOLS AND EQUIPMENT** – Police communications equipment; radar equipment; patrol vehicles; breathalyzer; service weapon & other weapons; camera; video equipment

**SUPERVISION RECEIVED** – Sergeant

**ESSENTIAL JOB FUNCTIONS** –

* Patrols an assigned area on foot or by car;
* Answers citizen calls and complaints;
* Responds to and assists in emergencies;
* Searches for and apprehends offenders;
* Escorts prisoners to the county jail and testifies and presents evidence in court;
* Searches for and investigates wanted and missing persons and stolen property;
* Investigates suspected places of illegal activity;
* Enforces vehicle parking and driving laws;
* Administers breathalyzer tests;
* Responds to the scene of crimes and accidents; searches for and preserves evidence; investigates clues;
* Administers first aid to injured or afflicted persons;
* Directs traffic and assists pedestrians at intersections;
* Monitors public establishments for compliance with the law;
* Escorts funerals and parades;
* Writes reports and prepares departmental forms;
* Maintains assigned equipment;
* Attends training sessions and seminars;
* Assists with the training of new officers;
* Assists with natural disaster preparedness and response;
* Assists the Fire Department with general public control during fire emergencies;
* Assists with animal control services;
* Performs other related duties as required.
* Enforces city code and ordinance.

**REQUIREMENTS:**

Knowledge, Abilities, and Skills –

Knowledge of the principles and procedures of police work; knowledge of the laws and ordinances of the State of Florida and the United States; knowledge of the streets, roads, and geography of the city; knowledge of first-aid principles and procedures; knowledge of the care and handling of a trained canine (if assigned) Ability to react quickly and calmly in emergencies; significant ability to meet and work with the general public and to explain and enforce regulations; ability to organize and compose written reports; ability to drive and operate assigned equipment; ability to learn laws, rules, guidelines, and regulations; ability to maintain confidentiality; ability to work rotating shifts, including nights, weekends and holidays; ability to work on-call, if required, including nights, weekends and holidays

This is moderately heavy work for a considerable part of the working time. Requires frequent walking; frequent standing and sitting for long periods; running, jumping/leaping, climbing; stooping, reaching, bending; lifting and carrying/ pushing/pulling 50+ pounds; good finger/hand dexterity and hand/eye coordination; good eyesight, hearing, and speech; working in adverse environmental conditions for long periods; regular driving of a vehicle. May be required, at times, to physically perform all noted requirements at one time (Ex: running, jumping, climbing, lifting, etc.).

**Minimum Qualifications** - High school diploma or recognized equivalent and Florida State Law Enforcement Certification, Florida Certificate of Police Standards; Valid Florida Driver's License with an acceptable driving record is required.

Note: Job Descriptions are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications may not include all duties performed by individuals within a classification. In addition, specifications are intended to outline the minimum qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.