

CITY OF MARGATE, FLORIDA JOB DESCRIPTION

JOB TITLE: POLICE OFFICER (Job Code 655).

GENERAL STATEMENT OF JOB

Under general supervision of a police supervisor, performs a wide variety of police and law enforcement activities. Tasks are primarily service oriented and include but not limited to: dispensing information, arbitrating disputes, providing assistance through referrals, property protection, crime prevention, investigations, and other public safety, order maintenance and emergency response services. Duties include an element of personal danger, exposure to adverse weather conditions, apprehending criminals, directing traffic, and transporting prisoners. Candidates perform duties in accordance with Florida Statutes, City Codes and established departmental policies, procedures, and guidelines. Candidate must be able to act without close supervision and must be able to exercise sound independent judgment. Work is reviewed through observation, conferences and review of written reports for results obtained and adherence to established policies and procedures. May be authorized to assume the duties of a supervisor in their absence. Performs related work as required.

ESSENTIAL FUNCTIONS

The following duties and functions, as outlined herein, are intended to be representative of the type of tasks performed within this position. They are not listed in any order of importance. The omission of specific statements of the duties or functions does not exclude them from the position if the work is similar, related, or a logical assignment for this description. Other duties may be required and assigned.

Conducts routine preventive and proactive patrol in designated residential and business areas, and initiates contacts with both business operators and residents to establish open communications within the community.

Responds to calls for police service and takes action upon observing a circumstance or situation requiring police attention, i.e., responds to in progress and delayed crime scenes, domestic disputes and disturbances, disputes among neighbors, businesses and customers, juveniles, and gang incidents.

Provides information and/or assistance to the public by answering a wide range of non-police related service calls, informing citizens of available services in the community, and providing referrals to other city, county, and state agencies when applicable.

Maintains the peace and safety of the community by quelling public disturbances and maintaining civil obedience at group functions.

Provides for the safe and convenient flow of traffic and pedestrians within the community, investigates traffic accidents, enforces traffic violations, promotes vehicular and pedestrian safety, reports unsafe road conditions, and conducts DUI investigations.

Conducts criminal and non-criminal investigations, initial investigation into numerous crimes (robbery, burglary, assaults, abuse etc.), processes minor crime scenes and collects evidence, conducts investigations concerning civil disturbances/matters (land-lord/tenant, failure to pay, child custody, etc.), conducts follow-up investigations of crimes and other incidents and conducts surveillance of areas for

suspected or potential criminal activity. Gathers and maintains intelligence with regard to criminal activity through the use of civilian contacts and other methods.

Enforces laws and arrests offenders for both felonies and misdemeanors, City Ordinance Violations, and issues Notices to Appear. Issues traffic citations, and prepares written reports, forms, and other documents as required.

Testifies in civil and criminal court proceedings, as well as other related activities.

Provides a variety of specialized services when properly trained and so assigned, i.e., K-9, Special Response Team (SRT), Special Enforcement Team (SET), Motorcycle Officer, Detective, School Resource Officer (SRO), Crime Prevention, Traffic Homicide Investigations (THI), Public Information Officer (PIO), or Crisis Negotiator.

May be assigned to a specific functional area requiring specific duties not delegated to the essential functions of a Police Officer, thus candidate may perform the majority of essential functions on a more limited basis. Specific areas include, but are not limited to, school resource, evidence/property, personnel and training, DARE, planning/research, criminal investigation, narcotics, patrol, neighborhood policing, or other assignments as determined by the Chief of Police. Candidate may be assigned to work natural disasters or other hazardous incidents, i.e., hurricanes.

Performs related work as required.

Performs emergency response duties as necessary.

MINIMUM TRAINING AND EXPERIENCE

High school diploma or equivalent, possess and maintain a valid Florida driver's license, pass psychological screening, pass physical evaluation, pass Computer Voice Stress Analysis (C.V.S.A.) truth verification test, pass written (if required by Florida Statute 943.17), oral and physical agility testing, pass background investigation, meet any additional current state training requirements necessary to obtain and maintain State of Florida law enforcement officer certification and successful completion of an 18 month probationary period. Must successfully complete all applicable Civil Service requirements. Candidates must meet all other minimum law enforcement officer employment certification requirements specified in Florida Statute 943.13, including but not limited to no convictions for felony or misdemeanor crimes or derogatory moral turpitude issues as specified by statute or administrative code.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Tasks involve frequent walking, standing, some lifting and carrying objects of light to heavy weight (5-100+ pounds). Physical agility and fitness for performing duties that require potential exertion, i.e., subduing subjects, climbing fences, tracking with K9. May involve exposure to adverse weather and environmental conditions.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, or composite characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes giving and receiving instructions, assignments and/or directions.

Language Ability: Requires the ability to read a variety of materials relevant to government, legal, and city administration operations.

Intelligence: Requires the ability to utilize long-range planning principles and methods. Requires the ability to analyze, plan, and draw valid conclusions in program management and prioritization.

Verbal Aptitude: Must communicate efficiently and effectively in standard English. Must speak with poise, confidence, and voice control.

Numerical Aptitude: Requires the ability to add, subtract, multiply and divide; calculate decimals and percentages; utilize algebraic formulas and descriptive statistics.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape, and visually read various information.

Motor Coordination: Requires the ability to coordinate hands and eyes accurately in handling, sorting, and managing paperwork and documentation.

Manual Dexterity: Requires the ability to utilize a variety of modern office equipment. Must have acceptable levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors or shades of color.

Interpersonal Temperament: Requires the ability to deal with a diverse variety of people in both giving and receiving instructions. Must be able to perform duties when confronted with individuals acting under stress.

Physical Communication: Requires the ability to talk and/or hear: (talking: expressing or exchanging information by means of spoken words: hearing: perceiving nature of sounds by ear).

Environmental Requirements: Tasks are regularly performed with exposure to adverse environmental conditions, i.e. dirt, cold, rain, fumes.

KNOWLEDGE, SKILLS, AND ABILITIES

Upon successful completion of training:

Knowledge of federal laws, state statutes, and ordinances.

Knowledge of crime prevention techniques.

Knowledge of First Responder basic first aid and cardio-pulmonary resuscitation (CPR).

Skilled in the care and safe operation of a variety of firearms, impact weapons, and chemical agents.

Skilled in the operation of motorized vehicles under normal to adverse conditions.

Ability to understand and follow oral and written instructions.

Ability to communicate effectively with co-workers, supervisors and the general public.

Ability to analyze situations quickly and objectively.

Ability to determine proper courses of action within the established framework of policies and procedures.

Ability to learn the geography of the city and surrounding areas.

Ability to maintain composure under emergency situations.

Ability to work effectively under stressful conditions.

Knowledge of-departmental rules, regulations, policies, and procedures.

Ability to exercise discretion.

EQUAL OPPORTUNITY EMPLOYER

The City of Margate, Florida, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (42 U.S. C. 12101 et. seq.), the City of Margate will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job.

I have read and acknowledge receipt of this Job description.

Employee Name and Signature

Date