

**CITY OF HAINES CITY
JOB DESCRIPTION**

**DEPARTMENT: POLICE
REPORTS TO: CHIEF OF POLICE (VIA CHAIN OF COMMAND)**

PUBLIC SAFETY AIDE

GENERAL DESCRIPTION:

Performs non-sworn, non-emergency law enforcement duties and a variety of community service activities.

ESSENTIAL FUNCTIONS:

(Note: The listed duties are illustrative only and are not intended to describe each and every function which may be performed in the job class. The omission of specific statements does not preclude management from assigning specific duties not listed herein if such duties are a logical assignment to the position.)

Operates a police radio to maintain constant communication with the department.

Responds to non-violent, non-emergency, criminal incidents and police calls when there is no suspect and a written police record must be made.

Interviews witnesses and victims.

Prepares and presents detailed written reports.

Operates a vehicle equipped with non-emergency (amber) lights to assist with traffic control funeral escorts.

Completes faulty equipment motor vehicle checks.

Assists with removing highway obstructions or directing traffic around the obstruction.

Checks on abandoned vehicles.

Provides traffic assistance and direction via use of hand and whistle signals.

Records and processes found property.

Operates and uses technical identification equipment.

Completes and prepares handwritten and/or typed reports of property found.

Investigates parking ordinance violations and issues verbal warnings or citations.

Makes personal contact with violators.

Explains and interprets ordinances and laws.

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Assists with conducting preliminary crime scene investigations.

Uses evidence gathering techniques and equipment.

Performs other non-emergency Law Enforcement duties as designated by a supervisor.

MINIMUM QUALIFICATIONS

KNOWLEDGE, ABILITIES, AND SKILLS:

Knowledge of Laws, Ordinances, and policies governing Law Enforcement, City Government, and departmental operations, geographic locations within the City. Knowledge of methods and practices of crime prevention, criminal investigations, and other duties performed by law enforcement officers of the Haines City Police Department. Must be able to ambulate independently; stand, walk, sit, and operate a vehicle for prolonged periods of time; withstand working outside in all extreme weather conditions and have the visual acuity and depth perception sufficient to operate a vehicle in both night and day. Must be able to speak, enunciate clearly and have hearing ability sufficient to communicate effectively in person, over the telephone, and over the radio, and make public presentations. Ability to read and write legibly to prepare records and correspondence. Ability to work independently to analyze work tasks. Ability to work under stressful conditions and react calmly and responsively in emergency situations. Ability to establish and maintain effective working relationships with officials, employees, professional groups, and the general public.

TRAINING AND EXPERIENCE:

Must be at least 19 years of age, a citizen of the United States, a high school graduate, or equivalent. Must not have been convicted of a felony or a misdemeanor involving perjury or the making of a false claim; must not have received a dishonorable discharge from any of the armed forces of the United States; must pass a physical examination with a drug screen ; and must have a good moral character. Must successfully complete a background investigation. Must be able to successfully complete the Public Safety Aide Training program within one year of employment. An AA or BA/BS in Criminal Justice or related field is preferred.

Revised May 2009