

**CITY OF HAINES CITY
JOB DESCRIPTION**

DEPARTMENT: POLICE
REPORTS TO: SERGEANT

POLICE OFFICER

GENERAL DESCRIPTION:

Under general supervision of a designated supervisor, performs a wide variety of police and law enforcement activities. Tasks are primarily service oriented and include dispensing information, arbitrating disputes, providing assistance through referrals, property protection, crime prevention, traffic, detective, investigative, and other public safety services. Officers perform duties in accordance with State Statutes and established departmental policies, procedures, and guidelines. Officers must be able to act without close supervision and must be able to exercise independent judgment. Work is reviewed through observation, conferences and review of written reports for results obtained and adherence to established policies and procedures.

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.)

Conducts routine preventative patrol in designated areas of the City; patrols residential/business areas for detection of violators; initiates contacts with commercial property owners, employees, and residents; maintains an open-line of communication within the community.

Responds to calls for police service; resolves domestic disputes, disturbances and other incidents through counseling or referral; settles disputes among neighbors, juveniles and/or gangs; resolves any and all complaints from citizens of the community.

Provides information and/or assistance to the public; answers a wide range of non-police related service calls; informs citizens of available services in the community; promotes crime prevention through community and educational programs; makes presentations to public and local organizations concerning crime prevention and related police matters.

Maintains the peace and safety of the community; responds to public disturbances; maintains civil obedience at group functions. Provides for the safe and convenient flow of traffic and pedestrians within the community; investigates traffic accidents; provides first aid; enforces traffic violations; conducts DUI investigations; promotes vehicular and pedestrian safety; reports unsafe road conditions.

Conducts criminal and non-criminal investigations; performs surveillance; conducts follow-up investigations.

Enforces laws and arrest lawbreakers; make felony and misdemeanor arrests; issues Notices to Appear and traffic citations.

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Prepares written reports, forms, and other documents.

Testifies in criminal court proceedings; gives depositions.

Provides support and assistance to other police officers, public safety employees and city employees; assists in the training and development of other employees.

Performs community relations activities; cleans and maintains department issued equipment and vehicle.

Performs related duties as required.

MINIMUM QUALIFICATIONS:

KNOWLEDGE, ABILITIES, SKILLS:

Ability to understand and follow oral and written instructions. Ability to communicate effectively with superiors, subordinates 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 and work effectively under stressful conditions and emergency situations. Ability to develop a working knowledge of departmental rules, regulations, policies and procedures. Ability to learn and adapt to changing technologies and practices. Ability to produce written documents that accurately record complex investigations and actions. Knowledge of federal laws, state statutes and local ordinances. Knowledge of the rules, regulations, policies and procedures of the City of Haines City Police Department. Knowledge of crime prevention techniques and of investigative procedures, court procedures, defensive driving and first aid. 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 adverse conditions. Must be physically capable to perform essential functions as required.

TRAINING AND EXPERIENCE:

- U.S. Citizen
- Minimum age: 19
- High School Diploma/GED which meets state standards; college coursework preferred.
- Possess a valid Florida driver's license.
- Good physical condition.
- Vision requirements: correctable to 20/20.
- Good moral character.
- No felony convictions.
- No misdemeanor convictions involving moral character, perjury of false statements

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as outlined in Florida Statutes.

- Successfully pass City Hiring Standards.
- Successfully pass psychological exam.
- (Polygraph exam may be required.)

Revised December 2006