



# POLICE OFFICER

**FLSA:** Non-Exempt  
**Job Status:** Full Time  
**Department:** Police Department  
**Salary:** \$58,000 Starting Annual Base Pay  
**Reports to:** Police Chief

## **Summary/Objective:**

The Police Officer performs a wide variety of tasks in support of the law enforcement and crime prevention functions.

## **Essential Duties and Responsibilities:**

*The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.*

- Patrol the town, investigate, aid and assist the public, enforce traffic and criminal laws, prevent crimes, apprehend criminals, and generally provide for the safety of the public
- Interact and work with diverse groups of people to render service and collect information
- Identify crime, problems, and community concerns; present options of courses of action, identify resources, plan for implementation of desired changes, and evaluate success.
- Share information and resources with other department employees, public and private agencies, and citizens regarding crime problems and solutions
- Read, interpret, and apply department policies, rules, regulations, instructions, laws, ordinances, and general literature pertaining to policing
- Prepare documents such as reports, memoranda, citations, affidavit, and warrants using appropriate grammar, symbols and mathematical computations
- Testify in court regarding policing duties
- Take proper safety precautions, anticipates unsafe circumstances, and acts accordingly to prevent accidents or injury

## **Additional Job Functions:**

- Engage in public relations and community service activities and events to promote a positive image for the police department; build cooperative and collaborative relationships with the community
- Perform related tasks and duties as directed by the Police Chief

## **Knowledge, Skills and Abilities:**

Ability to understand, interpret, and enforce ordinances and state law firmly, tactfully, and impartially, sometimes in stressful or emotional situations. Ability to handle complaints in a courteous and

effective manner. Ability to effectively communicate and educate the general public in layman's terms. Ability to establish and maintain effective working relationships with management, city officials, supervisors, employees in various departments, and the general public with the goal of fostering positive employee relations and employee morale. Ability to work independently. Ability to effectively utilize personal computers and common office software such as Microsoft Word, Excel, and Outlook. Remain alert at all times and react quickly, calmly and rationally in times of extreme stress. Solve problems with innovation and creativity. Ability to maintain confidentiality in the performance of duties. Ability to use a variety of police equipment. Punctuality and regular attendance are essential functions of this position.

#### **Education and Experience:**

- Possess a High School diploma/GED
- FDLE State Certification required or graduate of state certified training academy with temporary employment status pending successful passing of State Certification Examination
- Preference given to individuals with police experience

#### **Physical Demands:**

***The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.***

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee may be required to run, jump or physically engage a subject. The employee is occasionally required to stand; walk; use hands to finger, handle, or operate objects, controls, or tools listed above; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. Must be able to lift, carry and push articles weighing up to 50 lbs. Specific vision abilities require by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

#### **Work Environment:**

***The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.***

While performing the duties of this job, the employee frequently works in all types of weather conditions. The employee is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, vibration, extreme temperatures, animals/insects, electrical hazards, confined spaces, heights, noise, and blood borne pathogens.

#### **Special Requirements:**

- Possession of valid State of Florida Class "E" driver's license with no more than six (6) points in a three (3) year period.

- Availability to work irregular hours including weekends, holidays, and extended hours in natural or man-made disasters, and emergencies or other situations influenced by workload or staffing difficulties.

**The Town of Lake Clarke Shores, Florida, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (42 U.S. C. 12101 et. seq.), the Town will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. The Town values the service veterans and their family members have given to our country and supports the hiring of returning service members and military spouses.**

**The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. Other duties may be required and assigned.**

**The job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer as the needs of the employer and requirements of the job change.**

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**This job description has been updated and approved on October 24, 2023.**

The employee's signature below constitutes the employee's understanding of the requirements, essential functions and duties of the position.

Employee: \_\_\_\_\_

Date: \_\_\_\_\_