

CITY OF BROOKSVILLE

POSITION CLASSIFICATION

CLASSIFICATION: Police Officer **STATUS:** Non-exempt

DEPARTMENT: Police **PAY GRADE:** 685

Advanced position responsible for enforcing the Laws of the Federal Government, State of Florida and City of Brooksville Code of Ordinances. Duties include, but are not limited to, modern patrol techniques including a working knowledge of Community policing practices, line supervisory skills, defensive tactics, traffic control, police vehicle safety, firearms, investigations, first responder techniques. Advanced legal knowledge of the criminal justice system and courtroom procedures required, along with daily public contact requiring tact, courtesy and interpersonal communication skills. Supplemental academic incentive pay for eligible employees. An illustrative list of the qualifications, essential duties and responsibilities are set forth below but are not limited to the list .

DUTIES (TYPICAL) :

- Advanced use of patrol techniques and procedures.
- Conduct major crime investigations, as directed.
- Conduct traffic and crime scene investigations.
- Prepare arrest and search warrants.
- Testify in court and application of the related procedures.
- Operate radar and other police equipment.
- Operate a Police vehicle safely and effectively.
- Direct and control traffic.
- Utilize defensive tactics and arrest techniques.
- Perform dispatching functions as required.
- Use of first responder techniques.
- Apply proper techniques in prisoner restraint.
- Act as Officer in Charge (OIC), a supervisor function in absence of Sergeant.
- Work safely, diligently and responsibly at completing assigned duties.

- Perform other duties not specifically enumerated within the job functions listed above as may be required at the discretion of the City.

FUNCTIONS, KNOWLEDGE, AND ABILITIES:

- Advanced knowledge of the Criminal Justice System, Florida Criminal Justice Standards, Departmental Standard Operating Procedures, and the Law Enforcement Code of Ethics.
- Advanced knowledge of First line supervisory techniques.
- Advanced knowledge of and skill to apply constitutional law, criminal law, laws of arrest, rules of evidence, search and seizure and juvenile law.
- Advanced knowledge, skill and ability in utilizing patrol techniques.
- Advanced knowledge of use, safety and legal liability in the application of firearms.
- Advanced knowledge, skill and ability to utilize defensive tactics and arrest techniques.
- Advanced knowledge, skill and ability to direct and control traffic.
- Advanced knowledge, skill and ability to operate and maintain a police vehicle safely and effectively.
- Advanced knowledge, skill and ability to adequately investigate traffic accidents and crime scenes.
- Advanced knowledge of legal aspects regarding possession and use of firearms as it relates to private ownership.
- Advanced ability to proficiently use firearms in accordance with Criminal Justice Standards and Training Commission directions and Departmental Policies.
- Knowledge, skill and ability to proficiently utilize first responder techniques.
- Advanced knowledge of trial procedures, preparation and responsibilities needed to testify in court.
- Ability to read, comprehend, implement and complete written and/or oral directions in English.
- Working knowledge of the written English language, punctuation, spelling and arithmetic.
- Advanced knowledge of Community Policing practices, policies and goals.
- Advanced knowledge of Crime prevention practices, goals and implementation procedures.
- Knowledge, skill and ability to utilize interpersonal skills effectively with co-workers and the

public.

- Ability to project a good public image and interact courteously with the public, officials, supervisors and co-workers.
- Willingness and ability to exercise sound judgment, work diligently, perform at a high level of efficiency and productivity and maintain a good safety and attendance record.
- Actively support the departments, City's, goals, programs and objectives.
- Ability to work independently, without close supervision.

QUALIFICATIONS:

Minimum:

- Education – High School Diploma or GED, Florida State Certified Law Enforcement Officer.
- Experience – Minimum of (2) years sworn police experience in the State of Florida or (5) years out of State experience w/ Florida Certification.

Preferred:

Education: Associates Degree or college level course work in criminal justice, police administration or closely related fields, proficiency in a foreign language.

Experience: Additional law enforcement and/or military experience.

EQUIPMENT UTILIZED: Patrol vehicle, hand-held radio, mobile radio, radar gun, baton, handcuffs, firearms and office machines.

ENVIRONMENTAL CONDITIONS:

Day and nighttime work outside during adverse weather conditions. See page 4 for additional information.

ESSENTIAL PHYSICAL SKILLS: As promulgated by the State of Florida Criminal Justice Standards and Training Commission.

Use of both hands with majority of fingers. 20/40 vision (in at least one eye), and be able to hear and understand and verbally communicate in English at normal conversational levels (corrective devices acceptable). Ability to operate equipment without excessive accommodation. See page 5 for additional information.

ENVIRONMENTAL CONDITIONS

THE BLOCKS SHOW THE ENVIRONMENTAL CONDITIONS UNDER WHICH YOU PERFORM YOUR ESSENTIAL JOB FUNCTIONS AND HOW FREQUENTLY THEY OCCUR DURING THE WORK WEEK.

CODE: **CONSTANT:** More than 80% (6 ½ hours or more per 8 hour day.)
 VERY FREQUENT: 51% - 79% (4 ½ - 6 hours per 8 hour day.)
 FREQUENT: 21% - 50% (2 ½ - 4 hours per 8 hour day.)
 OCCASIONAL: 6% - 20% (1 - 2 hours per 8 hour day.)
 RARELY: 0% - 5% (Less than 1 hour per 8 hour day.)

TYPE OF ENVIRONMENTAL CONDITIONS	CONSTANT	VERY FREQUENT	FREQUENT	OCCASIONAL	RARELY
Work Inside				X	
Work Outside		X			
In Heat		X			
In Cold		X			
In High Humidity		X			
In Dampness or Chilliness		X			
In Dry Conditions		X			
In or with Noisy Conditions		X			
In Darkness		X			
In or with Dusty Conditions		X			
With Silica, Asbestos, Etc.				X	
With Fumes or Gases				X	
With Smoke or Flames				X	
With Chemicals				X	
With Solvents				X	
With Grease or Oils				X	
With Radiant Energy				X	
With Electrical Energy				X	
On Slippery Surfaces		X			
On Uneven Surfaces		X			
In or With Moving Objects		X			
In or With Moving Vehicles	X				
On or With Ladders/Scaffolding at heights				X	
above Ground Level up to 120 feet			X		
Below Ground level (Ditches, tunnels, etc.)			X		
With feet, legs or hands in water				X	
With Explosives				X	
With Vibrations				X	
Working Closely with Others	X				
Working Alone		X			
With Poor Lighting		X			
With Poor Ventilation			X		
With Odors			X		

Reasonable accommodation will be made for otherwise qualified individuals with a disability.

ESSENTIAL PHYSICAL ABILITIES

THE BLOCKS SHOW THE TYPES OF PHYSICAL SKILLS REQUIRED TO PERFORM THE ESSENTIAL JOB FUNCTIONS AND HOW FREQUENTLY THEY OCCUR DURING THE WORK WEEK.

CODE: **CONSTANT:** More than 80% (6 ½ hours or more per 8 hour day.)
 VERY FREQUENT: 51% - 79% (4 ½ - 6 hours per 8 hour day.)
 FREQUENT: 21% - 50% (2 ½ - 4 hours per 8 hour day.)
 OCCASIONAL: 6% - 20% (1 - 2 hours per 8 hour day.)
 RARELY: 0% - 5% (Less than 1 hour per 8 hour day.)

TYPE OF PHYSICAL SKILLS	CONSTANT CONSTANT	VERY FREQUENT	FREQUENT	OCCASION AL	RARELY
Heavy lifting (45 pounds and over)			X		
Moderate lifting (15 to 44 pounds)		X			
Light lifting (under 15 pounds)	X				
Heavy carrying (45 pounds and over)				X	
Moderate carrying (15 to 44 pounds)			X		
Light carrying (under 15 pounds)	X				
Reaching above shoulder	X				
Use of fingers	X				
Both hands required	X				
Climbing (use of legs and arms)			X		
Climbing (legs only)			X		
Good near vision	X				
Good distant vision	X				
Both eyes required		X			
Depth perception	X				
Distinguishing basic colors	X				
Distinguishing shades of colors	X				
Good hearing (with hearing aid)	X				
Good hearing (without hearing aid)	X				
Straight pulling			X		
Pulling hand over hand			X		
Pushing			X		
Walking	X				
Standing	X				
Crawling			X		
Kneeling			X		
Bending			X		
Balancing			X		
Smelling			X		
Tasting			X		
Stooping			X		
Jumping			X		
Running			X		
Throwing		X			
Driving (cars, small vans, pick-ups, etc)	X				
Driving and operating (heavy equipment, trucks, etc)				X	
OTHER (List Below)					

APPROVED: _____ **DATE:**
Human Resources

I accept appointment to the foregoing Classification at a pay rate of \$ per _____, and I will perform the required duties and responsibilities set forth above.

I understand that my appointment and continued employment is subject to the City's Personnel Policies and Procedures, and that my employment is for an indefinite term and does not confer a legal property or other right to this or any other position.

EMPLOYEES NAME (please print):

EMPLOYEE'S SIGNATURE: _____ **DATE:**

APPROVED: _____ **DATE:**
City Manager