



## City of Niceville Job Description

**Job Title:** Police Officer

**Department:** Public Safety Department

**Reports To:** Police Sergeant

*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.*

**SUMMARY:** (Purpose of Job) Preserving peace in the community, perform law enforcement and crime prevention work; control traffic flow and enforce State and local traffic regulations; provide assistance in emergencies, perform investigative work and other special assignments; and perform a variety of technical and administrative tasks in support of the Department. The officer provides assistance to the citizens of the community to insure the protection of their individual rights, property, and safety. This is a sworn position.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** The following are not to be construed as an exclusive or all-inclusive listing of skills and abilities required to perform the job. Management may delegate other responsibilities as required.

- **Patrol, on foot or in patrol car, assigned areas of the City to preserve law and order, discover and prevent the commission** of crimes, enforce traffic and other laws and ordinances.
- Ensures protection of life, property and peace of the community.
- Responds to requests for service or assistance by citizens including domestic disturbances, civil complaints, property control, and related incidents.
- Maintain contact with citizens regarding potential law enforcement problems and preserve good relationships with the general public; take a proactive role in areas of public education relative to crime and crime prevention.
- Answer calls and complaints involving automobile accidents, misdemeanors and felonies
- Evaluates situations and takes appropriate action to resolve problems; issues warnings and citations for infractions of laws and ordinances.
- Check buildings for physical security.
- Apprehend and make arrests as necessary; interview victims, complainants and witnesses; interrogate suspects; gather and preserve evidence; testify and present evidence in court.
- Transports arrestees as appropriate
- May conduct or support investigative activities
- Contact and interview victims and witnesses; preserve and investigate crime scenes
- May testify in court regarding investigative activities
- Collect, identify, process, photograph and present evidence using scientific techniques including fingerprints, fibers, blood, and related physical evidence.
- Observes, monitors, reports activities of suspicious persons
- Responds to traffic situations and accidents, issue warnings and citations; direct traffic at fire, special events, and other emergency or congested situations.
- Conduct investigations of private property, non-injury, serious injury and fatality traffic accidents; conduct traffic accident analyses and general traffic surveys to determine cause, possible charges and corrective measures.

- Conduct a variety of criminal investigations involving crimes against persons and property, auto theft, white collar crime, and narcotics; gather evidence and prepare cases for prosecution.
- Conduct covert, undercover investigations as assigned.
- May be required to provide and or summon first aid or emergency assistance.
- May provide support, assistance, and protection to neighboring communities.
- May assist with a variety of special projects, as assigned, including [Intoxilizer] Agency Inspection, Traffic Homicide Investigations...
- Contact and cooperate with other law enforcement agencies in matters relating to the apprehension of offenders and the investigation of offenses.
- Learns civil and criminal ordinances as required.
- Responds to requests for aid in domestic disputes and provide assistance or refers parties to appropriate agencies.
- Provides security and/or escort to community during parades, funerals, or other public events.
- Prepare reports on arrests made, activities performed and unusual incidents observed.
- Serve warrants and remain current on laws and procedures required for processing warrants.
- Provides assistance to City departments in delivery or transport of mail, payroll or other sensitive documents.
- Assist in the performance of special investigative and crime prevention duties as required.
- Attends personnel meetings as required
- Work scheduled shift assignments with occasional overtime
- Maintain city equipment; vehicles, facilities, and property as necessary/required.
- Use standard broadcasting procedures of a police radio system.
- Understand and carry out oral and written instructions.
- Establish and maintain effective working relationships with those contacted in the course of work.

\*\*The City reserves the right to revise or change job duties as the need arises. This job description does not constitute a written or implied contract of employment.

**SUPERVISORY RESPONSIBILITIES: NA**

**MINIMUM TRAINING AND EXPERIENCE REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

**MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS QUALIFICATIONS:** To perform this work successfully and individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**PHYSICAL REQUIREMENTS:** Nature of job requires occasional hazardous duty and physical exertion under adverse conditions.

- Must work shifts as assigned and occasional overtime.
- Regularly required to use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; talk or hear; and taste or smell.
- Frequently required to walk, stand and sit.
- Occasionally required to climb or balance; and stoop, kneel, crouch, or crawl.
- Occasionally lift and/or move more than 100 pounds.
- Specific vision abilities include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**DATA CONCEPTION:** To perform specialized functions requiring knowledge of arrest techniques, crime investigation, first aid, firearms and weaponry, and security procedures.

**INTERPERSONAL COMMUNICATION:** Requires the ability to communicate with people to convey or exchange professional information.

**LANGUAGE ABILITY:** Ability to write routine reports and correspondence with proper grammar and clarity in content. Ability to speak effectively and clearly convey before groups of citizens or employees of organization.

**REASONING ABILITY:** Duties require the use of sound judgment and the ability to make decisions under stressful or emergency circumstances in accordance with accepted practices and procedures. Ability to define problems and deal with a variety of variables in situations.

**MOTOR COORDINATION:** Requires the ability to utilize job related equipment in the course of accomplishing job duties and tasks associated with respective primary duties.

**INTERPERSONAL TEMPERAMENT:** Requires the ability to interact with people (i.e. staff, supervisors, general public and elected officials) beyond giving and receiving instructions. Must be adaptable to performing under stress when confronted with an emergency.

- Elements of Effective Interpersonal Communication.
- Listening
- Projecting a Positive Self-Image
- Courtesy
- Nonverbal Communication
- Barriers to communication
- Professional behavior in a diverse society
- Community expectations and officer response
- Attitude
- Self-control
- Self-knowledge
- Evaluating feedback

**OTHER SKILLS AND ABILITIES:** Learns to use weapons, radios, teletype, and other police equipment with skill and proficiency. Must meet requirements for periodic weaponry skill qualifications. Safely operate assigned vehicle.

**Knowledge of:**

- Traffic laws and regulations.
- Basic function of a public safety operation.
- Criminal law and criminal procedure with particular reference to the apprehension, arrest and custody of persons committing misdemeanors and felonies, including rules of evidence pertaining to the seizure and preservation of evidence in traffic and criminal cases.
- Police methods and procedures including patrol, crime prevention, traffic control, investigation and identification techniques.
- Offensive and defensive weapons nomenclature and theory.
- Self-defense tactics and proper use of force.
- Interviewing and interrogation techniques.
- Ability to:
- Analyze situations quickly and objectively, and determine and take emergency action.
- Learn the operation of standard equipment and facilities required in the performance of assigned tasks.
- Use, care for and qualify with firearms.
- Prepare accurate and grammatically correct written reports.
- Communicate effectively, both orally and in writing.
- Meet the physical requirements established by the Department.
- Think and act quickly in emergencies and judge situations and people accurately.
- Understand and interpret laws and regulations.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

- Occasional hazardous duty.
- Regularly works in outside weather conditions.
- Occasionally works near moving mechanical parts and in high, precarious places.
- Occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, risk of electrical shock, risk of radiation, and vibration.
- Noise level in the work environment is usually moderate to loud.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this job.
- This job description is not an employment agreement, contact agreement, or contract. Management has exclusive right to alter this job description at any time without notice.

**CERTIFICATES, LICENSES, REGISTRATIONS:** Meet the requirements for State Police Minimum Standards as authorized in Florida State Statute 943.13. Must have a current and valid driver's license.

**CAREER DEVELOPMENT:**

- Continuing Education (seminars, job-related coursework at post-secondary institutions, continuing education credits/CEU's)
- Training (Either as participant or trainer)
- Involvement in relevant professional or technical associations
- Serving on City committees
- Volunteering to take responsibility for special projects

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Employee Acknowledgement

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Date

**JOB DESCRIPTION**

Job Title: Police Officer

Print Name: \_\_\_\_\_

Essential Job Functions: \_\_\_\_\_

\_\_\_\_\_

<b>Positional Tolerances:</b>					
	<b>Never</b>	<b>Occasional 1-33%</b>	<b>Frequent 34-66%</b>	<b>Constant 67-100%</b>	<b>Comments</b>
<b>Sitting</b>				<b>x</b>	<b>Patrol/Driving</b>
<b>Standing</b>				<b>x</b>	
<b>Walking</b>				<b>x</b>	
<b>Stair Climbing</b>		<b>X</b>			
<b>Ladder Climbing</b>		<b>x</b>			
<b>Repetitive Bending</b>		<b>x</b>			
<b>Sustained Bending</b>		<b>x</b>			
<b>Overhead Reach</b>		<b>x</b>			
<b>Sustained Reach</b>				<b>x</b>	
<b>Repetitive Reach</b>			<b>x</b>		
<b>Squat</b>		<b>x</b>			
<b>Crouch</b>		<b>x</b>			
<b>Crawl</b>	<b>x</b>				
<b>Kneel</b>		<b>x</b>			
<b>Twist</b>		<b>x</b>			
<b>Push/Pull</b>		<b>x</b>			
<b>Balancing</b>		<b>x</b>			

**Applicable PDC level of work:     SED   LIGHT   **MEDIUM**   HEAVY   VHEAVY**

Other Required Tolerances not listed above: \_\_\_\_\_

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<b>MATERIALS HANDLING</b>				
	<b>Occasional</b>	<b>Frequent</b>	<b>Constant</b>	<b>List Items</b>
<b>Lift</b>	<b>150 lbs</b>	<b>lbs</b>	<b>lbs</b>	<b>People/Property</b>
<b>Carry</b>	<b>lbs</b>	<b>lbs</b>	<b>20 lbs</b>	<b>Duty Gear</b>
<b>Push</b>	<b>10 lbs</b>	<b>lbs</b>	<b>lbs</b>	
<b>Pull</b>	<b>10 lbs</b>	<b>lbs</b>	<b>lbs</b>	

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Doctor/ Supervisor Signature

\_\_\_\_\_  
Date

