



CITY OF ALACHUA

JOB DESCRIPTION

POLICE OFFICER I

DEPARTMENT: Police

REPORTS TO: Police Sergeant

SUPERVISES: None

FLSA: Non-exempt

GENERAL DESCRIPTION:

General duty police work assisting in the protection of life and property through the enforcement of laws and ordinances. Policer Officer I is subject to a mandatory one (1) year probationary period during which essential functions of the job are learned and demonstrated.

ESSENTIAL JOB FUNCTIONS:

1. Effect an arrest, forcibly if necessary, using handcuffs and other restraints; subdues resisting suspects using maneuvers and weapons and resort to the use of hands and feet, and other approved weapons in self-defense.
2. Prepare investigative and other reports, including sketches, using appropriate grammar, symbols and mathematical computations.
3. Exercise independent judgment in determining when there is reasonable suspicion to detain, when probable cause exists to search and arrest and when force may be used and to what degree.
4. Operate a law enforcement vehicle during both the day and night; in emergency situations involving speeds in excess of posted limits, in congested traffic and in unsafe road conditions caused by factors such as fog, smoke, and rain.
5. Communicate effectively and coherently over law enforcement radio channels while initiating and responding to radio communications.
6. Conducts preliminary and follow-up investigation, including but not limited to: processing crime scenes; interviews and interrogates persons related to criminal investigations; takes affidavits and confessions; executes arrest and search warrants.
7. Pursue fleeing suspects and perform rescue operations which may involve quickly entering and exiting law enforcement patrol vehicles.
8. Load, unload, aim and fire from a variety of body positions - handguns, shotguns and other agency firearms under conditions of stress that justify the use of deadly force and at levels of proficiency prescribed in certification standards.
9. Conduct visual and audio surveillance for extended periods of time.
10. Perform searches of people, vehicles, buildings and large outdoor areas which may involve feeling and detecting objects, walking for long periods of time, detaining people and stopping suspicious vehicles and persons.
11. Engage in law enforcement patrol functions that include such things as working rotating shifts, walking on foot patrol and physically checking the doors and windows of buildings to ensure they are secure.
12. Effectively communicate with people, including juveniles, by giving information and directions, mediating disputes and advising of rights and processes.
13. Demonstrate communication skills in court and other formal settings.

14. Detect and collect evidence and substances that provide the basis of criminal offenses and infractions and that indicate the presence of dangerous conditions.
 15. Endure verbal and mental abuse when confronted with the hostile views and opinions of suspects and other people encountered in an antagonistic environment.
 16. Perform rescue functions at accidents, emergencies and disasters to include directing traffic for long periods of time, administering emergency medical aid, lifting, dragging and carrying people away from dangerous situations and securing and evacuating people from particular areas.
 17. Process and transport prisoners using handcuffs and other appropriate restraints.
 18. Put on and operate a gas mask in situations where chemical munitions are being deployed.
 19. Extinguish small fires by using a fire extinguisher and other appropriate means.
 20. Read and comprehend legal and non-legal documents, including the preparation and processing of such documents as citations, affidavits and warrants.
 21. Process arrests suspects to include taking their photographs and obtaining a legible set of inked fingerprint impressions.
 22. When designated, train, care for, and use a K-9 dog in patrol and other assignments.
 23. Patrols areas of the City by: car, on foot, motorcycle, or bicycle.
 24. Enforce traffic laws, including driving under the influence, making lawful traffic stops. Investigates and reports motor vehicle traffic collisions; directs and controls traffic collisions; directs and controls traffic at accident scenes, fires, parades, etc. Responsible for the safe and orderly movement of traffic.
- (These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related marginal duties as required.)

MINIMUM QUALIFICATIONS:

KNOWLEDGE, ABILITIES AND SKILLS

Ability to analyze situations quickly and objectively and to determine proper course of action to be taken. Ability to cope with situations firmly, courteously and tactfully, and with respect for the rights of others. Ability to learn the geography of the City and its physical and social characteristics. Ability to understand and carry out oral and written instructions. Ability to read, write and speak effectively. Ability to meet physical requirements and standards. Ability to communicate effectively both verbally and in writing.

EDUCATION AND EXPERIENCE

Associates degree preferred. High school diploma required.
Completion of the Minimum Standards courses as set forth by the Florida Police Standards Commission.

(A comparable amount of training, education or experience can be substituted for the minimum qualifications.)

LICENSES, CERTIFICATIONS OR REGISTRATIONS

Valid Florida Driver's License and a satisfactory driving history. Florida Law Enforcement Certification.
Must meet physical requirement as indicated in State Certification.

ENVIRONMENTAL CONDITIONS:

Works inside.

Works outside in various weather conditions with: noise, fumes, gases, smoke or flames, odors.

Using body force to gain entrance through barriers.

Light (up to 15 pounds) to heavy (45 pounds and over) lifting and carrying.

Endure sustained acts of physical exhaustion and endure periods of duty under unfavorable and life threatening situations.

Reaching, pulling, pushing, smelling, climbing, walking, standing, crawling, kneeling, bending, stooping, jumping, running.

Depth perception, distinguish colors.

Acceptable eyesight (with or without correction).

Acceptable hearing (with or without hearing aid).

Driving.

(Reasonable accommodations will be made in accordance with existing ADA requirements for otherwise qualified individuals with a disability.)

The statements contained herein describe the scope of the responsibility and essential functions of this position, but should not be considered to be an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other areas to cover absences or relief to equalize peak work periods or otherwise balance the workload.

By signing below, I agree and understand that I must be able to perform each responsibility set forth above to continue my employment with the City.

Employee Name (please print)

Date

Employee Signature