



TOWN OF SOUTH PALM BEACH

JOB DESCRIPTION – POLICE OFFICER

Summary:

The purpose of this classification is to perform general law enforcement work in order to preserve public peace, to protect lives, property and rights of the public; to enforce statutory law and municipal ordinances; to deter crime; and to respond to calls for law enforcement assistance. Duties may vary according to specific assignment.

Job Description:

The following duties and functions, as outlined herein, are intended to be representative of the type of tasks performed within this classification. They are not listed in any order of importance. The omission of specific statements of the duties or functions 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.

In accordance with rules and regulations, directives, and training standards - and in the spirit of the Law Enforcement Code of Ethics - enforces all town, county and state codes, ordinances, laws, and regulations in order to protect life and property and to prevent crime and promote security; apprehends and/or arrests persons who violate federal, state, county or town codes and laws and advises suspects of rights; processes and transports prisoners according to procedure.

Maintains visibility by patrolling assigned area, in a marked police vehicle; remains alert to suspicious activities or persons and reacts appropriately; inspects troublesome areas and checks security of establishments; performs surveillance of various locations and of criminal suspects; collects and reviews data; develops trends and/or patterns pertaining to locations/suspects; files intelligence reports.

Monitors radio and responds to emergency calls/calls for assistance; communicates with radio dispatcher and responds to complaints, reports of criminal events, requests for law enforcement, and domestic or public disputes; assesses situation and takes appropriate actions to bring situation to resolution; follows standard operating procedures when responding to calls; provides backup assistance to fellow officers as requested/necessary; contacts command/supervisory personnel for emergency response and critical incident communications.

Secures crime scenes until superiors arrive; gathers preliminary information in criminal investigations by obtaining statements from victims, witnesses and suspects; performs and documents searches of people, vehicles and buildings; prepares investigative reports of findings, facts, and related information; detects and collects evidence and substances that provide the basis for probable cause for criminal acts; testifies in court.

Determines probable cause to search and/or reasonable suspicion to detain suspects; obtains warrants and performs various search operations; locates missing persons; pursues fleeing and subdues resisting suspects; and effects arrests; serves criminal warrants and legal documents.

Enforces traffic laws and regulations; stops vehicles for traffic violations and issues traffic citations/warnings; directs vehicle and pedestrian traffic around accidents; administers field sobriety tests; identifies wanted persons/vehicles; impounds vehicles; assists disabled motorists; directs traffic for funerals and other public gatherings; ensures roadways are clear of obstacles and hazards; educates the public regarding traffic safety practices.

Responds to accident calls; gathers information at the accident scene; investigates accidents involving serious injury; fatality, or hit-and-run; interviews victims and witnesses; notifies relatives of victims as necessary.

Performs tasks as necessary to assist at the scene of accidents, crimes, or other incidents, including crowd control, first aid, rescue functions, etc.

Completes and/or reviews paperwork documenting shift and incident activities; completes state reports concisely and with proper grammar to accurately record criminal offenses; completes and prepares a variety of forms, logs, requests, records, reports, correspondence, and various other documents associated with daily responsibilities of this position; maintains administrative records and files.

Engages in public relations and community service activities and events to promote a positive image for the department and to build cooperative and collaborative relationships with the community; responds to questions, complaints, and requests for information by telephone or in person from merchants, community/civic organizations, the general public, employees, superiors, and other individuals.

Enters/retrieves data to/from computer system including stolen property, arrest and wanted persons information, investigation data, and criminal/driving records checks; reviews crime statistics. Adheres to all applicable agency user agreements with regard to access and dissemination of sensitive law enforcement intelligence information.

Maintains current field and code manuals, policies and procedures, employee handbooks, various maps, and related material for reference and/or review.

Attends shift meetings, seminars, and specialized/update training sessions as required to maintain knowledge of departmental and town operations, to promote improved job performance, and to maintain knowledge of changing policies, procedures, codes, and laws.

Cooperates with federal, state, and local law enforcement agencies and their officers or representatives when activities are related to investigations within town jurisdiction; assists in the prosecution of offenders; appears in court to present evidence and sworn testimony.

May perform various tasks and duties related to special assignments as to Field Training Officer; attends community meetings and assists with community activities, programs, and special events; coordinates, leads, and teaches special education programs or media campaigns.

Additional Functions

Assists with interdepartmental duties and town activities, which may include directing traffic, assisting in animal control, providing security at town social events and special escorts, crowd/riot control, or other special assignments.

Maintains police vehicle, building and equipment, with cleanliness and performing minor maintenance and repairs; shuttles vehicles for maintenance purposes. Maintains issued firearms.

Answers the telephone; provides information, advice and guidance; takes and relays messages and/or direct calls to appropriate personnel; returns calls as necessary.

Substitutes for co-workers in temporary absence of same; may assist with overseeing activities of other police officers as assigned; performs various clerical and administrative duties in support of division or departmental activities; performs other related duties as required.

Job Requirements:

High school diploma or equivalent; preferably supplemented by a minimum 12 months previous experience and/or training involving law enforcement, to include passing the Basic Law Enforcement test as administered through an accredited police academy. Must maintain and be eligible for immediate issuance of a Police Certificate from the Florida Department of Law Enforcement. Must be certified or be able to pass qualification in firearms usage. Must possess or be eligible to immediately obtain and maintain a valid Florida driver's license. Additional training and certification may be required as appropriate to assignment. Be able to work twelve (12) hour shifts, any time of the day; be able to work weekends and holidays as directed. Must be able to work overtime when ordered, or based on the needs of the department.