

City of Fernandina Beach
Job Description



City Manager's Signature
5/7/19

Date

Title: Police Officer
Department: Police
FLSA Status: Non-Exempt
Reports to: Police Captain
Pay Grade: 22

Minimum Qualifications

- A. Education and Experience:
High school diploma or GED required; must be United States citizen and at least 19 years of age. Cannot have received a dishonorable discharge from the armed services; cannot have been convicted of a felony, misdemeanor, perjury, or giving a false statement. A comparable amount of training, education or experience can be substituted for the minimum qualifications.
- B. Certifications:
Florida Law Enforcement Certification required. Valid Florida Driver's license, a clean driving record, and good driving skills required.
- C. Knowledge, Abilities, and Skills:
Knowledge of modern law enforcement principles, procedures, techniques, and equipment required; thorough knowledge of applicable laws, ordinances, departmental rules and regulations preferred. Proficiency in Microsoft Office Suite required. Must have high level of interpersonal skills. Position requires demonstrated good judgment, tact and diplomacy. Excellent oral and written communication skills required.

General Description

General duty police work in the protection of life and property through the enforcement of laws and ordinances. Work is performed under the general supervision of the Police Captain and the Police Chief. Residency requirement as detailed by the current collective bargaining agreement upon completion of probation. Officers may be assigned and perform duties as a detective in the Investigative Bureau or as a School Resource Officer.

Essential Functions

1. Effects an arrest, forcibly if necessary, using handcuffs and other restraints; subdues resisting suspects using maneuvers and weapons and resorts to the use of hands and feet, and other approved weapons in self-defense.
2. Prepares investigative and other reports, including sketches, using appropriate grammar, symbols and computations.
3. Exercises 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.

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4. Operates 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. Communicates effectively and coherently over law enforcement radio channels while initiating and responding to radio communications.
6. Gathers information in criminal investigations by interviewing and obtaining the statement of victims, witnesses, suspects and confidential informers.
7. Pursues fleeing suspects and performs rescue operations which may involve quickly entering and exiting law enforcement patrol vehicles; lifting, carrying and dragging heavy objects; climbing over and pulling up oneself over obstacles; jumping down from elevated surfaces; climbing through openings; jumping over obstacles, ditches and streams, crawling in confined areas; balancing on uneven or narrow surfaces and using body force to gain entrance through barriers.
8. Investigates any and all crimes assigned as a number of the Investigative Bureau.
9. Assists Special Enforcement Unit as directed.
10. Loads, unloads, aims and fires 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.
11. Effectively communicates with people, including juveniles, by giving information and directions, mediating disputes and advising of rights and processes.
12. Performs 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.
13. Conducts visual and audio surveillance for extended periods of time.
14. Engages in law enforcement patrol functions that include such things as rotating shifts, walking on foot patrol and physically checking the doors and windows of buildings to ensure that they are secure.
15. Demonstrates effective communication skills in court and other formal settings.
16. Detects and collects evidence and substances that provide the basis of criminal offenses and infractions and that indicate the presence of dangerous conditions.
17. Endures verbal and mental abuse when confronted with the hostile views and opinions of suspects and other people encountered in an antagonistic environment.
18. Performs 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.
19. Processes and transports prisoners using handcuffs and other appropriate means.
20. Puts on and operates a gas mask in situations where chemical munitions are being deployed.
21. Extinguishes small fires by using a fire extinguisher and other appropriate means.

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22. Reads and comprehends legal and non-legal documents, including the preparation and process of such documents as citations, affidavits and warrants.
23. Processes arrest suspects to include taking their photographs and obtaining a legible set of inked fingerprint impressions.
24. Patrols areas of the City by car, on foot, motorcycle, or bicycle.
25. Protects assets by establishing, monitoring, and enforcing internal controls.
26. Ensures compliance with federal, state, and local legal requirements by researching existing and new legislation. Advises management of potential risks.
27. Controls expenses effectively.
28. Keeps up-to-date on information and technology affecting functional areas to increase innovation and ensure compliance.
29. Attends and participates in administrative meetings as required.
30. Provides Law Enforcement safety and security assistance to school personnel, students, and parents.
31. Other duties as assigned. 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.

Essential Physical Skills

Must be in excellent physical condition, including acceptable eyesight, hearing, and smelling; must be able to lift and carry up to 45 lbs. Must be able to endure sustained acts of physical exhaustion; requires running, walking, climbing, jumping, standing, reaching, pulling, pushing, crawling, kneeling, bending, and stooping. Must be able to distinguish colors and have good depth perception. Requires enduring periods of duty under unfavorable and life-threatening conditions. Reasonable accommodations will be made for otherwise qualified individuals with a disability.

Environmental Conditions

Work is performed inside an office environment and outside in various weather conditions in and around potentially hazardous areas in hazardous and stressful conditions. Works outside in various weather conditions with noise, fumes, gases, smoke or flames, odors, slippery and uneven surfaces and poor lighting. Works in or with moving objects or vehicles and in heights.

Key Competencies: Integrity, Professional knowledge, Analysis, Attention to Detail, Interpersonal skills, Communication (oral and written), Teamwork, Individual Leadership.