



# City of Lake Helen

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## Job Description

**Position Title:** Police Officer  
**Category:** Non-Exempt  
**Pay Classification:** 301

**MAJOR FUNCTION:** General duty police work in the protection of life and property through the enforcement of laws and ordinances. Specializing in the area of traffic enforcement, traffic accident investigations and criminal investigations.

**ILLUSTRATIVE DUTIES:**

**(NOTE: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position.)**

- Conducts traffic patrols of the City, including issuing traffic citations, radar operation, accident response and investigation, investigation of possible DUI's, emergency traffic control, school zone patrolling.
- Investigates possible criminal action, including investigation of suspicious persons, apprehension of suspects, arresting and booking. Investigates wanted and missing persons reports. Protects crime scenes and prepares detailed reports. Conducts follow-up investigations as assigned.
- Provides services to the public, including home, business and public property checks, provides information to the public, aides owners of disabled vehicles.
- Performs related duties as necessary, including making oral and written reports, court appearances, participating in training activities and maintaining equipment required for performance of duties.
- Completes special assignments, on request, including transportation of prisoners, assisting other law enforcement, crowd control, delivering paperwork.
- Performs related tasks as required.

**MINIMUM REQUIREMENTS:**

**Knowledge, Skills and Abilities**

- Knowledge of principles and practices of law enforcement and applicable laws and ordinances and knowledge of traffic crash reconstruction techniques.
- Knowledge of local geography.
- Ability to analyze situations quickly and objectively and ability to determine proper course of action to be taken.
- Ability to cope with situations firmly, courteously and tactfully with respect for the rights of others.



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- Ability to obtain information through interviews, interrogation and observation and to prepare and submit concise case reports.
- Skill in the use and care of firearms and operation of motor vehicles.
- Ability to meet departmental and mental requirements and standards.

### **Licenses, Certifications, Registrations**

- Certification of completion from the Florida Criminal Justice Training and Standards Commission.
- Possession of a valid Florida driver's license.
- Must complete the Emergency Vehicle Operation Course and related law enforcement courses.
- Possession of a valid intoxilyzer operator certification and radar operator certification from the Florida Criminal Justice Training and Standards Commission.
- Must continue education in law enforcement and other job responsibility related areas.

### **Education, Experience and Training**

- High School graduation or possession of an acceptable equivalency diploma.
- Associate's degree desired (required as of the year 2005)
- An equivalent combination of education, training, and experience may be substituted for the minimum qualifications.

### **ADA REQUIREMENTS:**

**Physical Demands:** Heavy to Very Heavy work.

Ability to run a minimum of fifty (50) yards.

Ability to climb a minimum of six (6) feet.

Ability to jump a minimum of six (6) feet.

Ability to drag, lift, carry a minimum of 150 pounds.

Ability to crawl a minimum of ten (10) yards.

Ability to swim a minimum of fifty (50) yards with a flotation device.

Ability to operate emergency vehicles.

Ability to traverse all types of terrain, i.e. urban, woods, swamp, hills.

Ability to use restraints, i.e. handcuffs, hobble.

Ability to sit for long periods of time.

Ability to bend, crouch, reach, see, hear, smell, pull, push, stand, kneel, handle, stoop, balance, talk, feel; finger dexterity.

Ability to effectuate an arrest with or without resistance.

Ability to perform shift work, 24 hours a day, seven (7) days a week.



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**Environmental Demands:** Inside and outside work. Ability to tolerate inclement weather including heat, humidity, rain, cold, fog, sleet. Possible exposure to hazardous materials and conditions; toxic conditions, fumes, odors, noise, vibration, dust, confined areas, animal/human waste.

**Mental Demands:** Ability to read and comprehend professional and technical manuals, procedures, journals and documents; legal documents; maps and layouts; memos, reports, summaries and evaluations. Ability to perform basic mathematical functions. Ability to write complex documents relaying information, data, and details. Ability to speak clearly and concisely to layman.

**All job descriptions are subject to revision and amendment. I have received a copy of this job description and am fully aware of the expectations of the job.**

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

Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_

Date: \_\_\_\_\_