

**CITY OF STUART
JOB DESCRIPTION**

Title: POLICE OFFICER RELIEF

Department: Police

Job Code: 4045

Grade: P03

Exempt Status: Non-Exempt

CHARACTERISTICS OF THE CLASS

Under general supervision of a Sergeant, performs a wide variety of police and law enforcement activities. Tasks are primarily service oriented and include dispensing information, arbitrating disputes, providing assistance through referrals, property protection, crime prevention, and other public safety services. Duties include an element of personal danger, exposure to adverse weather conditions, apprehending criminals and directing traffic. Incumbents perform duties in accordance with Florida State Statutes and established departmental policies, procedures, and guidelines. The incumbent must be able to act without close supervision and must be able to exercise independent judgment. Work is reviewed through observation, conferences and review of written reports for results obtained and adherence to established policies and procedures.

EXAMPLES OF ESSENTIAL FUNCTIONS

1. Conducts routine preventative patrol in designated areas of the City.
 - a. Patrols residential/business areas for detection of violators.
 - b. Initiates contacts with both business operators and residents.
 - c. Maintains an open-line of communications within the community.
2. Responds to calls for police service, takes action upon observing a circumstance or situation requiring police attention and wears required issued equipment.
 - a. Responds to domestic disputes, disturbances and other incidents, and attempts to resolve through counseling or referral.

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- b. Settles disputes among neighbors, juveniles, gang incidents and similar type disputes.
 - c. Handles any and all complaints from citizens of the community.
 - d. Facilitates solutions to community problems.
 - e. May be involved in physical altercations which require the use of defensive tactics and overall fitness and physical ability to resolve.
3. Provides information and/or assistant to the public.
 - a. Answers a wide range of non-police related service call.
 - b. Informs citizens of available services in the community.
 - c. Provides referrals to other city, county, and state agencies.
 4. Maintains the peace and safety of the community.
 - a. Quells public disturbances.
 - b. Maintains civil obedience at group functions.
 5. Provides for the safe and convenient flow of traffic and pedestrians within the community.
 - a. Investigates traffic accidents.
 - b. Enforces traffic violations when and where necessary.
 - c. Promotes vehicular and pedestrian safety.
 - d. Reports unsafe road conditions.
 - e. Conducts DUI investigations.
 6. Enforces laws and arrests lawbreakers.
 - a. Makes a wide range of felony and misdemeanor arrests.
 - b. Issues Notices to Appear.
 - c. Issues traffic citations.
 7. Prepares written reports, forms, and other documents as required.
 - a. Completes standardized departmental forms relating to crimes and occurrences.
 - b. Prepares narrative reports of incidents (supplemental reports, probable cause affidavits, and others)
 - c. Prepares basic and detailed reports pertaining to departmental business on such forms and in such format as may be required.

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8. Keeps superior informed.
 - a. Reports orally, or in writing, upon matters of concern to public safety or the city.
 - b. Makes recommendations for improvement.
9. Testifies in legal proceedings.
 - a. Testifies in civil and criminal court proceedings.
 - b. Gives depositions.
10. Provides support and assistance to other police officers, public safety employees, city employees.
 - a. Serves as a back-up officer for other officers handling calls.
 - b. Stands by while other city/county/state agencies perform their duties and functions.

NOTE: The examples of essential functions as listed in this classification specification are not necessarily descriptive of any one position in the class. The omission of an essential function of work does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

REQUIREMENTS

A. Training and Experience:

High School Graduate or G.E.D.; meet current state training requirements necessary to obtain State of Florida police officer certification. Successfully complete tenure as a probationary officer.

Must possess a current Florida driver's license.

B. Knowledge, Abilities, and Skills:

Knowledge of federal laws, state statutes, and local ordinances.

Knowledge of the rules, regulations, policies and procedures of the Stuart Police Department.

Knowledge of crime prevention and problem solving techniques.

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Knowledge of First Responder and CPR.

Ability to understand and follow oral and written instructions.

Ability to communicate effectively with superiors and the general public.

Ability to analyze situations quickly and objectively.

Ability to learn the geography of the City and surrounding areas.

Ability to maintain composure under emergency situations.

Ability to work effectively under stressful conditions

Ability to work shift work.

Ability to develop a working knowledge of departmental rules, regulations, policies, and procedures.

Ability to learn and adapt to changing technologies and practices.

Ability to exercise discretion.

Skilled in the care and safe operation of a variety of firearms, impact weapons, and chemical agents.

Skilled in the operation of motorized vehicles under adverse conditions.

C. Physical Requirements:

Task involves the regular, and at time sustained, performance of heavier physical tasks such as walking over rough or uneven surfaces, reaching, stretching, standing, kneeling, pulling, bending, stooping, working in confined spaces, and lifting or carrying moderately heavy (20-50 pound) items and occasionally very heavy (100 pounds or over) items; involves the frequent use of coordinative and manipulative skills in performing a variety of tasks with the full range of hand-eye coordination or may involve the complex operation of gasoline, electric, or diesel-powered machinery, vehicles or police equipment requiring the manipulation of multiple controls, fine adjustments or both.

D. Environmental Requirements:

Task may require frequent exposure to adverse environmental conditions.

E. Sensory Requirements:

Task requires color perception and discrimination.

Task requires sound perception and discrimination.

Task requires taste perception and discrimination.

Task requires odor perception and discrimination.

Task requires depth perception and discrimination.

Task requires texture perception and discrimination.

Task requires visual perception and discrimination.

Task requires oral communications ability.

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Approved: _____ Date: _____
Human Resources Director

Approved: _____ Date: _____
Police Chief

Received by: _____ Date: _____
Employee