

**CITY OF STUART
JOB DESCRIPTION**

Title: POLICE MASTER OFFICER

Department: Police

Job Code: 4060

Grade: P05

Exempt Status: Non-Exempt

CHARACTERISTICS OF THE CLASS

Under general direction of a Sergeant, performs investigative analysis dealing with thefts, robberies, burglaries, homicides and other death investigations. Incumbent analyzes, researches, and presents information to provide investigative leads and support and determines functional patterns to be used in an investigation. Tasks are primarily service oriented and include dispensing information, arbitrating disputes, providing assistance through referrals, property protection, crime prevention, detective, investigative, canine services, and other public safety services. Duties include an element of personal danger, exposure to adverse weather conditions, apprehending criminals, transporting prisoners 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. May be authorized to assume the duties of a Sergeant in their absence.

EXAMPLES OF ESSENTIAL FUNCTIONS

1. Requests, researches and receives information of a confidential nature from law enforcement and public sources; identifies leads, disregards irrelevant.
2. Prepares analytical reports, summaries and assessments.
 - a. Facilitates solutions to community problems.
3. Responds to calls for police service, takes action upon observing a circumstance or situation requiring police attention and wears required issued equipment.

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- a. Responds to domestic disputes, disturbances and other incidents and attempts to resolve through counseling or referral.
 - b. Settles disputes among neighbors, juveniles, gang incidents and similar type disputes.
 - c. Handles any and all complaints from citizens of the community.
 - e. May be involved in physical altercations which require the use of defensive tactics and overall fitness and physical ability to resolve.
4. Conducts criminal and non-criminal investigations:
- a. Conducts initial investigation into numerous crimes.
 - b. Conducts investigations concerning civil disturbances.
 - c. Conducts follow-up investigations of crimes and other incidents.
 - d. Conducts surveillance of areas for suspected or potential criminal activity.
5. Provides information and/or assistance to the public.
- a. Answers a wide range of non-police related service calls.
 - b. Informs citizens of available services in the community.
 - c. Provides referrals to other city, county, and state agencies.
6. 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.
7. Enforces laws and arrests lawbreakers.
- a. Makes a wide range of felony and misdemeanor arrests.
 - b. Issues Notices to Appear.
 - c. Issues traffic citations.
8. Prepares written reports, forms, and other documents as required.
- a. Completes standardized departmental forms relating to crimes and occurrences.

Police Master Officer - continued

- 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.
9. Keeps superior informed.
- a. Reports orally, or in writing, upon matters of concern to public safety or the city.
 - b. Makes recommendations for improvement.
10. Testifies in legal proceedings.
- a. Testifies in civil and criminal court proceedings.
 - b. Gives depositions.
11. Provides support and assistance to other police officers, public safety employees, and city employees.
- a. Serves as a back-up officer for other officers handling calls.
 - b. Provides medical assistance as needed.
 - c. Stands by while other city/county/state agencies perform their duties and functions.
12. Provides a variety of specialized services when properly trained and so assigned.
- a. Detective
 - b. Drug enforcement.
 - c. Crime Watch.
 - d. Evidence Technician.
 - e. Canine Officer
13. Collects and coordinates information and intelligence; organizes, analyzes and prioritizes intelligence; determines reliability and validity.
14. Maintains intelligence databases and active targets; indexes findings; reviews publications.
15. May supervise subordinates in the absence of the Sergeants.
16. Conducts routine preventative patrol in designated areas of the City.

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- 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.
17. Maintains the peace and safety of the community.
- a. Quells public disturbances.
 - b. Maintains civil obedience at group 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. Must meet and maintain current Police Officer II requirements. Must meet current Police Master Officer requirements.

May also be certified in special programs as required.

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.

Knowledge of the preparation of intelligence reports and analysis.

Knowledge of computer operations and related software programs.

Knowledge of First Responder and CPR.

Ability to review, evaluate and analyze current intelligence data, current events, periodicals and publications related to criminals and their activity.

Ability to comprehend, interpret and respond to intelligence information and conduct analytical investigations.

Ability to understand and follow oral and written instructions.

Ability to communicate effectively with subordinates, peers, 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.

Ability to obtain/maintain a valid Florida Driver's License.

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.

Skilled in the operation of general office equipment such as the computer, typewriter and photocopier.

Skilled in the use of specialized equipment including but not limited to crime scene kits, tape recorders, intoxilyzers, video equipment, electronic restraint devices, and first aid equipment.

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